# Registrations & Criminal History Checks

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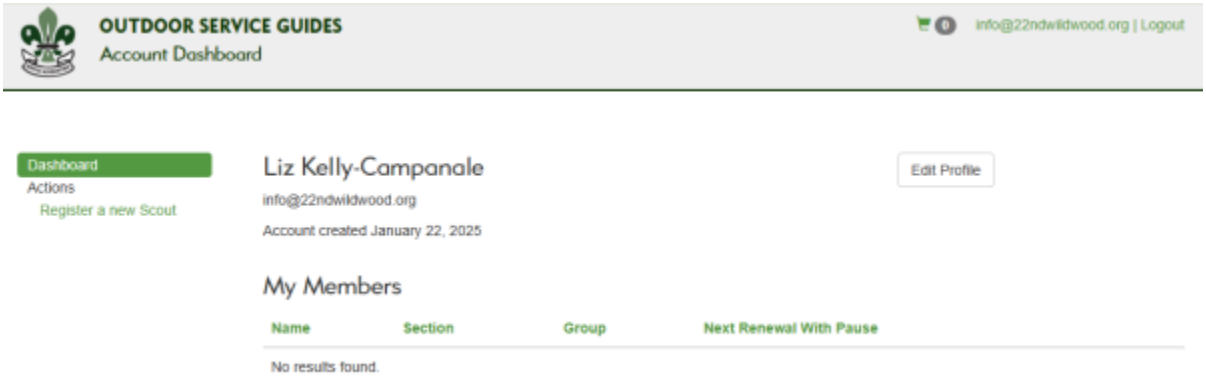
All Groups and Scouts are tracked at the National Level using a database called “Dashboard”. This is also the software we use to keep track of Criminal History Checks for adult members. You can log in via the main homepage or get there directly by going to https://outdoorserviceguides.org/dashboard/.

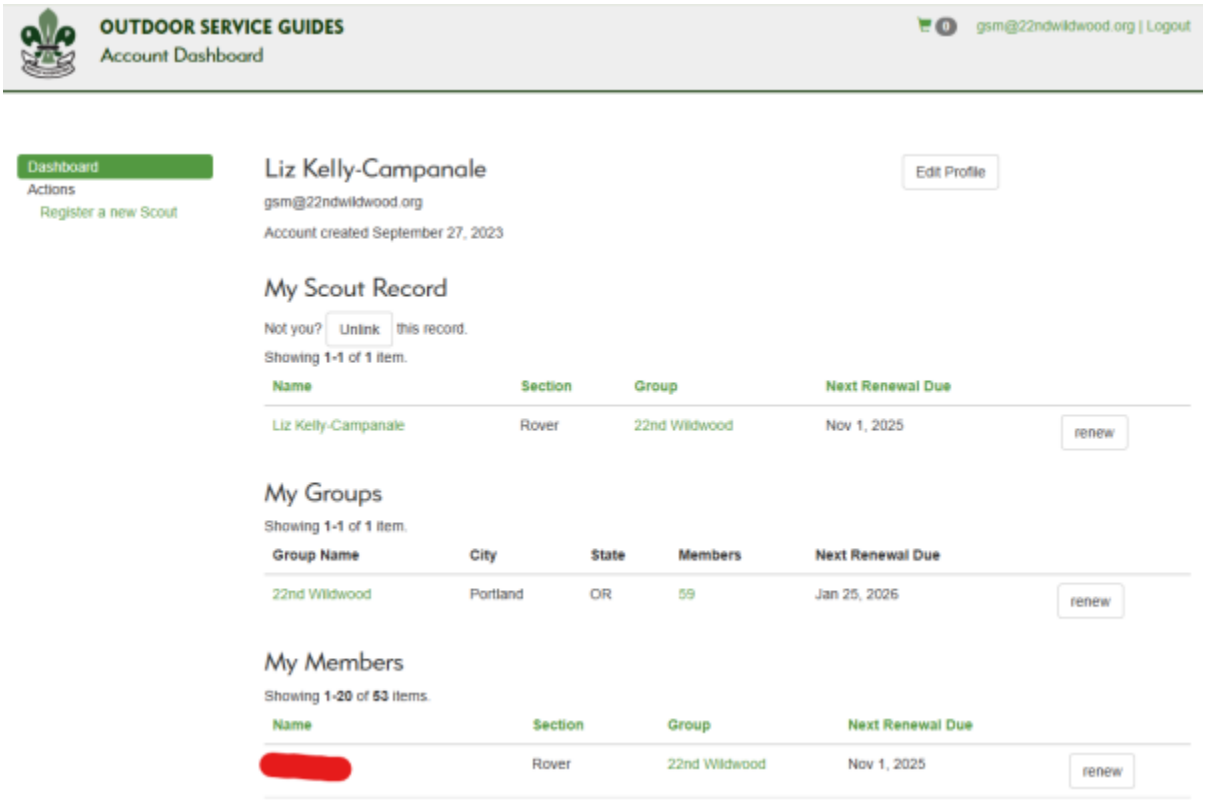
To access Dashboard, you will need to create an account. Generally accounts are held by the GSM and/or secretary of a group, whoever will be handling the national registrations. Once you have created an account, you can email your regional commissioner to be added as a leader of the appropriate group. 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.

