

**Registration Manual** 





## **FOLLOW THE STEPS for UNIT REGISTRATION**

- GROUP REGISTRATION
- MY SCOUTS
- NEW UNIT REGISTRATION (CURRENT FISCAL YEAR)
- RENEW UNITS
- PAYMENT (REGISTRATION FEE)

## https://online.nepalscouts.org

(Sign Up/Master Registration to get the system access)



### **GROUPS**

### Group (School/ Institute)

- Add your Group by new
- If you are already added by your colleague (for e.g. Male scout master registered the group where your are involved, female scout master will be already added in the group), you do not require to register.
- If you have registered your Group in previous year, it's not required to add again.
- If Group has be to transferred incase of users have left or with any other condition, contact Province Scout office.



#### MY SCOUTS

- Add all the Scout members details as per their respective Group (School/Institute).
- If scout members are already listed in My Scouts, you do not required to add again because every Scout will get only once Identification code i.e. ID Card number.
- Registered scout member's personal details can be edited if required.



### **NEW UNIT REGISTRATION**

- After adding all your Scouts details in My Scouts section, you can start filling the New Unit Registration.
- As per the Registration Renewal Manual, male Scout Leaders are only allowed to register only male scouts (for eq. BTC holder Scout Master is only allow to register Boy Scouts NOT Girl Scouts). Same things applies to female Scout Leaders as well.
- Male (Female) Scout master will have access to register only male (Female) scouts, whereas Female (male) scout master will have access to register female (Male) scouts only.



### **RENEW UNITS**

- Renew your unit will be enable if you have registered (units) in previous year.
- While renewing, Scout Master can edit details (like, Ranking, Position, add or minus patrol members)
- In renewal process you may need to change the Ranking and Position of scouts in their patrol, in this case editing is enable.



### **PAYMENT**

- After successful Unit Registration (New/Renew) and approval by Local/Province Scout Office, payment panel will be activate where online (esewa/bank transfer) or bank deposit payment can be made.
- Only after first (filled) unit payment, system will allow to fill the another unit registration.





# Step 1 Group (School/Institute) Click: > Group

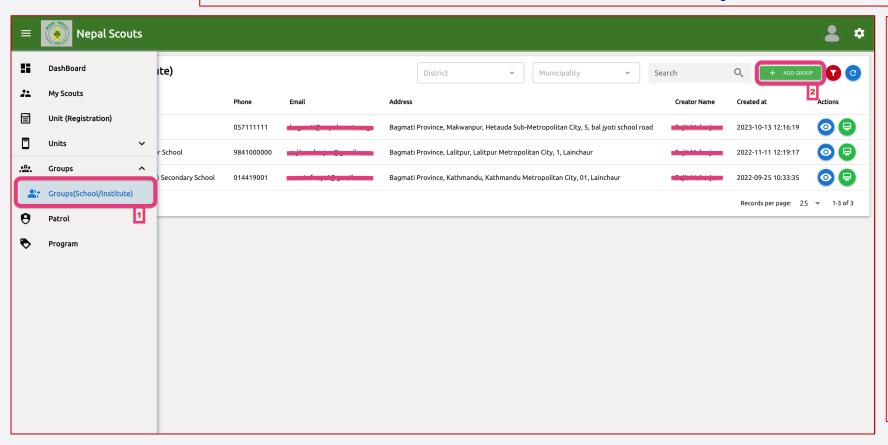
> Add (Plus + button)

https://online.nepalscouts.org/groups/all





## Where and how to view/add Groups (School/Institute)?



- <- Follow instruction and see the number also indicated in left screenshot.</p>
  - Groups > Groups (School/Institute):
     Click here to add/create new Groups.
  - **2. Add Group: Click here** to add new Groups (School/Institute).

