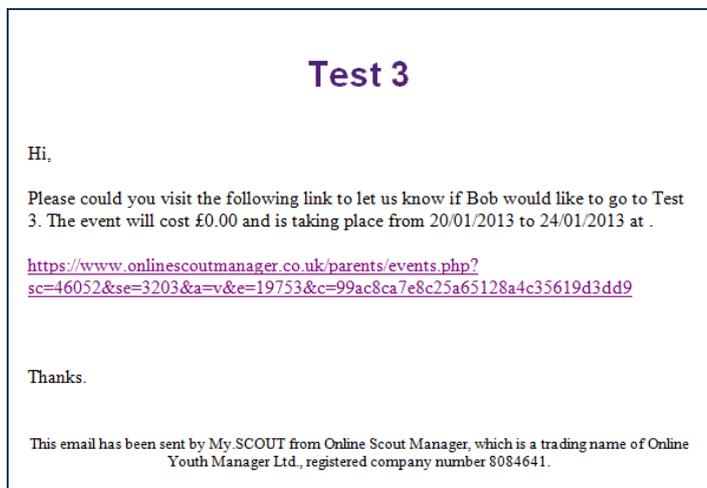


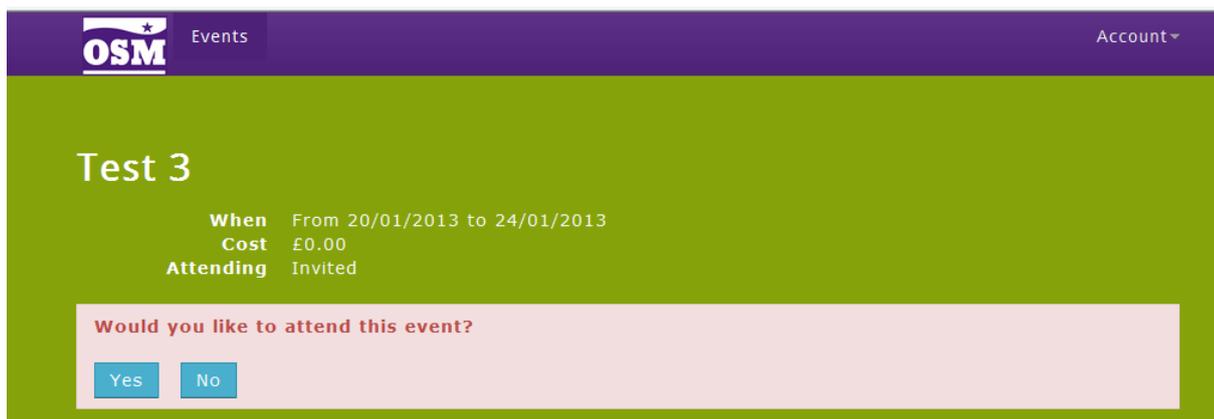
# 50<sup>th</sup> Cambridge Cub Scouts: Using My.SCOUT

## 1. Invitation to Events

You will receive an email similar to this:



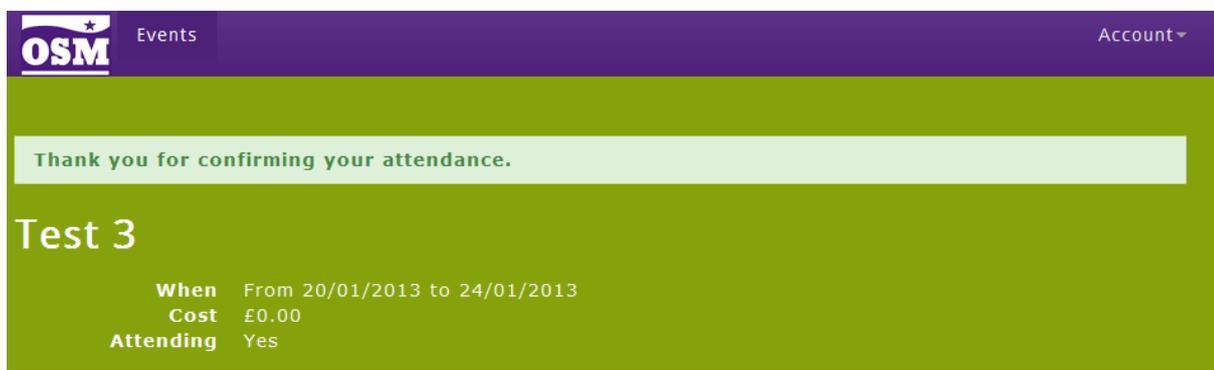
When you click on the link, you will be taken to a page like this:



Click on 'Yes' or 'No' as appropriate.

For some events there may be additional questions, such as dietary needs.

