



Tech Talk

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A Deep Dive into the Integrated Online Y1 Form Process

Dear Group Leaders and Leaders in Charge,

In October 2019, Scouts NSW introduced a new online forms system designed to fully integrate the online Youth Membership Application Form (Y1) into ScoutLink.

Since then, over 2,800 Y1s have been successfully submitted through the integrated online forms system, reflecting the incredible effort you and your teams have placed in driving the growth of Scouting at the local level.

As we approach five months since the introduction of the system, we thought now would be a good time to remind you of the important role you play in **ensuring any youth members who have completed their trial period and have been invested into your Scout Group over the past few months have been endorsed as full members of Scouts NSW.**

To help refresh your understanding of the actions to achieve this, here is a deep dive into the process from **pre-membership, to provisional (trial) membership, to being a fully-fledged youth member** of Scouts NSW.

The Process

While online forms have been around since 2018, the integrated online forms system launched in October 2019 introduced a new way for Group Leaders and Leaders in Charge to approve and endorse Y1s.

Rather than completing an online endorsement form and waiting for manual entry into the system (which was the case in previous iterations), Group Leaders and Leaders in Charge can now manage Y1 applications for their Scout Group more effectively through ScoutLink.

Start Point: Pre-Membership

A parent/carer of a prospective youth member contacts your Scout Group to organise a visit for their child. The parent and child visit the Scout Group, meet you and your Leaders, and the parent completes an online Y1 application form via the Scouts NSW website. The child's details are automatically entered into ScoutLink, and you receive an email advising you that the Y1 is ready for your approval for provisional (trial membership).



Group Leader Action #1 – Approval for Provisional (Trial) Membership

Log into ScoutLink to approve the prospective youth member's Y1. This action will make the child a provisional (trial) youth member of Scouts NSW, and will allow them to commence their trial period with your Scout Group. For a step-by-step guide on how to complete this action, [click here](#).



Check Point: Provisional (Trial) Membership

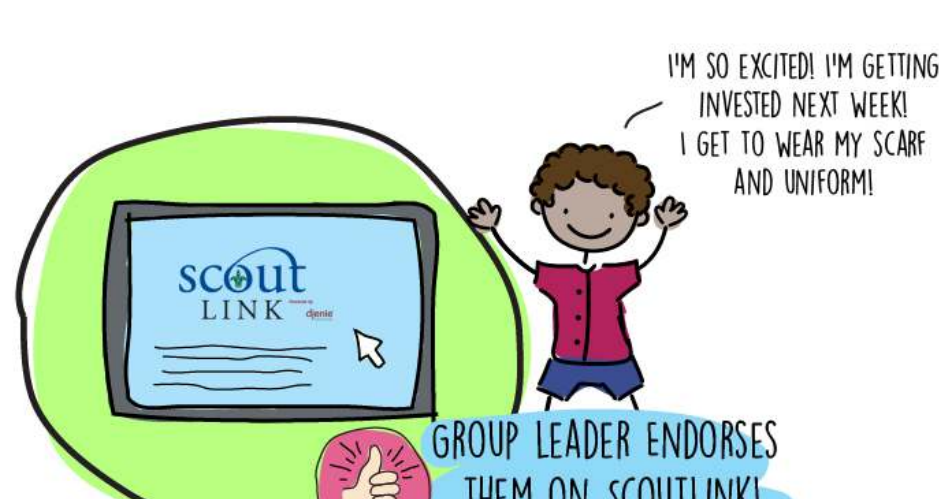
After you approve their Y1, the provisional youth member will receive their (provisional) Scouts NSW membership number, and their parent/carer will receive an email to set up a CareMonkey account. The provisional youth member can trial Scouts by participating in meetings and activities for a maximum three-month period.



Group Leader Action #2 – Endorsement for Full Membership

When the provisional youth member has completed their trial period and is ready to be invested into the Scout Group, log into ScoutLink and endorse them as a full member of Scouts NSW*. This action is important because it ensures the child is a payable member of Scouts NSW, and can fully participate in Scouting activities. For a step-by-step guide on how to complete this action, [click here](#).

*You have a maximum of three months to complete this action. If the application is NOT endorsed to full member by the three-month mark, the provisional youth member is auto-removed out of the system, meaning they are unable to participate in Scouting. Reminder emails go out frequently to Group Leaders to advise them they have applications that need to be endorsed.



Finish Point – Full Membership

The child is now officially a youth member of Scouts NSW and can enjoy all the benefits of being a Scout!



We're here to help

We know that change can take some time to get used to, so we have created a library of support materials to help you better understand the online Y1 Form process. These materials include FAQs and a manual to provide a step-by-step guide for managing Y1 applications in ScoutLink.

You can find these materials on our [helpdesk portal](#).

For user assistance, please contact Scouts NSW Member Services Department at info@nsw.scouts.com.au.

For technical-related issues, contact Scouts NSW IT Support Department at ITSupport@nsw.scouts.com.au.

Child Safety in Scouting

Scouts Australia NSW is committed to operating as a child safe organisation and implementing child safe policies and practices in accordance with the elements of a child safe institution outlined by the Royal Commission into Institutional Responses to Child Sexual Abuse report entitled Creating Child Safe Institutions.

Remember

All suspicions, concerns or allegations about criminal matters or child protection matters should be reported directly to the Chief Commissioner, the Deputy Chief Commissioner (Youth Safety, Compliance and Support), the CEO or the Child Protection Officer at the NSW State Office.

To make a report use the [online child protection form](#), call 02 9735 9000 or email childprotection@nsw.scouts.com.au.

Imminent Danger

If a young person is in imminent danger, the matter should be reported directly and immediately to NSW Police on 131 444.

Where a report is made to the police, you should also subsequently notify the NSW State Office.

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