

## Greater London North Scout County

### Using *scouts.org.uk* To Manage My Membership

<b>Find out the following:</b>	
How many members does my Group have registered on scouts.org.uk in total?	
How many of these appointments are marked as "Provisional"?	
How many members do NOT have an email address registered?	
How many have had Scouting Magazine returned because their address is wrong?	
How many of your Training Advisers have that appointment recorded on scouts.org.uk?	
Does our Group have a Group Scout Leader or Group Contact listed?	
How many appointments have an expired (or no) review date?	
<b>Complete the following:</b>	
Export a list of the adults in your Group, including contact details	✓
Produce a Group Directory, showing the following information: <ul style="list-style-type: none"><li>• Name</li><li>• Group (or District Team)</li><li>• Role(s) – Marked 'P' if Provisional</li><li>• Contact Details (Address &amp; Phone)</li></ul> <p><i>Save the file to a memory stick and ask for it to be printed...</i></p>	✓
On your newly-printed Group Directory, highlight any errors, these may include: <ul style="list-style-type: none"><li>• Members who are no longer part of the Movement</li><li>• Members with incorrect, or out-of-date roles</li><li>• Old-style or missing phone numbers / addresses</li></ul>	✓
<b>- NOW COMPLETE THE ACTION PLAN OVER THE PAGE -</b>	
<b>If you have time, here are some additional tasks which might be of interest...</b>	
Export a list of inactive members, highlight anybody you think it might be appropriate to approach about re-joining Scouting as an adult volunteer.	✓
Produce a list of the awards received by members of your Group	✓
Consider if there are any adults in your Scout Group who do not appear on scouts.org.uk who should be listed (new leaders, section assistants etc).	✓

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<b>How do you plan to correct this information?</b>			
<b>What is the problem?</b>	<b>What needs to be done?</b>	<b>Who can do this for / with me?</b>	<b>When do I want it done by?</b>
Members who are no longer part of the Movement are listed as still having active roles			
The Group has neither a Group Scout Leader or Group Contact listed			
Some members have incorrect, or out-of-date roles listed			
We have people validated as Training Advisers who do not have the role listed on their record			
Members have missing (or old-style) phone numbers / email addresses / postal addresses			
Some members have roles which have no review date set, or which have passed their review date.			