You will then see a confirmation:

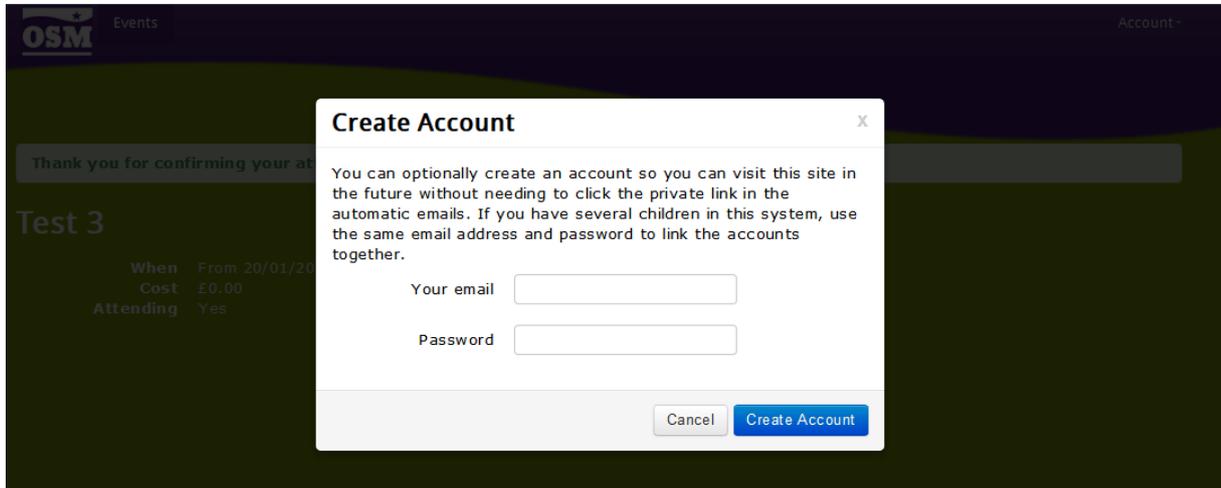


If you would prefer, you can still reply to the invitation by email, word of mouth etc, and we will update the system on your behalf.

## 2. Creating a Parent Account on My.Scout

You do not need to create an account with My.Scout. However, having an account can make it easier for you to go online and see information about events.

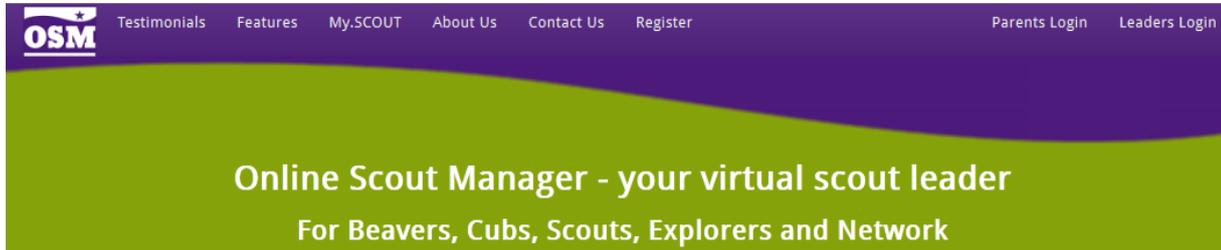
To create an account, click on the link in any invitation emails. Click on 'Account' in the top-right, and then on 'Create Account'. You will be asked to enter your email address and choose a password:



The screenshot shows a 'Create Account' dialog box overlaid on a website background. The dialog box has a title bar with 'Create Account' and a close button (X). The main text inside the dialog reads: 'You can optionally create an account so you can visit this site in the future without needing to click the private link in the automatic emails. If you have several children in this system, use the same email address and password to link the accounts together.' Below this text are two input fields: 'Your email' and 'Password'. At the bottom of the dialog are two buttons: 'Cancel' and 'Create Account'.

## 3. Using your Parent Account

Go to <https://www.onlinescoutmanager.co.uk/> and click on 'Parents Login' in the top-right:



You will be asked to login:



The screenshot shows the 'Parents Login' page. It features the OSM logo in the top left corner. The main heading is 'Parents Login'. Below the heading are two input fields: one for the email address and one for the password. At the bottom of the form are two buttons: 'Sign in' and 'Forgotten Password'.

Login with your email address and password. You will see a summary of the events in the system, and whether or not your child is attending:

Date	Event	Cost	Attending	Details
20/01/2013	Test 3	£0.00	Yes	<a href="#">View</a>
26/04/2013	Gilwell Pack Camp 2013	£100.00	Yes	<a href="#">View</a>

For each event you can view the event details. For some events you can change your decision about attendance up to a 'confirmation deadline' chosen by us.

Whilst logged-in, you are able to change your password and log out:



#### 4. **More Help**

If you would like more information about My.SCOUT, please contact Bob, Lee or Martin.

Please note that we are not using all the parts of the My.SCOUT system at present (such as the option to pay by Direct Debit).

#### 5. **Data Protection**

Some personal information is held on Online Scout Manager, the system behind My.SCOUT. The information is held online on a secure website, hosted in the UK, and accessible only to the pack leaders.

The information we hold is:

- Parent contact details.
- Cubs names, dates of birth and limited medical information (allergies etc) that are notified to us by parents.
- Attendance and badge records.

Please contact us if you would like to see the information we hold about you or your child.