# Dashboard & Registrations

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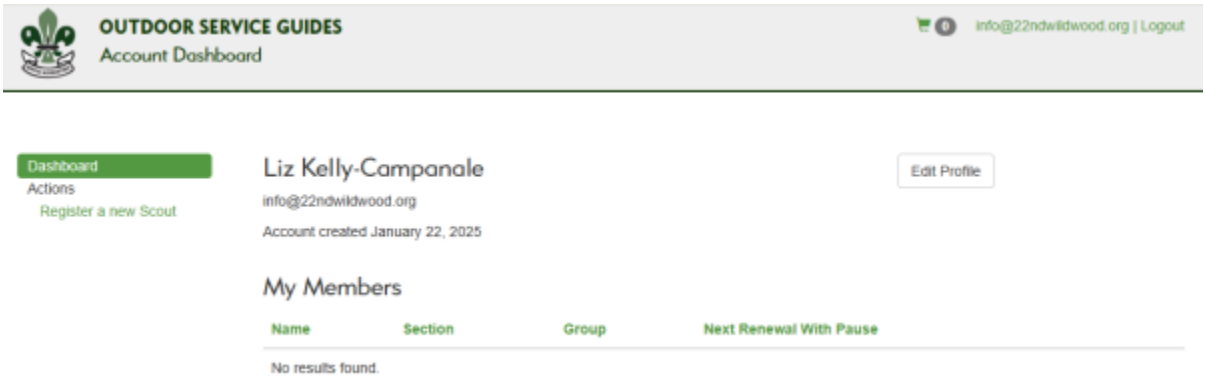
All Groups and Scouts are tracked at the National Level using a database called “Dashboard”. This is also the software we use to keep track of Criminal History Checks for adult members. You can log in via the main homepage or get there directly by going to https://outdoorserviceguides.org/dashboard/.

To access Dashboard, you will need to create an account. Generally accounts are held by the GSM and/or secretary of a group, whoever will be handling the national registrations. Once you have created an account, you can email your regional commissioner to be added as a leader of the appropriate group. That will allow you to register members to that group and see current members. It also gives you access to the security report for your group, which shows a list of all adults whose background checks are more than two years past due or who have not yet completed one.

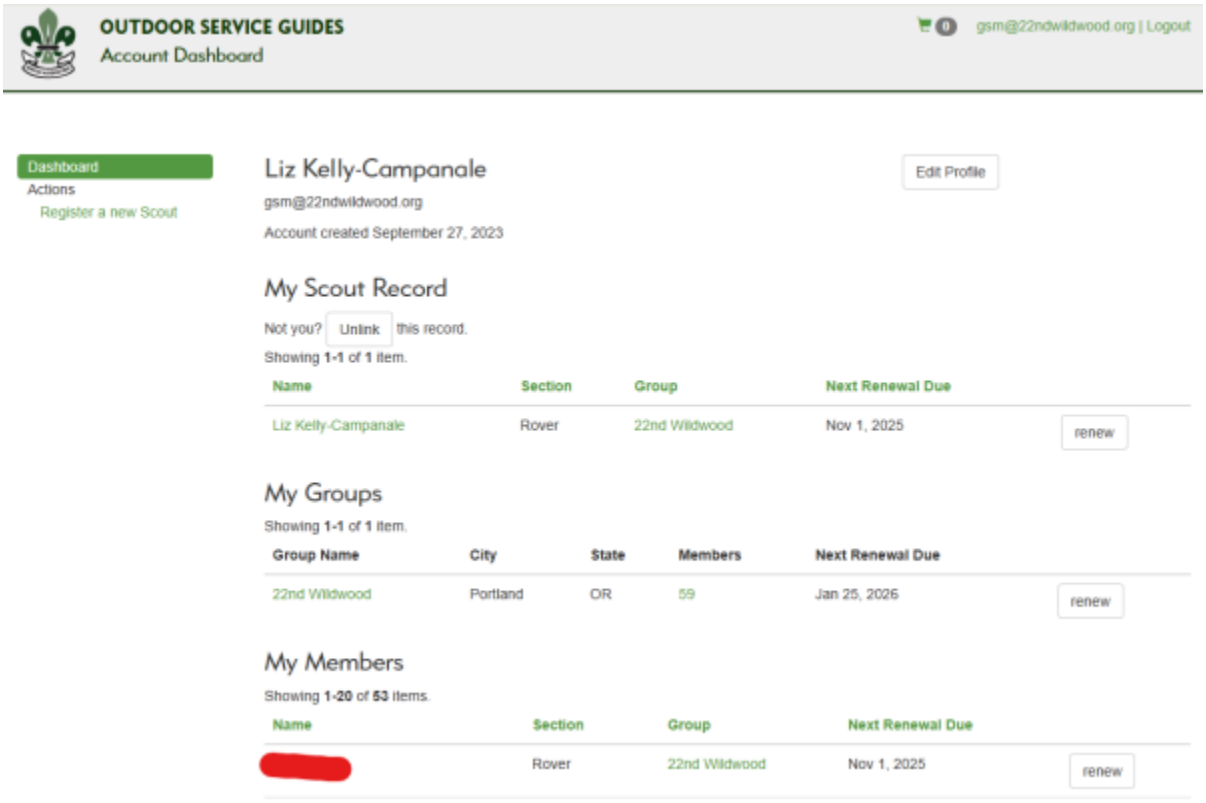
A couple of important things: the leader list for each group is how we track who the GSM is so that we are able to contact them. Also for Criminal History Checks to go through seamlessly, ensure that the name entered in dashboard is their legal name and that their date of birth is accurate.

