# Scouts | Terrain
## Setup your Group and Units

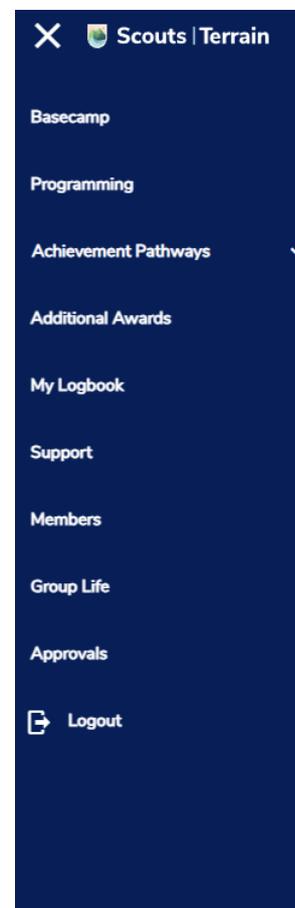## Is this your first time logging in to Scouts|Terrain – need to setup the Group and Units?

If your group is just getting started with Terrain there are a few things to do so you can get up and running.

### Step 1

- Login to Scouts Terrain at https://terrain.scouts.com.au (refer to our Support document on logging in if you haven't yet logged in before)

### Step 2

- Navigate to the members section by using the navigation bar on the left hand side and selecting **Members**
- From here you will see the name of your Scout Group and a list of all the members of the group
- There are three tabs you can view information from at this point
  - Group – lists all group members
  - Units – shows the units within the group
  - Patrols – shows the patrols within the group

### Units

- Select Units
- If units are setup here, it means at some point in the past they have been setup by a user
- If no units are setup, click the blue **Create Unit** button on the right hand side of the screen
  - Enter the Unit name (i.e. Tuesday Cubs)
  - Enter the Section (i.e. Cubs)
  - Click save
  - This will now generate a new unit in the system called **Tuesday Cubs**
  - Group

| Group | Units | Patrols |
|---|---|---|

First St Kilda

Filter

| 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 |

**Patrols**

- Select Patrols
- If none are displayed, then no patrols have been setup
- Click the blue **Create Patrol** button
- Enter a patrol name and the Unit this patrol is associated with
- Click save

**Add Members to Units and Patrols**

- Click on the **Units** tab
- Click into one of the Units you have created
- On the right hand side of the screen click **Add Member**
- Use this interface to add members by name. You can also add members from outside of your Group if you have their member number
- Once you've selected all the members click add
- Members will now appear in the unit list
- You can assign them a Patrol if these have been setup
- You can assign them a duty
    - Scout (Youth)
    - Patrol Leader or Assistant Patrol Leader (Youth)
    - Unit Leader (Youth)
    - Adult Leader (Adult)
- You can mark them as a member of the Unit Council which gives additional approval and programming access in the system

Section: cub

## Olga Cub Unit

Add Unit member

| Member No. | First Name | Last Name | Duty | | Patrol | | Unit Council | Baseline Achievements ⓘ | Actions |
|---|---|---|---|---|---|---|---|---|---|
| 1032 | Aaron | Carey | Scout | ▾ | None | ▾ | ◯ | Complete | 🗑 Remove |
| 1051 | Amanda | Torres | Scout | ▾ | None | ▾ | ✓ | Complete | 🗑 Remove |

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