

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 users.
- 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.



tep 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 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.



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.



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

NEPAL SCOUTS NATIONAL HEADQUARTERS





Step 3 NEW UNIT REGISTRATION Click: > New Unit Registration

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





How to register New Unit Registration?

=	Nepal Sco	uts					2 □
##	DashBoard		New Unit Registration				
*	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. thool/institute) if you have not registered in the OMRS system.				
	Units		minute mentioning Group (Dal) Committee have approved to register the Unit for the present fiscal year. Units > Unit (Registered) at left bar. View your registered unit in rows and at right hand-side click green arrow bottom to RENEW your Units.				
2	Groups	~					Add Patrol Details
9	Patrol						
•	Program		ne.) *		Groups(School/Institute) That (S-X) 5555 5551)		·
		United Scout Troop)					
			· 16 years)	Scout Master Sujic (1630/323 007304)	⊗ ▼	Assistant Scout Master	•
	op) Registration is approved to register in current fiscal year by the Group (Dal) Commilitee						
	DELETE UNIT						

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

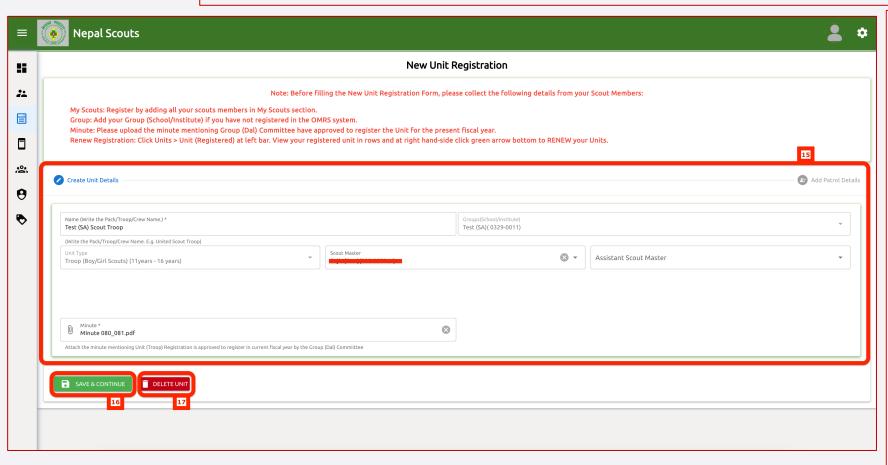
- <- Follow instruction and see the number also indicated in left screenshot.</p>
 - **14. Unit (Registration): Click here** to register your Units.

NEPAL SCOUTS
NATIONAL HEADQUARTERS





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

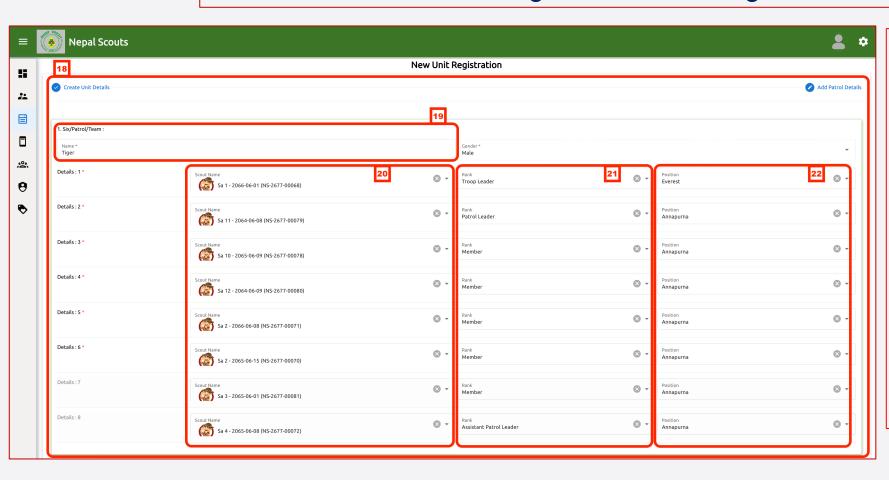
Note:

- 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.

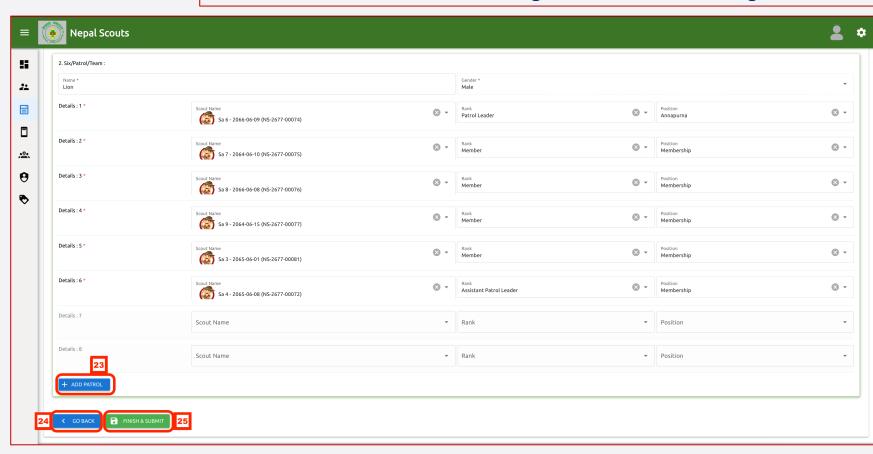
- <- Follow instruction and see the number also indicated in left screenshot.</p>
 - **18. Create Unit Details:** View and Start inserting all the patrol details.
 - **19. Patrol name:** Write patrol name as mentioned in Youth Program (section wise).
 - **20. Details (Name) :** Insert name with drop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

NEPAL SCOUTS





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.

NEPAL SCOUTS





Support

Online Membership Registration System (OMRS)

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

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
- 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

