

# Dashboard & Registrations

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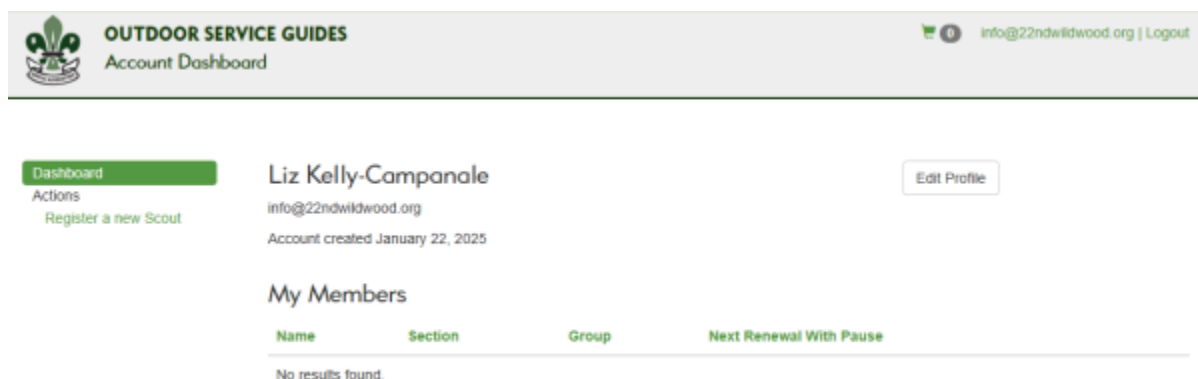
All Groups and Scouts are tracked at the National Level using a database called “Dashboard”. This is also the software we use to keep track of Criminal History Checks for adult members. You can log in via the main homepage or get there directly by going to <https://outdoorserviceguides.org/dashboard/>.

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:



The screenshot shows the 'Account Dashboard' for 'OUTDOOR SERVICE GUIDES'. The user is Liz Kelly-Campanale, with email info@22ndwildwood.org and an account created on January 22, 2025. There is an 'Edit Profile' button. Under 'My Members', there is a table with columns: Name, Section, Group, and Next Renewal With Pause. The table currently shows 'No results found.'

Name	Section	Group	Next Renewal With Pause
No results found.			

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:

**Dashboard**  
Actions  
Register a new Scout

### Liz Kelly-Campanale

Edit Profile

gsm@22ndwildwood.org  
Account created September 27, 2023

### My Scout Record

Not you? [Unlink](#) this record.

Showing 1-1 of 1 item.

Name	Section	Group	Next Renewal Due	
Liz Kelly-Campanale	Rover	22nd Wildwood	Nov 1, 2025	<a href="#">renew</a>

### My Groups

Showing 1-1 of 1 item.

Group Name	City	State	Members	Next Renewal Due	
22nd Wildwood	Portland	OR	59	Jan 25, 2026	<a href="#">renew</a>

### My Members

Showing 1-20 of 53 items.

Name	Section	Group	Next Renewal Due	
[REDACTED]	Rover	22nd Wildwood	Nov 1, 2025	<a href="#">renew</a>

## 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.



**OUTDOOR SERVICE GUIDES**

Account Dashboard


[gsm@22ndwildwood.org](#) | [Logout](#)

Dashboard  
Actions

Register a new Scout

Dashboard / Register Scout

## REGISTER SCOUT

### Registration & Group Information

A Group's Charter Registration must be completed BEFORE Scouts may be registered to that Group.


Some groups have private registration enabled, meaning they register and renew members themselves. They are denoted by '(private)' in the group drop down. If you want to register with this group, please contact their GSM or another leader

<b>Registration Type</b>	<input type="radio"/> <b>Adult Registration (1-year) \$25.00</b> <input type="radio"/> <b>Adult/Non-Rover Bkg (1-year) \$25.00</b> <input type="radio"/> <b>Youth Registration (1-year) \$25.00</b>
<b>Program Section</b>	<input type="radio"/> Adult (ages 18+) <input type="radio"/> Otter (ages 5-7) <input type="radio"/> Pathfinder (ages 11-17) <input type="radio"/> Rover (ages 18+) <input type="radio"/> Timberwolf (ages 5-10)
<b>Group</b>	<input type="radio"/> Registering with Lone Scout Group <input type="radio"/> Registering with Existing Scout Group <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;">22nd Wildwood (private) ▼</div>

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.

## Group Management

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.



**OUTDOOR SERVICE GUIDES**  
Account Dashboard

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Dashboard / 22nd Wildwood

## 22ND WILDWOOD

[Update](#)

Linked to Profile	Liz Kelly-Campanale
Region	Western Region
Name	22nd Wildwood
City	Portland
State	OR
Zip	97210
Registration Only by Group Leaders	Yes
Notify of Registrations	Yes

## Charters

[View Members](#) | [Group Organization](#) | [Group Security](#) | [Group Sharing Settings](#) | [Private Registration Settings](#)

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Charter Type	Payment Date	Next Renewal	Amount	
CHARTER_1YR	Jan 6, 2025	Jan 25, 2026	\$35.00	
CHARTER_1YR	Oct 9, 2023	Jan 25, 2025	\$35.00	

## View Members

This 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

This is where you can 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 Security

The Group Security Report is critical for ensuring that all members stay up to date on their background checks.

## Group Sharing Settings

This page 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**

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. If this setting is turned on, this page is where you can designate allowed registrars for your group.

## **Registration Dates**

Currently, registration renewals for all members are due prior to November 1 of each year. After a 4 month grace period, all members who have not been renewed will be inactivated in the system. Ideally, groups should plan to register their members and collect dues starting in August/September so that they can complete their National Registrations by the end of October.

You can see in your member report when the next renewal is due for that member. Past-due renewals are highlighted. If you have a member whose membership is good through the following year, you do not need to re-register them when you update registrations.

## My Members

Showing 1-20 of 53 items.

Name	Section	Group	Next Renewal Due	
[REDACTED]	Rover	22nd Wildwood	Nov 1, 2025	<input type="button" value="renew"/>
[REDACTED]	Adult	22nd Wildwood	Nov 1, 2025	<input type="button" value="renew"/>
[REDACTED]	Rover	22nd Wildwood	Nov 1, 2025	<input type="button" value="renew"/>
[REDACTED]	Rover	22nd Wildwood	Nov 1, 2025	<input type="button" value="renew"/>
[REDACTED]	Timberwolf	22nd Wildwood	Nov 1, 2025	<input type="button" value="renew"/>
[REDACTED]	Rover	22nd Wildwood	Nov 1, 2025	<input type="button" value="renew"/>
[REDACTED]	Rover	22nd Wildwood	Nov 1, 2025	<input type="button" value="renew"/>
[REDACTED]	Pathfinder	22nd Wildwood	Nov 1, 2025	<input type="button" value="renew"/>
[REDACTED]	Timberwolf	22nd Wildwood	Nov 1, 2024	<input type="button" value="renew"/>
[REDACTED]	Adult	22nd Wildwood	Nov 1, 2025	<input type="button" value="renew"/>
[REDACTED]	Timberwolf	22nd Wildwood	Nov 1, 2025	<input type="button" value="renew"/>
[REDACTED]	Timberwolf	22nd Wildwood	Nov 1, 2025	<input type="button" value="renew"/>
[REDACTED]	Pathfinder	22nd Wildwood	Nov 1, 2025	<input type="button" value="renew"/>

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