## Using Dashboard

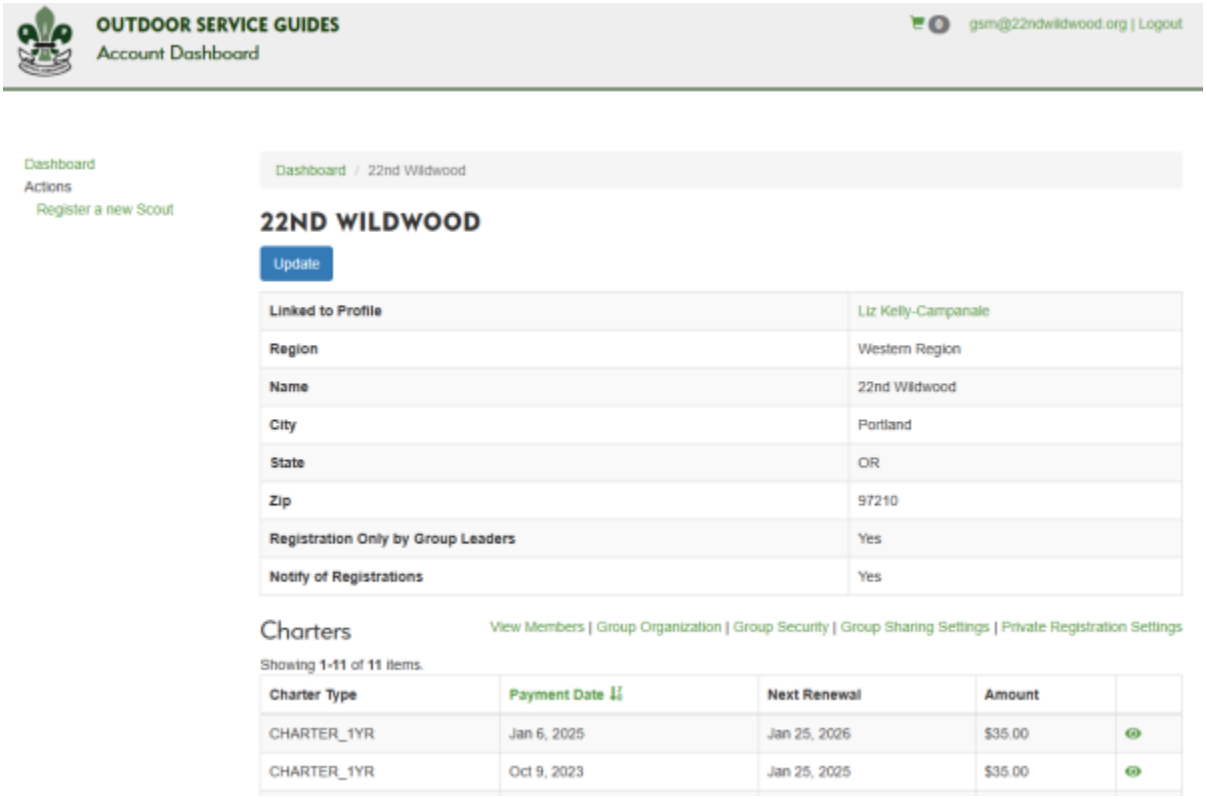
Once you create your account, your profile will look like this:




If you are already registered as a scout, your profile can be linked to your existing membership. Otherwise, you will need to register as a member first. You can then be linked to your group. Once that has been accomplished, your profile will look something like this:




If you click on your group name, it gives you information on charter renewals and access to a list of group members, the organization of your group, and the group security report, which shows out of date or incomplete criminal history checks. If an adult member has a valid and current criminal history check on file, they will NOT be listed on the security report. It shows out of date members only.



