

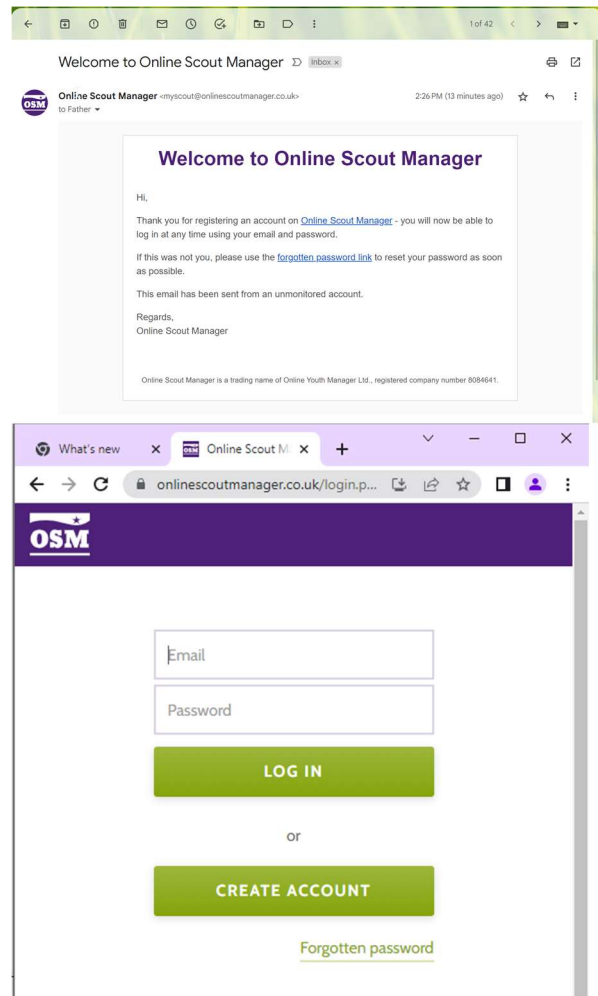


Online Scout Manager (OSM) Parent Portal Registration

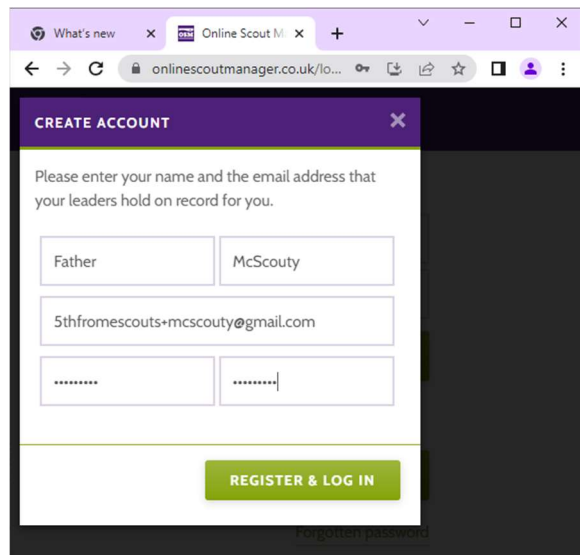
The OSM Parent Portal provides several features that will help leaders, the committee, and parents with our admin tasks. It will allow us to manage Sub payment, view and edit personal details, view programme, view emails sent from OSM, and even sign up for events. We will be starting with a few features and adding more as time goes on.

How to register

1. Your leader will send you an email from OSM inviting you to create an OSM account. Click the link to create an account.
2. This will take you to a login screen shown in the image to the right). Click “Create Account” and fill in your first and last names, as well as your email the email.



3. Once you submit your initial details, you will receive a confirmation email. Click the link in the email to verify your account. You will then be able to create a password and login.



The screenshot shows a web browser window with the URL 'onlinescoutmanager.co.uk/login...'. The page title is 'CREATE ACCOUNT'. The form contains the following fields:

- First name: Father
- Last name: McScouty
- Email address: 5thfromescouts+mcscouty@gmail.com
- Password: [masked]
- Confirm Password: [masked]

A green button labeled 'REGISTER & LOG IN' is located at the bottom of the form. Below the button, there is a link for 'forgotten password'.

4. Once you login to the OSM website (<https://www.onlinescoutmanager.co.uk/login.php>), you will be directed to the "Dashboard".
5. From here, using the left navigation window, you will be able to view some of the features available. You may need to expand the sidebar by pressing the three horizontal lines, if you are on a phone/small device. If you cannot see any features, click your Scout's name to reveal these

Note: If you have multiple children within 5th Frome, they should all appear down the left in the sidebar. Please speak with your leader if you have any issues.

What features are available?

When you log in you will be taken to the Parent Portal dashboard. From here you'll be able to access the different features 5th Frome will be using. Will be starting with a few of OSM's Parent Portal features and then add more in the future.

The features available will be seen in the menu on the left of the dashboard. You may find you need to click the three vertical lines (☰) in the top left corner of the dashboard to see the menu.

We will be starting with the following features:

Noticeboard

Here your leaders will be able to leave you notices and handy information.

Events

We will be introducing this in the future. This will be where the details of events, such as camps will be kept. You'll be able to view event details, sign up and pay for the event here.

Programme

Here the programme for your child's section will be listed. You will also be able to indicate here when your child is unable to attend the meeting.

Badges

Here you can see what badges are available in the section, which badges have been awarded to your child and where on the uniform the badge needs to be sewed.

Personal Details

Here you not only be able to see what personal information we hold on your child, but also you will be able to edit it. It's important that this information is kept up to date. So, if anything changes, please log in and update this section for us.

Emails

Any emails we send you through OSM will be stored here for you to go back any access.

Gift Aid

5th Frome Scout Group can reclaim the tax on your membership fee payments, **at no cost to you**, via the Gift Aid scheme.

Please visit this section and make the declaration, if appropriate. In the future you may receive an automated message from OSM asking you to complete the Gift Aid Declaration.



Where can I get help?

Help registering

If you have not received an invitation email, or need help registering, please email 5thfromescouts@gmail.com

Help with using the Parent Portal

Once you have registered and logged into the Parent Portal dashboard, there are a library of videos designed to help you get to know the portal.

Click on the Help Centre button ( **Help Centre**) which can be found at the bottom of the dashboard menu, on the left. You may find you need to click the three vertical lines () in the top left corner of the dashboard to see the menu. This will bring up the help videos available.

If you require additional help then please speak to your leaders or email 5thfromescouts@gmail.com