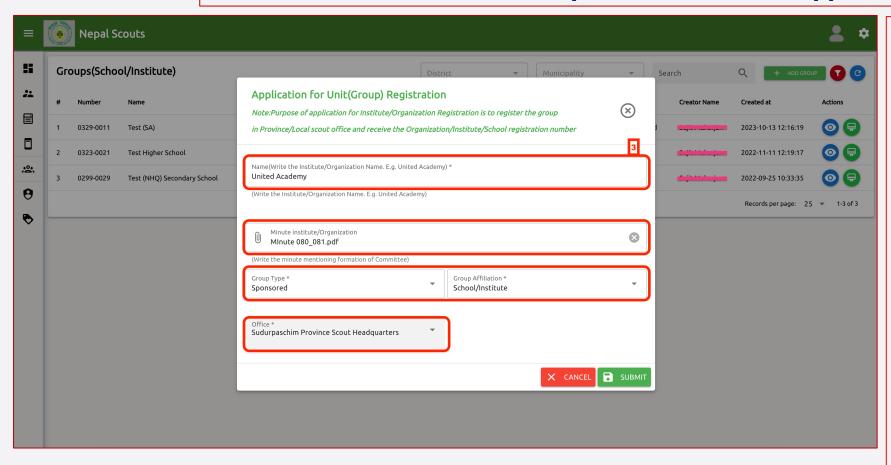
### Note:

- If you are already added by your colleague (for e.g. Male scout master registered the group where your involved, female scout master will be already added in the group), you do not require to register.
- If you have registered your Group in previous year, it's not required to add again.
- If Group has be to transferred incase of users have left or with any other condition, contact Province Scout office





## How to fill the Groups (School/Intitute) Application?



- <- Follow instruction and see the number also indicated in left screenshot.</p>
  - **3. Add Group > Application:** Fill all the required details of groups

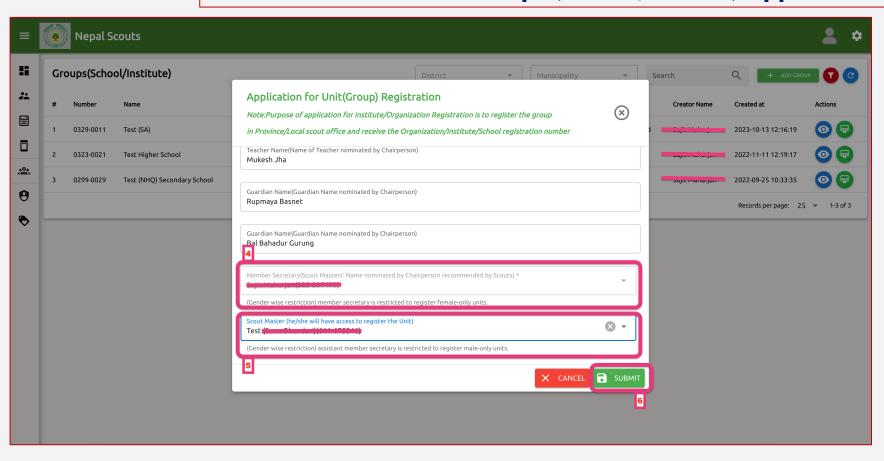
#### Note:

- Name: Write the name of the School/Institute/Club or Open Troop/Crew. (For e.g. if your School name is United Academy, write only United Academy NOT Troop name.
- Minute: Upload the minute. Minute should be in presence of Chairperson, appointing 5 five Group committee and agreement to run the Units.
- Group Type: Choose the type of your group (i.e. Sponsored or Open)
- Group Affiliation: Choose the type of affiliation. (i.e. School/Institute, INGO/NGO, Club, Open Troop/Crew)
- Office: Choose your respective contact Province Scout Office.
- Address Details: Write the Groups' address details including Primary & Secondary phone and email id.