“View Members” will give you access to all of the group members and allow you to renew their memberships. If their membership is tied to your account as the one who registered them, they will also show up on your main dashboard page.

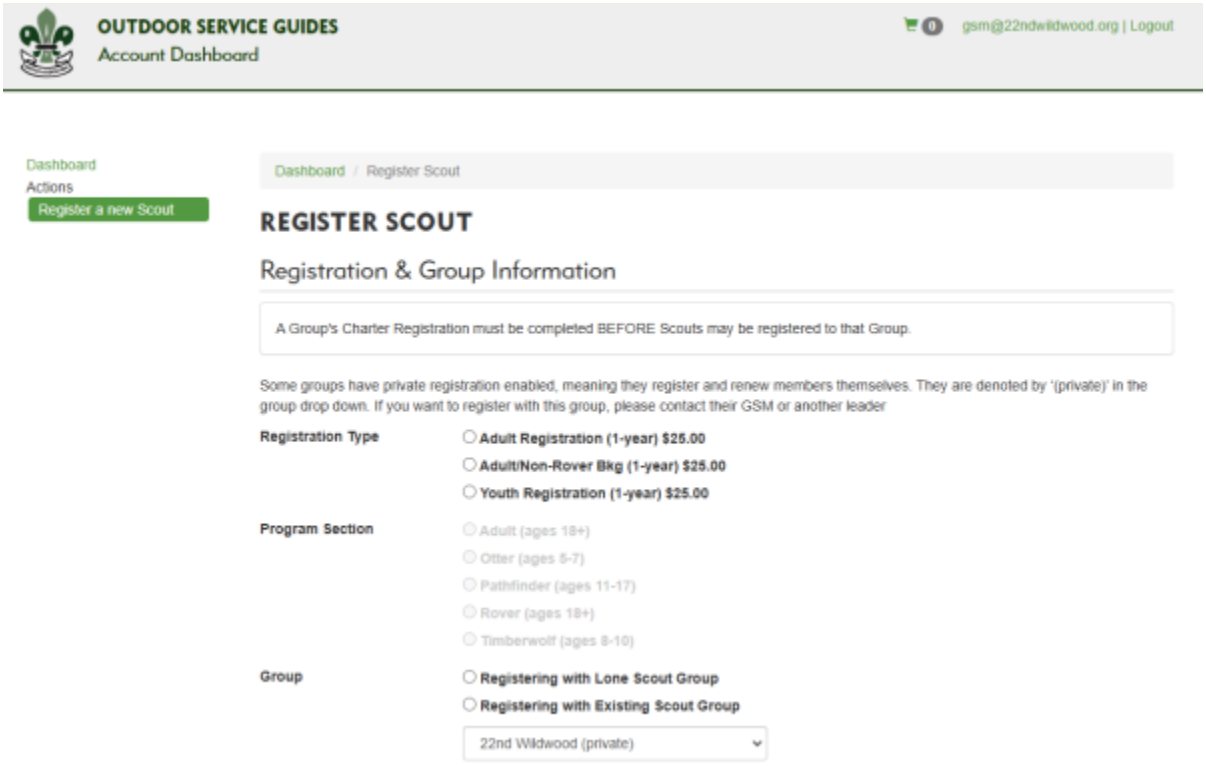
“Group Organization” allows you to update the list of leaders within your group. You can also add patrols here and divide up the sections that way, but it is not necessary. The most important person to list on this page is the GSM, as this is how National knows who to contact for your group.

“Group Sharing Settings” allows you to give access to another user to manage your group. If you have a group registrar/secretary or a co-GSM, the group can only be associated with one profile, but you can share it to those other profiles. If your group only has one person managing dashboard, you can leave “Turn on group sharing” unchecked.

“Private Registration Settings” is similar to Group Sharing Settings, but for Member Registration as opposed to Group Management. Again, if you have a group registrar/secretary their account should be listed here. If you turn on Private Registration, it means that only the designated Registrars may add scouts to your group. If you have your members create their own dashboard accounts and register themselves, you would turn this option off.

## Registering a Scout

When you go to register a new scout or renew an existing scout's registration, you will need to fill out the following information. An Adult Registration is for a Rover, an Adult/Non-Rover Bkg is for a non-rover adult volunteer, and a Youth Registration is for a child under 18. Criminal history checks are not triggered for youth registrations.



Once you select the type of registration, you will register them to your group (or they may register as a lone scout). You will then fill out their personal information. If you are re-registering an existing scout, this information will already be populated. As stated above, the most important fields to check for errors to ensure Criminal History Checks go through are First Name, Last Name, Date of Birth, and Email.

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