



## 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 4

## RENEW UNIT REGISTRATION

Click: > Units  
> Unit (Registered)

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



## 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.

**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.

The screenshot shows the 'Nepal Scouts' dashboard with a sidebar menu on the left and a main table of units. The sidebar menu has 'Unit (Registered)' highlighted with a red box and the number '26'. The main table lists units with columns for Group, Type, Address, Status, Deposited Slip, Created at, and Actions. The first row is highlighted with a red box and the number '28'. The 'Actions' column for the first row shows a green button with an upward arrow (labeled '27') and a blue button with a pencil icon (labeled '28'). The second row shows a green button with an upward arrow (labeled '27') and a blue button with a pencil icon (labeled '28').

Group	Type	Address	Status	Deposited Slip	Created at	Actions
Test (NHQ) Secondary School	Troop (Boy/Girl Scouts)	Bagmati Province, Kathmandu, Kathmandu Metropolitan City, 01, Lainchaur	Registered	N/A	2023-10-14 14:37:06	28
Test Higher School	Crew (Rover/Ranger)	Bagmati Province, Lalitpur, Lalitpur Metropolitan City, 1, Lainchaur	Payment Success		2023-10-10 21:38:56	27
Test Higher School	Troop (Boy/Girl Scouts)	Bagmati Province, Lalitpur, Lalitpur Metropolitan City, 1, Lainchaur	Payment Success		2023-10-10 19:43:10	27
TEST SUJIT ACADEMY	Troop (Boy/Girl Scouts)	Bagmati Province, Bhaktapur, Changunarayan Municipality, 1, 1	Incomplete	N/A	2023-03-26 13:52:17	27
Test (NHQ) Secondary School	Troop (Boy/Girl Scouts)	Bagmati Province, Kathmandu, Kathmandu Metropolitan City, 01, Lainchaur	Payment Success	Esewa	2023-01-24 14:11:03	27
Test (NHQ) Secondary School	Troop (Boy/Girl Scouts)	Bagmati Province, Kathmandu, Kathmandu Metropolitan City, 01, Lainchaur	Payment Success		2022-11-10 19:30:19	27





## 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.**

**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.



## 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

