

How to get started in Scouts | Terrain

Use this resource to assist in getting started in Scouts | Terrain.

The instructions here relate to the functions for adults operating in a Scout Group.

Before you and your section can really get started in Scouts | Terrain, there are a few simple steps that you may need to complete.

1. Log In

Check out the how-to guide:

<https://pr.scouts.com.au/mdocs-posts/how-to-log-in/>

- **Tip #1:**
Your password is your date of birth in the format YYYY-MM-DD, so if my date of birth is the 13th November 1990, it would need to be entered as 1990-11-13
- **Tip #2:**
You will be asked to enter your email address – make sure you enter this correctly, as the system uses this to send a verification code.

This code may end up in your Junk or Spam folders – be sure to have a look in them before seeking support. Support may be in the form of asking another adult leader who has logged in to reset the password for you – this can be done through the Members area of the system!

Logging in for the first time will take you to one of two screens.

This could be a screen instructing you to complete an Achievement Pathways data input. This will be displaying if you are one of the first in your Group to log in, and no data input has occurred (or this function has not yet been deemed 'Not Required' against your profile).

It also could be Leader Basecamp.

2. Leader Basecamp

The Leader Basecamp displays at least 3 tiles – the number of tiles is dependent on whether someone from your Group has already been into the system.

- Group Life
- Programming
- Members
- Approvals – this may not be automatically displaying for you
- Achievement Pathways – this may not be displaying. If that is the case, do not panic! There is nothing wrong!

The first step should be to visit the Members area.

3. Members

Check out the how-to guide:

<https://pr.scouts.com.au/mdocs-posts/how-to-navigate-the-members-table/>

The members area is where the organisation of Units, Patrols and roles occur. It is also the part of the system that enables manually awarding of achievements through two functions – ‘import data’ and ‘manual award’.

‘Import data’ is the function that records where a member is commencing their journey in the Achievement Pathways on Scouts | Terrain. This will then enable them to continue their record keeping journey using Scouts | Terrain.

‘Manual award’ is where the Outdoor Adventure Skills can be marked off in bulk (i.e. multiple (or all) members from a Unit at any point in time).

- **Tip #1:**

The majority of administration is best completed in the Units area of the system. Create and set up the Units first, then explore the import/input process.

A deep dive into the Members area can also be viewed directly at: https://youtu.be/TA9mWLdX_Ug

4. Import

Check out the how-to guide:

<https://pr.scouts.com.au/mdocs-posts/how-to-import-data/>

The data import process is required to get members started in the system. Where are they up to with their achievements as they start their journey in Scouts | Terrain? This information may need to be gained from a range of sources, and could include:

- When did they start their journey in Scouting?
- When did they start in the current section?
- What does the data from s2p.scouts.com.au tell you about their achievements?
- What are the records that have been kept separately that you now need to reference?

You may also like to watch this video on the import process: <https://youtu.be/P06ob43FIMo>

Remember, you can only import data once for each individual! In the event you make a mistake, or submit the wrong information, please use the Help button to gain support.

Note: Data can be reset, but this will wipe all achievement data for that individual. To do this, the support team requires the Branch, member number and name of the individual whose data needs to be reset.

With the data import complete, you should now have full access to Scouts | Terrain. Be sure to check out each area of the system! Don't forget you can also check out videos about the system via <https://pr.scouts.com.au/terrain/#vids>