



How to

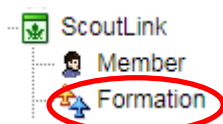
Update Venue & Meeting Time Data
In ScoutLink

For Group Hall Hire / Meeting Times

Information will be displayed on the Scouts NSW Website

Update Meeting times for each section

1. Log on to ScoutLink



2. From the menu list select Formation

3. This will show you a list of all the sections in your group

ID	Name
	Group Name Cub Pack
	Group Name Joey Mob
	Group Name Scout Group
	Group Name Scout Troop
	Group Name Venturer Unit

4. Select the section to update the information
5. Click on any of the Edit buttons to edit the record

6. Click on the Meeting Details Meeting Details tab

7. In the Meeting Details section Add or Update the times the section meets

Meeting Details:

The format should be the [Day] [Start Time] – [End Time] as shown above

8. Press the Update button to save your changes.

9. Repeat from 2 to 9 for each section in your group.

10. Please note that on the Scout Group record, this would be your Group committee meeting

Meeting Details:

The format should be the [Occurrence] [Day] [Start Time] as shown above



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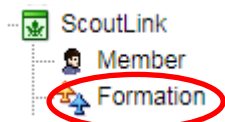
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Update Venue data for hall hire

1. Log on to ScoutLink



2. From the menu list select Formation

3. This will show you a list of all the sections in your group

ID	Name
	Group Name Cub Pack
	Group Name Joey Mob
	Group Name Scout Group
	Group Name Scout Troop
	Group Name Venturer Unit

4. Select the [Group Name] Scout Group record

5. Click on any of the Edit buttons to edit the record

6. From the tabs at the top press on the Venues button



7. You will then be shown a list of venues attached to your group. In most cases there will be only 1 listed.

	Group Name	Scout Group
	Venue	
	Name	
	Group Name	Scout Hall

8. Click on any of the Edit buttons to edit the record

9. This will open up a pop up screen.

There are 4 tabs

Summary	Location	Synopsis	Property Facility Details
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10. Update the Summary screen as follows

Updated the following on this screen with the booking persons information

- Website
- Hall Address
- Hall Suburb
- Hall Sate
- Hall Post Code
- Booking Contact
- Booking Phone Number
- Booking Phone Mobile
- Booking Email

Availability
Update for who can use the hall.

11. Update the Location screen as follows

Updated the following on this screen

- Directions
This is how to get the hall

12. Update the Synopsis screen as follows

Updated the following on this screen

- Synopsis
This is where you can talk about the hall, location, etc.



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13. Update the Property Facility Details screen as follows

Updated the boxes that fit your hall

- Under Nearby Activities there are 4 free text boxes to add your own item
- Under Other This is where you can add any other items

14. Press the  button to save your changes.

15. You can make changes to the venue data at any time. These will be updated to the website on a regular basis.

To Access ScoutLink [Click Here](#)

The website data is updated once a week. This is usually on a Monday morning.