### How to fill the Groups (School/Intitute) Application? Continue....



- <- Follow instruction and see the number also indicated in left screenshot.</p>
  - **3. Add Group > Application:** Fill all the required details of groups

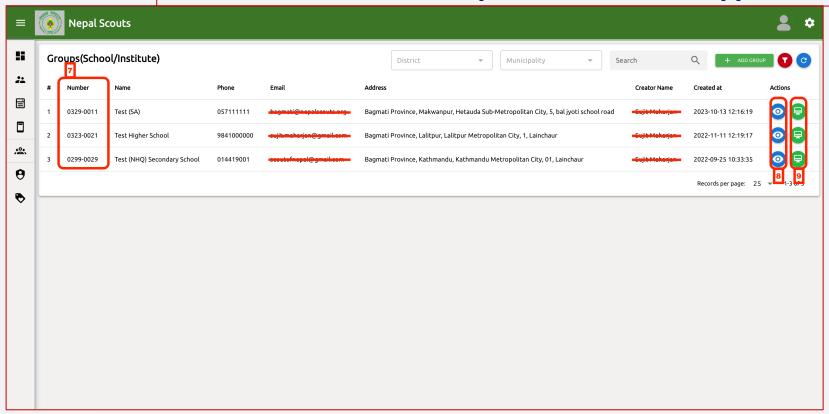
#### Note:

- Committee Details:
- Group (Dal) Committee is composition of five members where Principal/Chairperson of Institute/Club will be the Chairperson of the Committee.
- **4. Member Secretary:** Scout Master (male or female choose one only) will be the Member Secretary of the Group Committee.
- **5.** \*\*Condition apply: If male Member Secretary is listed in Group (Dal) Committee, female scout master should be written and vice-versa. So that, both scout master will get the online access to register the scouts (boys scout by Male Scout Master and girls scout by Female Scout Master only) in their respective Units.
- **6. Submit:** After filling the all the details for the application of Groups, click SUBMIT. Local/Province will check the details and send the approval or rejection.





### How to fill the Groups (School/Intitute) Application? Continue....



- <- Follow instruction and see the number also indicated in left screenshot.</p>
  - **7. Group Number:** Once Local/Province approve the application, all the registered groups will get the Group Number (i.e. in format of 0001-0001).

#### Note:

- As per the Uniform and badge manual, all the registered scouts and leader will wear the group number badge in this format: \*\*Pick only last two digit [for e.g. if given group number is 0329-0011, pick 11 (last back two digit only)]
- **8. View Registered Group: Click here** to view the details of registered group, click here. If you need to change group details, contact Province Scout Office via email.
- **9. Certificate of Approved Group:** Approved group will receive the certificate of evidence electronically which is viewable and also can be printed by clicking here.

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# Step 2 MY SCOUTS Click: > My Scouts

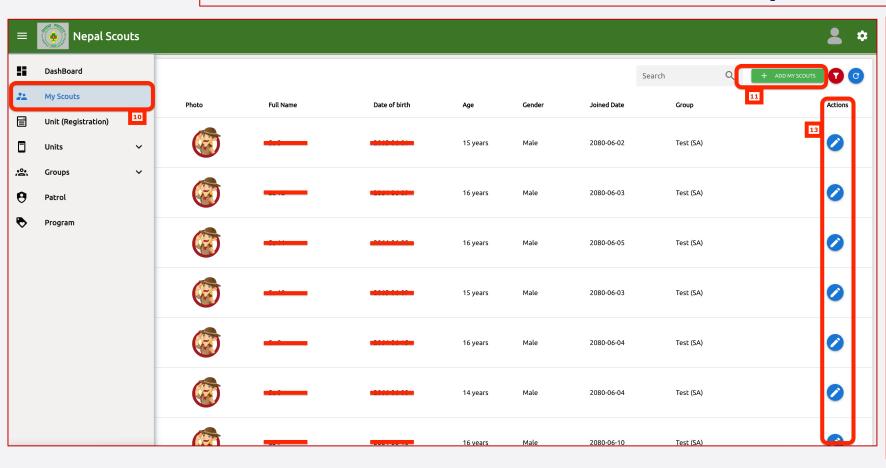
> Add (Plus + button)

https://online.nepalscouts.org/scouts/my-scouts





### Where and how to view/add My Scouts?



MY SCOUTS section is the place to create (add) your Scouts profile to be registered or already been registered.