## Using Dashboard

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

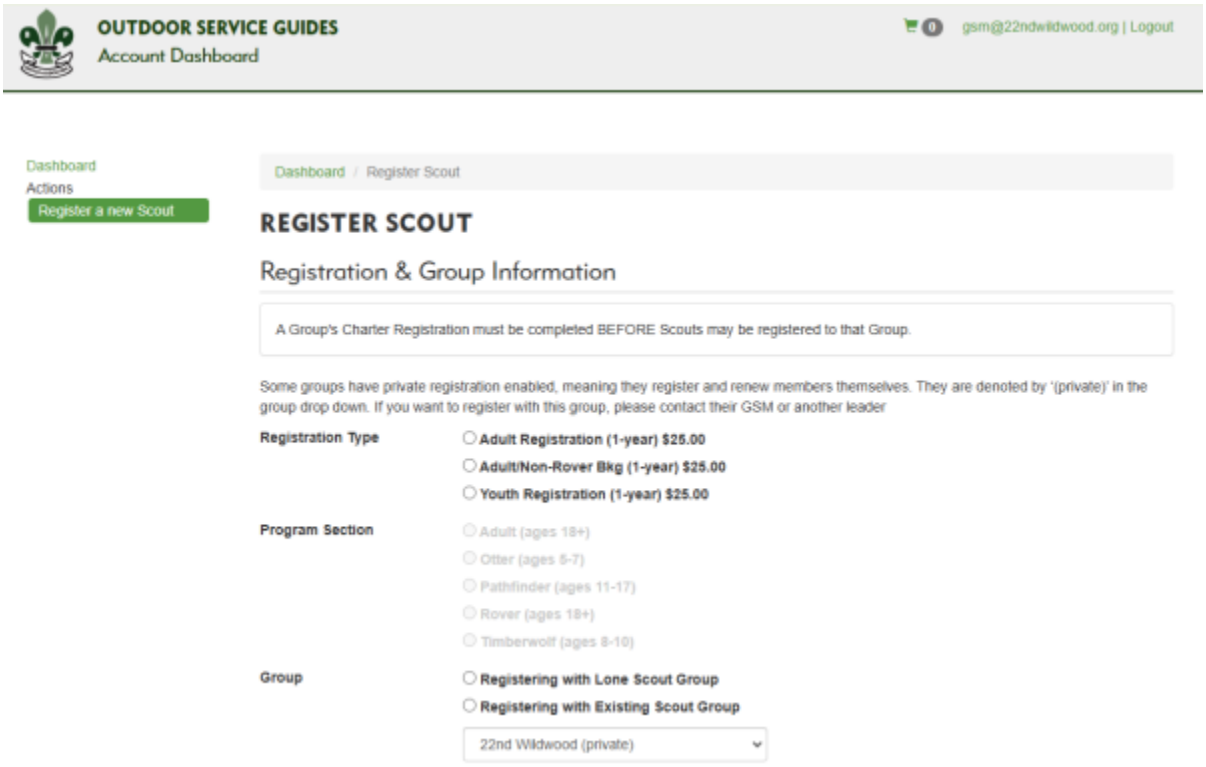



If you are already registered as a scout, your profile can be linked to your existing membership. Otherwise, you will need to register as a member first. You can then be linked to your group. Once that has been accomplished, your profile will look something like this:




