



Online Membership Registration System (OMRS)

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)



Step 1

GROUPS

Group (School/Institute)

- Add your Group by new users.
- If you are already added by your colleague (for e.g. Male scout master registered the group where you 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 to be transferred in case of users have left or with any other condition, contact Province Scout office.



Step 2

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 require 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.



Step 3

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 eg. 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.



Step 4

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.



Step 5

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)?

Dashboard

My Scouts

Unit (Registration)

Units

Groups

Groups(School/Institute)

Patrol

Program

Phone	Email	Address	Creator Name	Created at	Actions
0571111111	[REDACTED]	Bagmati Province, Makwanpur, Hetauda Sub-Metropolitan City, 5, bal jyoti school road	[REDACTED]	2023-10-13 12:16:19	[Eye icon] [Add icon]
9841000000	[REDACTED]	Bagmati Province, Lalitpur, Lalitpur Metropolitan City, 1, Lainchaur	[REDACTED]	2022-11-11 12:19:17	[Eye icon] [Add icon]
014419001	[REDACTED]	Bagmati Province, Kathmandu, Kathmandu Metropolitan City, 01, Lainchaur	[REDACTED]	2022-09-25 10:33:35	[Eye icon] [Add icon]

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

1. 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.

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.

Application for Unit(Group) Registration

Note: Purpose of application for Institute/Organization Registration is to register the group in Province/Local scout office and receive the Organization/Institute/School registration number

Name (Write the Institute/Organization Name. E.g. United Academy) *
United Academy
(Write the Institute/Organization Name. E.g. United Academy)

Minute institute/Organization
Minute 080_081.pdf
(Write the minute mentioning formation of Committee)

Group Type *
Sponsored

Group Affiliation *
School/Institute

Office *
Sudurpaschim Province Scout Headquarters

CANCEL SUBMIT

#	Number	Name
1	0329-0011	Test (SA)
2	0323-0021	Test Higher School
3	0299-0029	Test (NHQ) Secondary School





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

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

3. Add Group > Application: Fill all the required details of groups

Note:

- o Committee Details:
- o 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.

Application for Unit(Group) Registration

Note: Purpose of application for Institute/Organization Registration is to register the group in Province/Local scout office and receive the Organization/Institute/School registration number

Teacher Name (Name of Teacher nominated by Chairperson)
Mukesh Jha

Guardian Name (Guardian Name nominated by Chairperson)
Rupmaya Basnet

Guardian Name (Guardian Name nominated by Chairperson)
Bal Bahadur Gurung

Member Secretary (Scout Masters' Name nominated by Chairperson recommended by Scouts) *
Test (SA)

(Gender wise restriction) member secretary is restricted to register female-only units.

Scout Master (he/she will have access to register the Unit)
Test (NHQ) Secondary School

(Gender wise restriction) assistant member secretary is restricted to register male-only units.

CANCEL SUBMIT







Creator Name	Created at	Actions
...	2023-10-13 12:16:19	...
...	2022-11-11 12:19:17	...
...	2022-09-25 10:33:35	...

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

#	Number	Name	Phone	Email	Address	Creator Name	Created at	Actions
1	0329-0011	Test (SA)	057111111	bagmati@nepalscouts.org	Bagmati Province, Makwanpur, Hetauda Sub-Metropolitan City, 5, bal jyoti school road	Sujit Mahajan	2023-10-13 12:16:19	 
2	0323-0021	Test Higher School	9841000000	sujitmahajan@gmail.com	Bagmati Province, Lalitpur, Lalitpur Metropolitan City, 1, Lainchaur	Sujit Mahajan	2022-11-11 12:19:17	 
3	0299-0029	Test (NHQ) Secondary School	014419001	scoutnepal@gmail.com	Bagmati Province, Kathmandu, Kathmandu Metropolitan City, 01, Lainchaur	Sujit Mahajan	2022-09-25 10:33:35	 

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

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.



Support

Online Membership Registration System (OMRS)

Darta Nabikaran Nirdesika. : <https://bit.ly/34Cm7rE>

Online Registration Manual : <https://bit.ly/3DjNBzI>

Online Registration Portal : <https://online.nepalscouts.org/dashboard>

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

Scout Master

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

Province Scout Office

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

National Headquarters

- Membership Database Support to Province Scout Officer