- <- Follow instruction and see the number also indicated in left screenshot.</p>
  - **10. My Scouts: Click here** to view your Scouts profile.
  - **11. Add My Scouts: Click here** to add/Create new Scouts profile

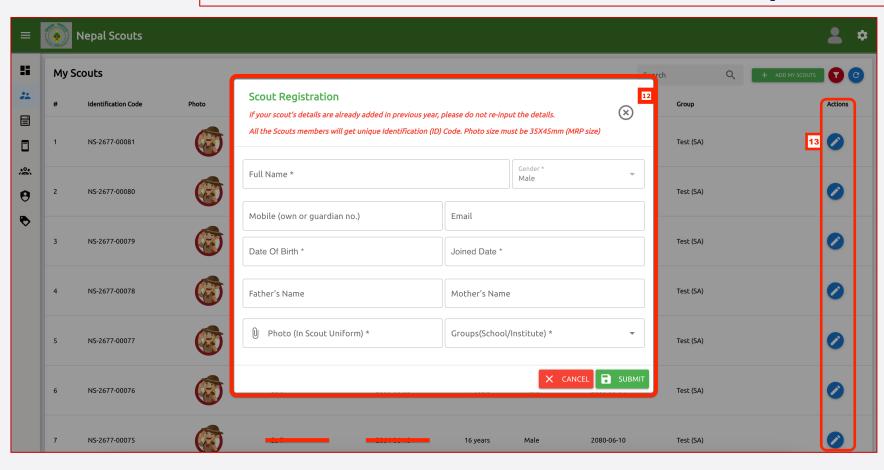
### Note:

- Add all the Scout members details as per their respective Group (School/Institute).
- If scout members are already listed in My Scouts, you do not required to add again because every Scout will get only once Identification code i.e. ID Card number.
- Registered scout member's personal details can be edited if required.





## Where and how to view/add My Scouts?



- <- Follow instruction and see the number also indicated in left screenshot.</p>
  - **12. Scout Registration:** Fill all (\*mandatory) the detail of Scouts to create their profile as per their Group.

#### Note:

- o **Full Name:** Write full legal name.
- Gender: While male or female creating the scouts' profile gender will shown automatically. Please note that Female Scouts are allowed to create female profile only and vice-versa.
- Mobile & Email: If scouts or his/her guardian have mobile number/email id it can be inserted, otherwise leave blank.
- Date of Birth: Click correct BOD.
- Joined Date: Click scout joined date.
- Father's & Mother Name: Insert the name of parents.
- Photo: Insert Scout Uniform size of 35 X 45 mm only. NO SELFIE or GROUP Photo.
- Group (School/Institute): Select his/her group to be registered in Unit.
- Submit
- 11. Actions: Click here to edit Scouts' profile.





# Step 3 NEW UNIT REGISTRATION Click: > New Unit Registration

https://online.nepalscouts.org/units/registration





## **How to register New Unit Registration?**

=	Nepal Sco	outs					2 □
#	DashBoard			New Unit R	egistration		
<b>:</b> :	My Scouts	14	Note: Before filling the New Unit Registration Form, please collect the following details from your Scout Members:				
	Unit (Registration)		ding all your scouts members in My Scouts section.  :hool/Institute) if you have not registered in the OMRS system.  minute mentioning Group (Dal) Committee have approved to regis		b Cinnel		
	Units	~	Units > Unit (Registered) at left bar. View your registered unit in ro			r Units.	
<u>e</u> .	Groups	~					Add Patrol Details
9	Patrol						Add Fatiot Details
•	Program		ne.) *		Groups(School/Institute)		*
			United Scout Troop)				
			Scout Master Super (1-3)(3.2.	<del>5 00750 i)</del>	⊗ -	Assistant Scout Master	•
			op) Registration is approved to register in current fiscal year by the Group (Dal) Commiittee				
			DELETE UNIT				

