

How to use the baseline process for a new member

New members into the system will need to be baselined when they are first entered into Scouts|Terrain.

This process is for adult leaders who have permission to do the following within the system.

Step 1

- Login to Scouts Terrain at <https://terrain.scouts.com.au>

Step 2

- Navigate to the members section by using the navigation bar on the left hand side and selecting **Members**
- To work correctly please ensure the member is not added into any units before the baseline is completed

Group	Units	Patrols						
First St Kilda								
filter		Q						
Member No.	First Name	Last Name ↑	Unit	Section	Status	Action	Baseline Achievements ⓘ	
1072	Kathleen	Abbott	Venturer Unit #1	Venturer	Active	Manage achievement pathways	Reset password	Baseline Not required
1077	Tanner	Adams	Venturer Unit #1	Venturer	Active	Manage achievement pathways	Reset password	Baseline Not required

Step 3

- Under the **Baseline Achievements** heading for a member you will see two options
 - Baseline – select this if you need to baseline the member
 - Not required – select this if there is no data to enter for the member
- Once you start this function you can not save and exit to come back to it so you will need to complete each youth member once fully started

Baseline Achievements Submit all achievements

Kathleen Abbott Venturer Scout Introduction To Scouting

! Please make sure that you double check your entry before you click Save. Once saved, you cannot edit them.

Introduction to Scouting Add

Step 4

- The initial page of the baseline interface will show
 - The youth member name
 - The section you are entering information for (change this to enter for previous sections)
 - Component of the achievement pathways you are entering data for

Step 5

- Enter information for Program Essentials first
 - Introduction to Scouting – Date awarded (when did the youth member join Scouting)
 - Introduction to Section – Date Awarded (when did the youth member join the section)
 - Milestones – Click on the Add button on the right hand side of the milestone heading
 - Select the status for each Milestone from the dropdown (awarded, in progress or not required)
 - Enter the number of Participates, Assists and Leads the youth member has completed in each Challenge Area for that Milestone
 - If awarded, enter the date awarded
 - Press the save button for each Milestone you add achievements to

Milestone 2 Cancel Save

Status
In progress

Participates completed: 0

Community Challenge - 0 +	Creative Challenge - 0 +
Outdoor Challenge - 0 +	Personal Growth Challenge - 0 +

Assists completed: 0

Community Challenge - 0 +	Creative Challenge - 0 +
Outdoor Challenge - 0 +	Personal Growth Challenge - 0 +

Step 6

- Enter information for Special Interest Areas next
 - Project Name
 - Type of Special Interest Area (what category)
 - Enter the data awarded
 - Repeat for other Special Interest Areas that the youth member has achieved in the section.

Kathleen Abbott Venturer Scout Special Interest Areas

! Please make sure that you double check your entry before you click Save. Once saved, you cannot edit them.

Special Interest Areas Project Cancel Save

Project name

Type of Special Interest Area

Date awarded
DD/MM/YYYY

If you are unsure about the date, enter today's date.

Step 6

- Enter information for Outdoor Adventure Skills (OAS)
- Select the OAS area you wish to enter from the dropdown menu on the left hand side of the screen
- For all Outdoor Adventure Skills areas and Stages already complete, do the following:
 - Tick the completed circle
 - Enter rough date of completion
 - Enter the section the stage was awarded in (especially important to not effect progression towards peak award in current section)
 - Press save at the bottom of the page once you have completed each areas import

Step 7

- Enter date for completion of the Leadership/Personal Development course (if completed)
- Enter date for completion of the Adventurous Journey (if completed)
- Enter date for completion of the Personal reflection (if completed)
- Enter date for completion of the Peak award (if completed)

Step 8

- Repeat for other sections if you wish to include data from other sections and then click **Submit all achievements** – the following dialogue box will appear for you to confirm
- Once you have ticked the two boxes and submitted the baseline will be complete

Submit all Achievement data

This is the final step in the Baseline process. You are about to submit the Achievement Pathways data of this youth member into Scouts | Terrain. You can only do this once and this cannot be undone.

- I have entered all the Achievement Pathways data of this youth member & all the data entered are correct and up-to-date.
- I understand that once submitted the Baseline feature will be disabled.

[Cancel](#) [Submit](#)