

The Members table has a number of key functions that Adults can utilise to manage membership.

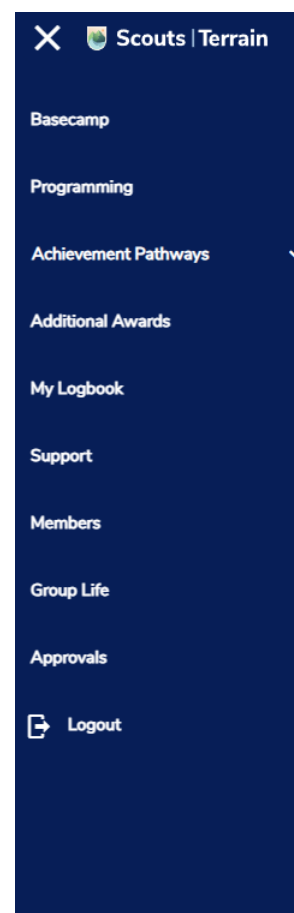
If your group is just getting started with Terrain there are a few things to do so you can get up and running.

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 there are a number of functions that are outlined in this document for you to access. Some functions are supported with a separate user guide available from <https://pr.scouts.com.au>



Group Table

- The Group table shows all members within the Group (Youth and Adults)
- Members on this table are synced from each Branch system
- If a member does not appear in this table please contact your Branch IT Support team to investigate
- The members table includes member number, first and last name, list of the units the member is in, the corresponding section they are part of and their status





































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

- **Actions**
 - **Manage achievement pathways** – allows you to ‘act as’ the member for a period of time to assist in mark of and management of items such as Outdoor adventure skills, reviews and Special Interest areas

- **Reset password** – to reset the user password. A pop up window will display a temporary password valid for 72hrs
- **Baseline achievements** – with the following statuses
 - Baseline – the baseline needs to be completed for the member (refer to separate support article on this)
 - Not required – select if no baseline data is required
 - Complete – no action required, the member has been baselined

Unit Table

- This will show you all the current units that have been created within the Scout Group.
- From this screen you can perform a number of actions
 - Click into the unit by clicking on the unit name
 - Rename the unit
 - Delete the unit (we advise against doing this if there are records attached to the unit)
 - Record achievements – record a number of aspects of the achievement pathways for members of the unit (read more below)

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	<table border="1"> <thead> <tr> <th>Unit Name ↑</th> <th>Action</th> <th>Record Achievements</th> </tr> </thead> <tbody> <tr> <td>Cub Test - Unit</td> <td> Rename  Delete Record Achievements</td> <td>Record Achievements</td> </tr> <tr> <td>Olga's Venturer Unit</td> <td> Rename  Delete Record Achievements</td> <td>Record Achievements</td> </tr> <tr> <td>W Test Unit</td> <td> Rename  Delete Record Achievements</td> <td>Record Achievements</td> </tr> <tr> <td>Olgas Unit</td> <td> Rename  Delete Record Achievements</td> <td>Record Achievements</td> </tr> <tr> <td>Joey Unit #1</td> <td> Rename  Delete Record Achievements</td> <td>Record Achievements</td> </tr> <tr> <td>Cub Unit #1</td> <td> Rename  Delete Record Achievements</td> <td>Record Achievements</td> </tr> </tbody> </table>	Unit Name ↑	Action	Record Achievements	Cub Test - Unit	 Rename  Delete Record Achievements	Record Achievements	Olga's Venturer Unit	 Rename  Delete Record Achievements	Record Achievements	W Test Unit	 Rename  Delete Record Achievements	Record Achievements	Olgas Unit	 Rename  Delete Record Achievements	Record Achievements	Joey Unit #1	 Rename  Delete Record Achievements	Record Achievements	Cub Unit #1	 Rename  Delete Record Achievements	Record Achievements	
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- Click on a unit to view details of that unit

Basecamp > Members > Units > Cub Test · Unit

Section: cub

Cub Test · Unit

[Add Unit member](#)

Member No.	First Name	Last Name	Duty	Patrol	Unit Council	Baseline Achievements ⓘ	Actions
1054	Adam	Duffy	Scout	None	✓	Baseline Not required	Remove
1102	Amber	Hoffman	Scout	None	✓	Baseline Not required	Remove
1110	Gina	Goodman	Scout	None	✓	Baseline Not required	Remove

- From within the unit you can perform a number of actions
 - Re-organise the table by pressing the appear that appears next to the header fields
 - Assign a Patrol for the members who should be in a patrol (first ensure you have created a Patrol)
 - Assign duty for the member (Once assigned to a Patrol) – Patrol Leader, Assistant Patrol Leader, Unit Leader or Adult Leader
 - Assign if a member is part of the Unit Council
 - Baseline the member (should always be done from the members screen before the member is added to the unit)
 - Remove the member from the unit
 - To add members to the unit click the **Add Unit member** button
 - You'll be able to select members from the group using the dropdown or members outside of the group by entering their member number

Patrols Table

- This will show you all the patrols units that have been created within the Scout Group.
- You can create, rename or delete patrols from this screen
- We recommend adding the Unit name into the Patrol name (i.e. Cub Panda) to assist in identifying which unit it will appear within

Members

Group Units Patrols

[Create Patrol](#)

Patrol Name	Action
Panda	Rename Delete
Kingfisher	Rename Delete
Penguin	Rename Delete