**NEW UNIT REGISTRATION** is the place to **REGISTER (TROOP DARTA)** your **UNITs.** 

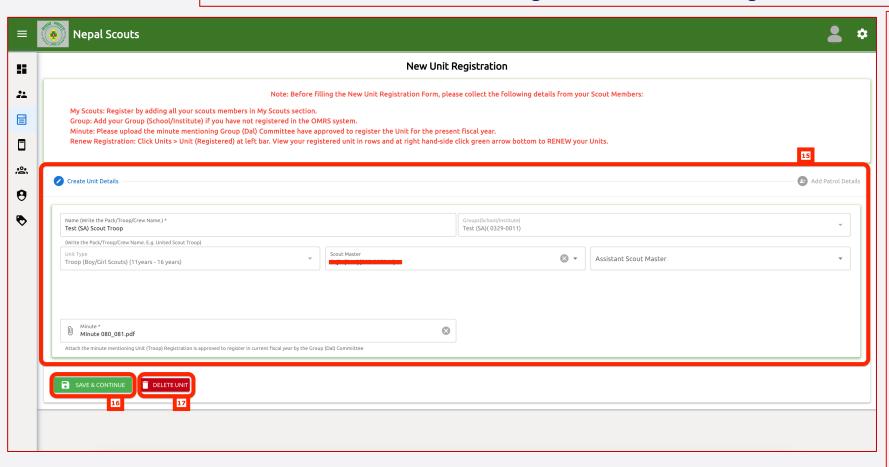
- <- Follow instruction and see the number also indicated in left screenshot.</p>
  - **14. Unit (Registration): Click here** to register your Units.

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### **How to register New Unit Registration?**



**NEW UNIT REGISTRATION** is the place to **REGISTER (TROOP DARTA)** your **UNITs.** 

- <- Follow instruction and see the number also indicated in left screenshot.</p>
  - **15. Create Unit Details: Insert** all the details of your respective Units

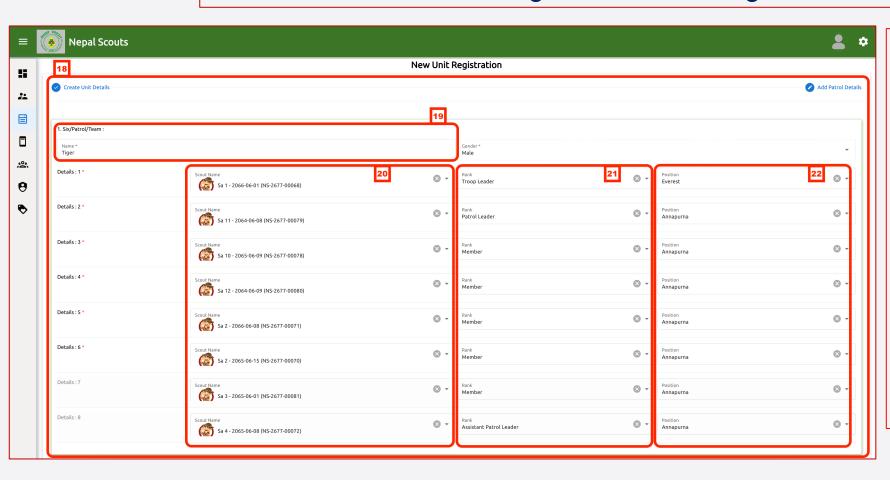
#### Note:

- Name: Write the name of the Unit (Pack/Troop/Crew). For e.g. United Scout Troop.
- Group (School/Institute): Choose the group of Units which you are going to register.
- Unit Type: Choose the type of Unit. (for e.g. Pack, Troop or Crew)
- Scout Master: Insert the Scout Master of Unit.
- Assistant Scout Master: Insert the Assistant Scout Master of Unit.
- Minute: Insert the jpeg, pdf version for the minute mentioning that Units registration is proposed and approved to register for the current fiscal year.
- **16. SAVE & CONTINUE: Click here** to continue and insert the Patrol details.
- **17. DELETE UNIT:** Click here to delete the registered Unit.





