50th Cambridge Beaver Scouts: Using My.SCOUT

1.   General

On joining, the Beaver Scout Leader [BSL] takes the potential Beaver's name and date of birth, parent's contact number and e-mail address. The Beaver Scout Leader then enters these details into the My.Scout database. The parent is sent a secure e-mail link to the My.Scout site and has the option of setting up their own user name and password so they can log in at any time. If you choose not to register, emails sent out by section leaders will contain a personal link to the relevant activity.

Once logged in the parents can see a 'Noticeboard' giving messages from the leaders:

Along the top of the page are links to Payments, Events, Programme, Badges and Personal details. There is also an 'Account' button for changing passwords. We'll look at each of these links in turn.

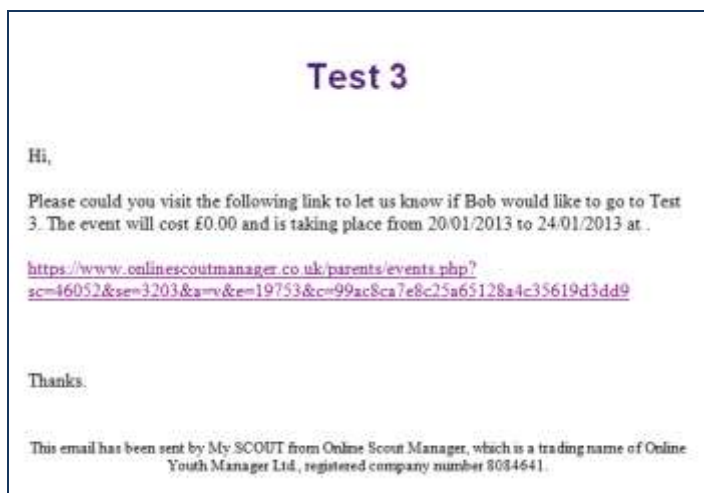Please note that the parent's page for Cub Scouts looks slightly different.

2.   Programme

This is what's coming up in the next few weeks. It tells parents' and young people what to expect. The programme also ties in with a register held by the Leaders so we can keep track of who was present on a particular day and which badges are being worked on. This page also provides the parent with a link to volunteer as a parent helper on specific evenings (if parental help has been requested by the BSL) – the parent simply clicks on the link to register their name.

3.   Events

Now to the good stuff…. All new events will be e-mailed out to you with a secure link. No more letters home to be lost! You will receive an email like this:
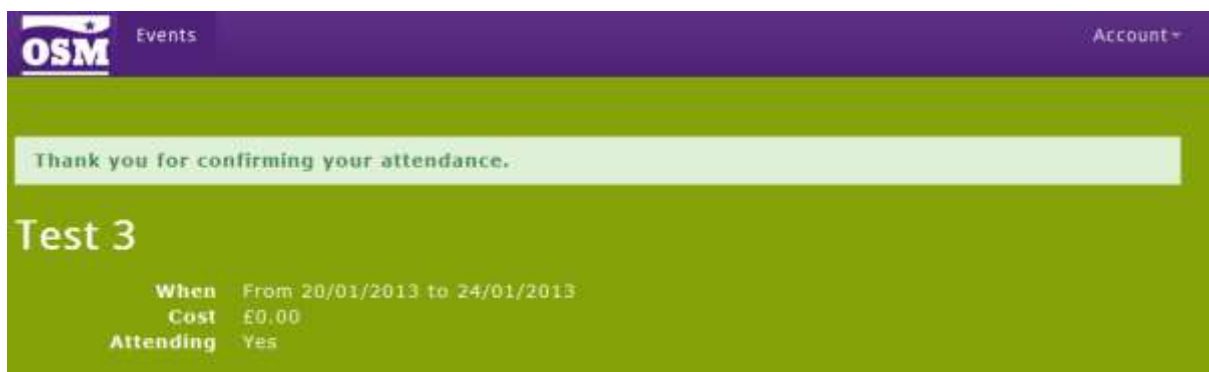

When you click on the link, you will be taken to a page like this:

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

For some events there may be additional questions, such as dietary needs.
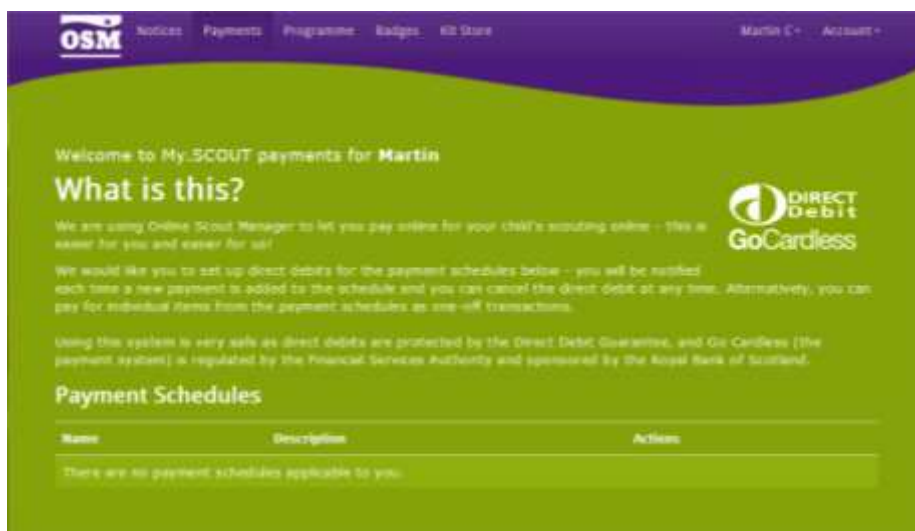
You will then see a confirmation:

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.

If you are logged on clicking on 'Events' brings up a list of current events on offer for your Son/Daughter. It gives you the option of saying if they want to attend and gives you all the details of the event. The times dates and costs are all there. If you click on attending, and then change your mind you can always back out before a 'closing date' and if you speak to the section leader may be able to back out after the date.

4.   Payments

The Payments page shows any events due for payment.

5.   Badges

What have they got and where do they go…. Keep track of all badges gained, what's left to do and once earned where they go. As some of the activities we do can count towards multiple badges OSM makes sure nothing gets missed. It's quite possible a young person can get a badge without even realising they've done it if the leaders get the combination of activities right!

6.   Personal Details

Once you have given permission for us to hold your son/daughters personal data it goes here. There is nothing we don't already hold on paper records, but this is quicker and easier for us to contact you if we need to.

7. 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.
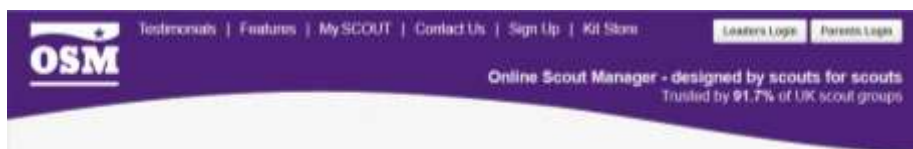
To create an account, click on the link in any invitation emails. Click on 'Account' in the top-right, and then on 'Create Account'. You will be asked to enter your email address and choose a password:

8. 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:

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:

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:

9. More Help

If you would like more information about My.SCOUT, please contact the Beaver Scout Leader.

10. 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.

- Beavers 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.