



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 5

UNIT REGISTRATION PAYMENT

Click: > *Payment details*

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



How to pay New or Renew Unit Registration?

NEW OR RENEW UNIT REGISTRATION is the portal to pay the Unit Registration fee.

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

30. Pay Detail: Click here to enter the payment portal.

Note:

- 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.

#	Name	Group	Type	Address	Status	Deposited Slip	Created at	Actions
1	Test Test Scout Troop	Test (W/M) Secondary School	Troop (Boy/Girl Scouts)	Bagmati Province, Kathmandu, Kathmandu Metropolitan City, 01, Lainchaur	Approved	N/A	2023-10-14 14:37:06	30
2	Testing Rover Crew	Test Higher School	Crew (Rover/Ranger)	Bagmati Province, Lalitpur, Lalitpur Metropolitan City, 1, Lainchaur	Payment Success		2023-10-10 21:38:56	
3	Testing Scout Troop	Test Higher School	Troop (Boy/Girl Scouts)	Bagmati Province, Lalitpur, Lalitpur Metropolitan City, 1, Lainchaur	Payment Success		2023-10-10 19:43:10	
4			Troop (Boy/Girl Scouts)	Bagmati Province, Bhaktapur, Changunarayan Municipality, 1, 1	Incomplete	N/A	2023-03-26 13:52:17	
5			Troop (Boy/Girl Scouts)	Bagmati Province, Kathmandu, Kathmandu Metropolitan City, 01, Lainchaur	Payment Success	Esewa	2023-01-24 14:11:03	
6			Troop (Boy/Girl Scouts)	Bagmati Province, Kathmandu, Kathmandu Metropolitan City, 01, Lainchaur	Payment Success		2022-11-10 19:30:19	

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How to pay New or Renew Unit Registration?

NEW OR RENEW UNIT REGISTRATION is the portal to pay the Unit Registration fee.

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

31. Unit (Registered) > Payment Details: View the registration fee calculation of your approved Unit.

32. Pay with Eeswa: Click here to pay the registration fee via esewa platform.

33. Bank Detail: You will view the bank details, if your are transferring fee via e-banking or bank deposit. After successful transfer or bank deposit, upload the screenshot of bank transfer or bank voucher in Deposit slip section. Finally click the SUBMIT. And Unit registration will be accomplished.

Note:

- Only after first (filled) unit payment, system will allow to fill the another unit registration.

Unit (Registered) 31

Name: Test Test Scout Troop Member: 18

Payment Type	Amount	Quantity	Total
UnitCommitteeCost	50	5	250
UnitMemberCost	10	18	180
UnitTypeCost	300	1	300
UnitScoutLeaderCost	50	1	50

PID: Unit-652ac-16973022732159

Total: 780

BANK DETAIL

Bank Name : Nepal Scouts Province Scouts Office
A/C No : 15001050252607
Location : Nepal Investment Mega Bank Limited, Hetauda-II

Deposited Slip 33

PAY WITH ESEWA 32

SUBMIT





How to pay New or Renew Unit Registration?

The screenshot shows the eSewa payment interface. At the top left is the 'eSewa | ePay' logo. Below it is a green banner with the text 'Please login to make your payment'. The main content is divided into two columns. The left column, titled 'Transaction Details', lists the following items:

Transaction Details	
Nepal Scouts Province 3 NPR	
Product Amount:	710.00
Tax Amount:	0.00
Service Charge:	0.00
Delivery Charge:	0.00
Total Amount:	710.00

The right column, titled 'Login', contains the following fields and buttons:

- Login**
- eSewa ID: [Redacted]
- Password: [Redacted]
- LOGIN** button
- CANCEL** button

NEW OR RENEW UNIT REGISTRATION is the portal to pay the Unit Registration fee.

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

Note:

- o Payment via esewa demo.





Support

Where to get the materials?

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

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

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



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