### **How to register New Unit Registration?**



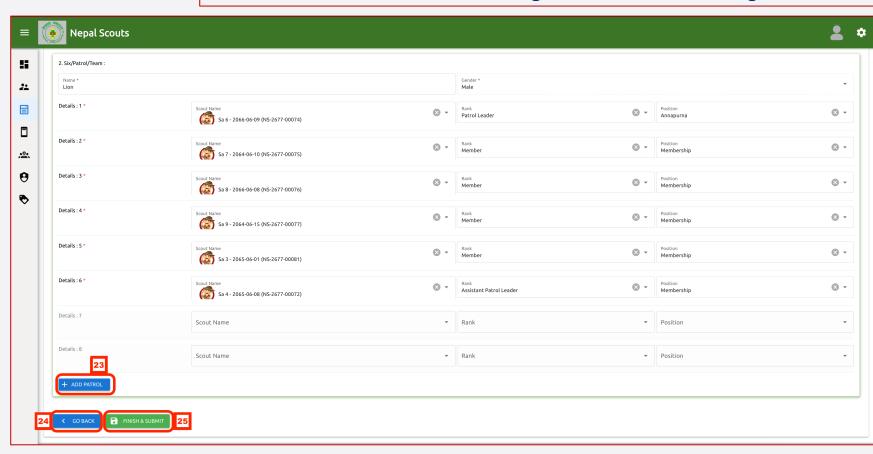
**NEW UNIT REGISTRATION** is the place to REGISTER (TROOP DARTA) your UNITs.

- <- Follow instruction and see the number also indicated in left screenshot.</p>
  - **18. Create Unit Details:** View and Start inserting all the patrol details.
  - **19. Patrol name:** Write patrol name as mentioned in Youth Program (section wise).
  - **20. Details (Name) :** Insert name with drop down menu inserted in My Scouts Section.
  - **21. Details (Rank):** Insert rank details.
  - **22. Details (Position):** Insert position details (badges).





## **How to register New Unit Registration?**



**NEW UNIT REGISTRATION** is the place to **REGISTER (TROOP DARTA)** your **UNITs**.

- <- Follow instruction and see the number also indicated in left screenshot.</p>
  - 23. +Add Patrol: Click here to add Patrol upto four patrols only in each Units (Pack/Troop/Crew).
  - **24. Go Back:** Click here to go back and edit the Unit details or delete.
  - **25. Finish & Submit: Click here** after completing all the details of Patrol then Unit.





# Step 4 RENEW UNIT REGISTRATION Click: > Units

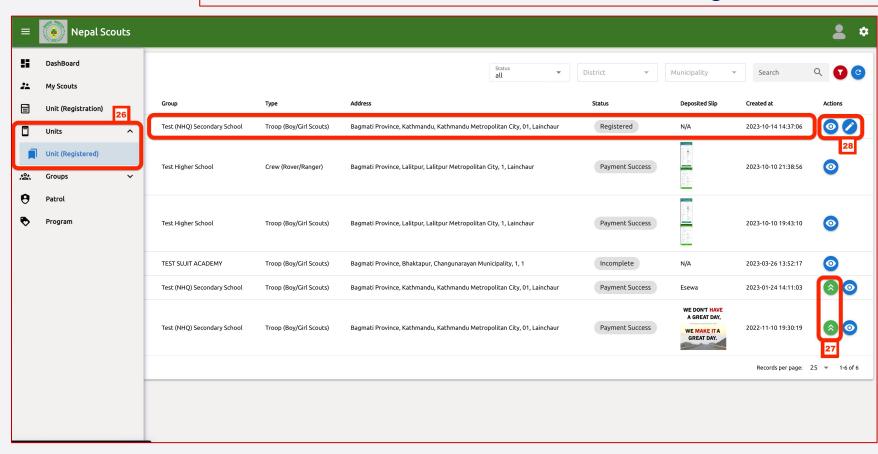
> Unit (Registered)







### **How to Renew Unit Registration?**



RENEW UNIT REGISTRATION is the place to RENEW your UNITs registered in previous fiscal year.

