

## Key Features of the Members tab?

### Step 1

Login to Scouts Terrain using the explanation on the login one pager or following the prompts at <https://terrain.scouts.com.au> Navigate to the Members section by using the navigation button on the top left of the Basecamp page.

Navigating left to right, top to bottom you can;

- Create patrols from the members landing page – for speed and ease of access
- ALL helps you see all members in the Group at a glance and enables updates to Units, Patrols, Duty etc.
- Patrols enables you to create, delete or rename any Patrols in your Group
- Units enables you to create, delete or rename any Units in your Group

On the ALL TAB

- The name of the Group will show on left side of the page
- There is a filter line where you can filter by Unit, Section, Patrol or Individual
- The next Row down you will see heading fields for all members. These include Member Number, First Name, Last Name, Unit, Patrol, Duty, Unit Council, Date of Birth, Role, Section, Status and Action.
- The Member Number, First Name, Last Name, Date of Birth, Role, Section, Status and Action all feed directly out of your Branch membership system via a portal into Scouts Terrain. If these fields are missing or incorrect please contact your Group Leader or Branch Office to update.
- You are able to rearrange the Group list shown by clicking on the up and down arrows that appear next to the fields in the heading fields row
- At the bottom of the page there will be a slide rail so you can drag across the members and see all data fields
- At the bottom of the page you can also see a rows per page dropdown and you can change this depending on how many people you want to see on the one page

