



## 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 3

## NEW UNIT REGISTRATION

*Click: > New Unit Registration*

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



## 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.**

**14. Unit (Registration): Click here to register your Units.**

**Nepal Scouts**

### New Unit Registration

Note: Before filling the New Unit Registration Form, please collect the following details from your Scout Members:

- Bring all your scouts members in My Scouts section.
- Group/School/Institute) if you have not registered in the OMRS system.
- Group (Dal) Committee have approved to register the Unit for the present fiscal year.
- 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.

Add Patrol Details

Groups(School/Institute)

Scout Master

Assistant Scout Master

DELETE 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.**

**15. Create Unit Details: Insert all the details of your respective Units**

**Note:**

- o **Name:** Write the name of the Unit (Pack/Troop/Crew). For e.g. United Scout Troop.
- o **Group (School/Institute):** Choose the group of Units which you are going to register.
- o **Unit Type:** Choose the type of Unit. (for e.g. Pack, Troop or Crew)
- o **Scout Master:** Insert the Scout Master of Unit.
- o **Assistant Scout Master:** Insert the Assistant Scout Master of Unit.
- o **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.**

**New Unit Registration**

Note: Before filling the New Unit Registration Form, please collect the following details from your Scout Members:

My Scouts: Register by adding all your scouts members in My Scouts section.  
 Group: Add your Group (School/Institute) if you have not registered in the OMRS system.  
 Minute: Please upload the minute mentioning Group (Dal) Committee have approved to register the Unit for the present fiscal year.  
 Renew Registration: Click 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.

**15**

**Create Unit Details** Add Patrol Details

Name (Write the Pack/Troop/Crew Name) \*  
 Test (SA) Scout Troop

Groups(School/Institute)  
 Test (SA)( 0329-0011)

(Write the Pack/Troop/Crew Name. E.g. United Scout Troop)

Unit Type  
 Troop (Boy/Girl Scouts) (11years - 16 years)

Scout Master  
 [Redacted]

Assistant Scout Master

Minute \*  
 Minute 080\_081.pdf

Attach the minute mentioning Unit (Troop) Registration is approved to register in current fiscal year by the Group (Dal) Committee

**16** **SAVE & CONTINUE** **17** **DELETE 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.**

**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).

Details	Scout Name	Rank	Position
Details : 1 *	Sa 1 - 2066-06-01 (NS-2677-00068)	Troop Leader	Everest
Details : 2 *	Sa 11 - 2064-06-08 (NS-2677-00079)	Patrol Leader	Annapurna
Details : 3 *	Sa 10 - 2065-06-09 (NS-2677-00078)	Member	Annapurna
Details : 4 *	Sa 12 - 2064-06-09 (NS-2677-00080)	Member	Annapurna
Details : 5 *	Sa 2 - 2066-06-08 (NS-2677-00071)	Member	Annapurna
Details : 6 *	Sa 2 - 2065-06-15 (NS-2677-00070)	Member	Annapurna
Details : 7	Sa 3 - 2065-06-01 (NS-2677-00081)	Member	Annapurna
Details : 8	Sa 4 - 2065-06-08 (NS-2677-00072)	Assistant Patrol Leader	Annapurna



## 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.**

**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.

2. Six/Patrol/Team :

Name \*  
Lion

Gender \*  
Male

Details : 1 \*  
Scout Name: Sa 6 - 2066-06-09 (NS-2677-00074) Rank: Patrol Leader Position: Annapurna

Details : 2 \*  
Scout Name: Sa 7 - 2064-06-10 (NS-2677-00075) Rank: Member Position: Membership

Details : 3 \*  
Scout Name: Sa 8 - 2066-06-08 (NS-2677-00076) Rank: Member Position: Membership

Details : 4 \*  
Scout Name: Sa 9 - 2064-06-15 (NS-2677-00077) Rank: Member Position: Membership

Details : 5 \*  
Scout Name: Sa 3 - 2065-06-01 (NS-2677-00081) Rank: Member Position: Membership

Details : 6 \*  
Scout Name: Sa 4 - 2065-06-08 (NS-2677-00072) Rank: Assistant Patrol Leader Position: Membership

Details : 7  
Scout Name Rank Position

Details : 8  
Scout Name Rank Position

**23** + ADD PATROL

**24** < GO BACK **25** FINISH & SUBMIT **25** FINISH & SUBMIT



## 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