- <- Follow instruction and see the number also indicated in left screenshot.</p>
  - **26. Unit (Registered): Click here** to view your registered Units in same or previous year.
  - 27. Renew Unit: Click here (green button arrow) to renew your registered Units in previous fiscal year.
  - 28. Renew Unit (edit): Click here (button edit icon button) appear in top of Unit (Registered).

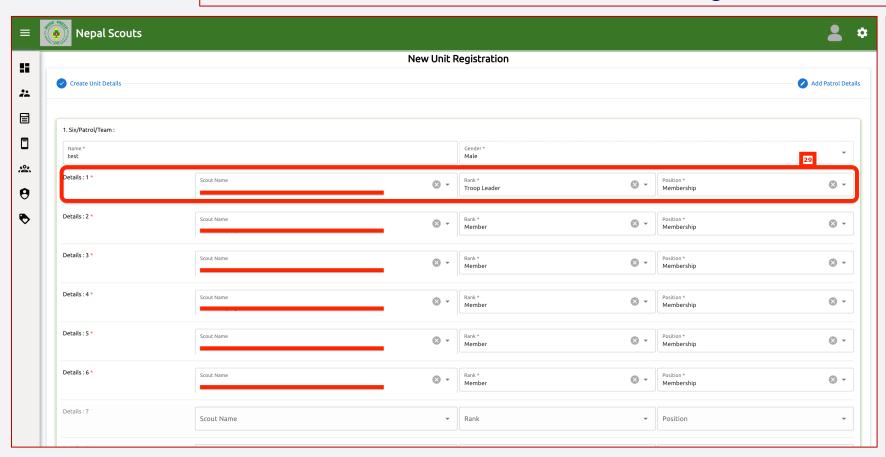
### Note:

 Renew your unit will be enable if you have registered (units) in previous year.





### **How to Renew Unit Registration?**



RENEW UNIT REGISTRATION is the place to RENEW your UNITs registered in previous fiscal year.

- <- Follow instruction and see the number also indicated in left screenshot.</p>
  - 29. Renew Unit (edit): Edit Rank or Position and adding/deleting Scouts in Patrol.

#### Note:

- While renewing, Scout Master can edit details (like, Ranking, Position, add or minus patrol members)
- In renewal process you may need to change the Ranking and Position of scouts in their patrol, in this case editing is enable.





