



## 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 2

## MY SCOUTS

Click: > My Scouts  
> Add (Plus + button)

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



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

Nepal Scouts

Dashboard

My Scouts **10**

Unit (Registration)

Units

Groups

Patrol

Program

Search

+ ADD MY SCOUTS **11**

Photo	Full Name	Date of birth	Age	Gender	Joined Date	Group	Actions <b>13</b>
	[REDACTED]	[REDACTED]	15 years	Male	2080-06-02	Test (SA)	
	[REDACTED]	[REDACTED]	16 years	Male	2080-06-03	Test (SA)	
	[REDACTED]	[REDACTED]	16 years	Male	2080-06-05	Test (SA)	
	[REDACTED]	[REDACTED]	15 years	Male	2080-06-03	Test (SA)	
	[REDACTED]	[REDACTED]	16 years	Male	2080-06-04	Test (SA)	
	[REDACTED]	[REDACTED]	14 years	Male	2080-06-04	Test (SA)	
	[REDACTED]	[REDACTED]	16 years	Male	2080-06-10	Test (SA)	

**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.

**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.**

**12. Scout Registration:** Fill all (\*mandatory) the detail of Scouts to create their profile as per their Group.

**Note:**

- **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.

The screenshot shows the 'Nepal Scouts' web application. On the left, a sidebar contains navigation icons. The main area is titled 'My Scouts' and features a table with columns for '#', 'Identification Code', 'Photo', 'Group', and 'Actions'. A modal window titled 'Scout Registration' is open, containing a form with the following fields:

- Full Name \* (text input)
- Gender \* (dropdown menu, currently set to 'Male')
- Mobile (own or guardian no.) (text input)
- Email (text input)
- Date Of Birth \* (text input)
- Joined Date \* (text input)
- Father's Name (text input)
- Mother's Name (text input)
- Photo (In Scout Uniform) \* (file upload)
- Groups(School/Institute) \* (dropdown menu)

At the bottom of the form are 'CANCEL' and 'SUBMIT' buttons. A red box labeled '12' highlights the entire registration form. Another red box labeled '13' highlights the 'Actions' column in the table, which contains edit icons for each row.



## 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

