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Tips for Membership Management System (my.scouts.ie)

Following on from last week's Membership Management System Resource (MMS) on Updating & Activating Profiles our focus now turns to Awards, Badges and Group Positions.

Week 2 – Awards, Badges & Positions – Tips (Group Leader, Deputy or Secretary Member in Charge of Section)

This week focuses nominating members for awards, granting badges and adding or removing group positions.

Nominating a member for an Award (Group Leader)

1. Go to "Manage Profiles"
2. Locate the member and Click "View"
3. Locate the "Latest Awards" area and Click "See All Awards"
4. You will now see the members current awards, click "Nominate Member For Award" to proceed
5. Select the Award Category and fill out the details as required.
6. Click Submit Nomination

Short-Cut - When you have located the profile in Manage Profiles, click "More" and click "Assign Award"

Managing Badges (Member in Charge of Section)

1. Go to "Manage Badges"
2. Locate the relevant badge you are awarding and click "Grant Badge" (On the top of the next page you will be able to select the level if it is an adventure skill badge.)
3. Type in the name in "Choose Members"
4. Tick the box next to the members name that you are updating (If you are awarding the same badge to other members you can repeat steps 3 & 4 before completing step 5.)
5. Click "Grant Badge" at the end of the page.

Short-Cut - When you have located the profile in Manage Profiles, click "More" and click "Assign Award"

Adding or Removing a Group Position (Group Leader, Deputy & Secretary)

1. Go to "Manage Group"
2. Click the "Positions" Tab
3. Click "Add or Remove Position"
4. Select the "Position" you need to add or remove from the "drop down" menu
5. Select "Add" or "Remove" as per your requirements
6. Click "Save Changes"

Short-Cut - When you have located the profile in Manage Profiles, click "More" and click "Change Position"



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Changing the Member in Charge of a Section (Group Leader, Deputy & Secretary)

1. Go to "Manage Group"
2. Click the "view sections" for the section you need to make changes to (a box with the section(s) will appear below with buttons "view", "edit" and "more")
3. Click "Edit"
4. Select the member from the "member in charge" drop down list.
5. Click save changes.

Additional Important Information

- Only the Group Leader, County Commissioner and Provincial Commissioner can apply for awards
- Currently only the Member in charge of the section can grant badges however in our next update Group Leaders/Deputy Group Leaders will also be able to perform this action.
- Applications for service awards can be made through an online form by clicking [HERE](#).
- A book of sample citations is available to give you some guidance on how to write a recommendation when nominating someone for an award. This can be seen [HERE](#).
- The positions of Group Leader and Deputy Group Leader cannot be granted by the group.

Useful Links and Information

We have several user manuals on our website www.scouts.ie and tutorial videos on the Scouting Ireland YouTube Channel for using the site. Links for these can be found below.

Click [HERE](#) for the Video Tutorials

Click [HERE](#) for our User Manuals

If you need support with the Membership Management Systems you can make contact with your local support office which can be found by clicking [HERE](#)