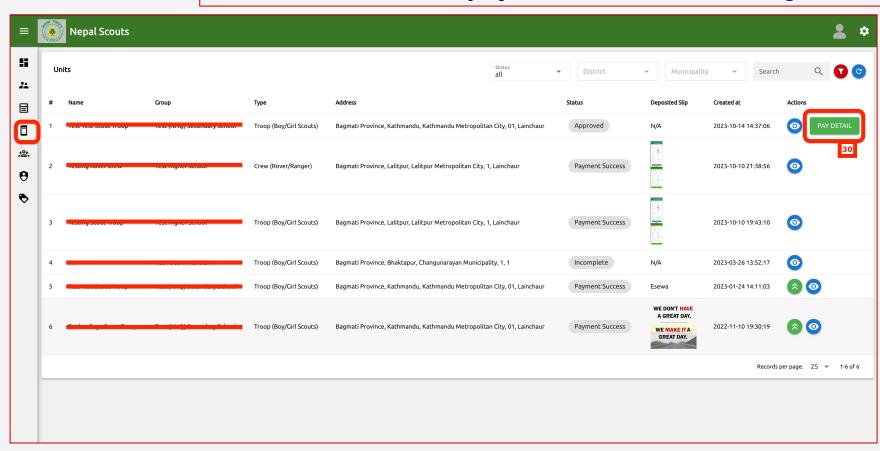
# Step 5 UNIT REGISTRATION PAYMENT

https://online.nepalscouts.org/units/all/status





### How to pay New or Renew Unit Registration?



**NEW OR RENEW UNIT REGISRATION** is the portal to pay the Unit Registration fee.

<- Follow instruction and see the number also indicated in left screenshot.</p>

**30. Pay Detail: Click here** to enter the payment portal.

#### Note:

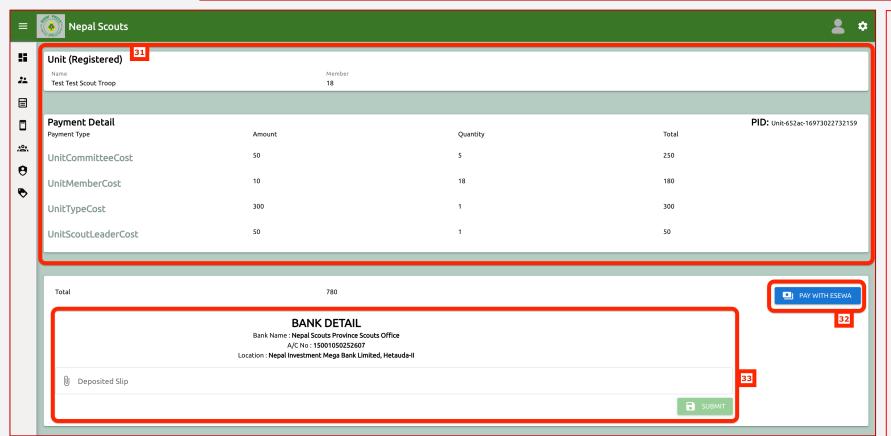
 After successful Unit Registration (New/Renew) and approval by Local/Province Scout Office, payment panel will be activate where online (esewa/bank transfer) or bank deposit payment can be made.

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## How to pay New or Renew Unit Registration?



NEW OR RENEW UNIT REGISRATION is the portal to pay the Unit Registration fee.

- <- Follow instruction and see the number also indicated in left screenshot.</p>
  - **31. Unit (Registered) > Payment Details: View** the registration fee calculation of your approved Unit.
  - **32. Pay with Eeswa: Click here** to pay the registration fee via esewa platform.
  - **33. Bank Detail:** You will view the bank details, if your are transferring fee via ebanking or bank deposit. After successful transfer or bank deposit, upload the screenshot of bank transfer or bank voucher in Deposit slip section. Finally click the SUBMIT. And Unit registration will be accomplished.

### Note:

 Only after first (filled) unit payment, system will allow to fill the another unit registration.

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## How to pay New or Renew Unit Registration?

	Please login to make your payment	
Transaction Details	Login	
Nepal Scouts Province 3	NPR eSewa ID:	
Product Amount:	710.00	-
Tax Amount:	0.00	
Service Charge:	0.00 Password:	
Delivery Charge:	0.00	
Total Amount:	710.00	
	LOGIN CANCE	-

**NEW OR RENEW UNIT REGISRATION** is the portal to pay the Unit Registration fee.

<- Follow instruction and see the number also indicated in left screenshot.</p>

### Note:

o Payment via esewa demo.





# Where to get the Support materials?

Darta Nabikaran Nirdesika.: <a href="https://bit.ly/34Cm7rE">https://bit.ly/34Cm7rE</a> Online Registration Manual: <a href="https://bit.ly/3DjNBzl">https://bit.ly/3DjNBzl</a>

Online Registration Portal : <a href="https://online.nepalscouts.org">https://online.nepalscouts.org</a>





# Support

# **Online Membership** Registration System (OMRS)

Darta Nabikaran Nirdesika.: https://bit.ly/34Cm7rE Online Registration Manual: https://bit.ly/3DjNBzl

Online Registration Portal : <a href="https://online.nepalscouts.org/dashboard">https://online.nepalscouts.org/dashboard</a>

Registration Tutorial Video: https://bit.ly/3uWXcs8

# Scout Master

- Create Login
- Warrant Card Application
- Unit (Group)/Institute Registration
- Unit Renew/Registration

# **Province Scout** Office

- Endorse & Verification for Approval
- Support to all the Scout Masters at

# **National Headquarters**

- Membership Database Support to Province Scout Officer