## Registering a Scout

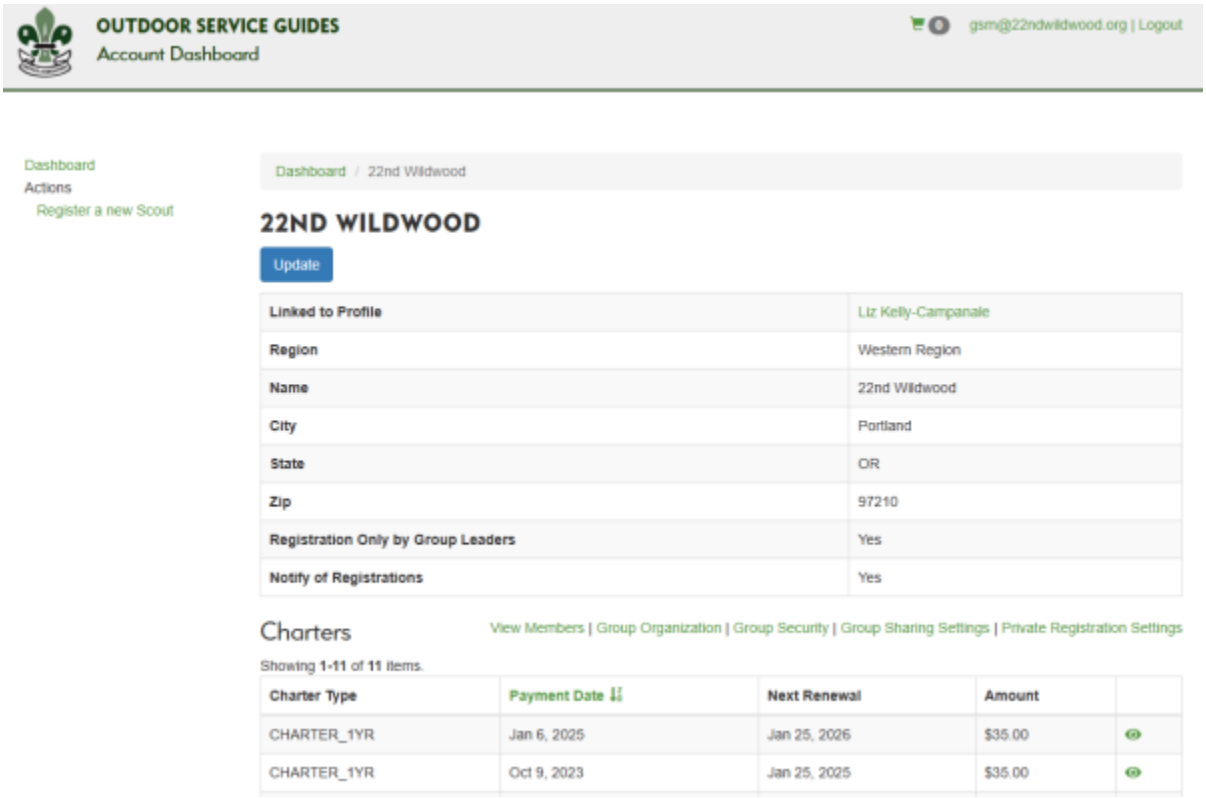
When you go to register a new scout or renew an existing scout's registration, you will need to fill out the following information. An Adult Registration is for a Rover, an Adult/Non-Rover Bkg is for a non-rover adult volunteer, and a Youth Registration is for a child under 18. Criminal history checks 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.

## 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.




### View Members

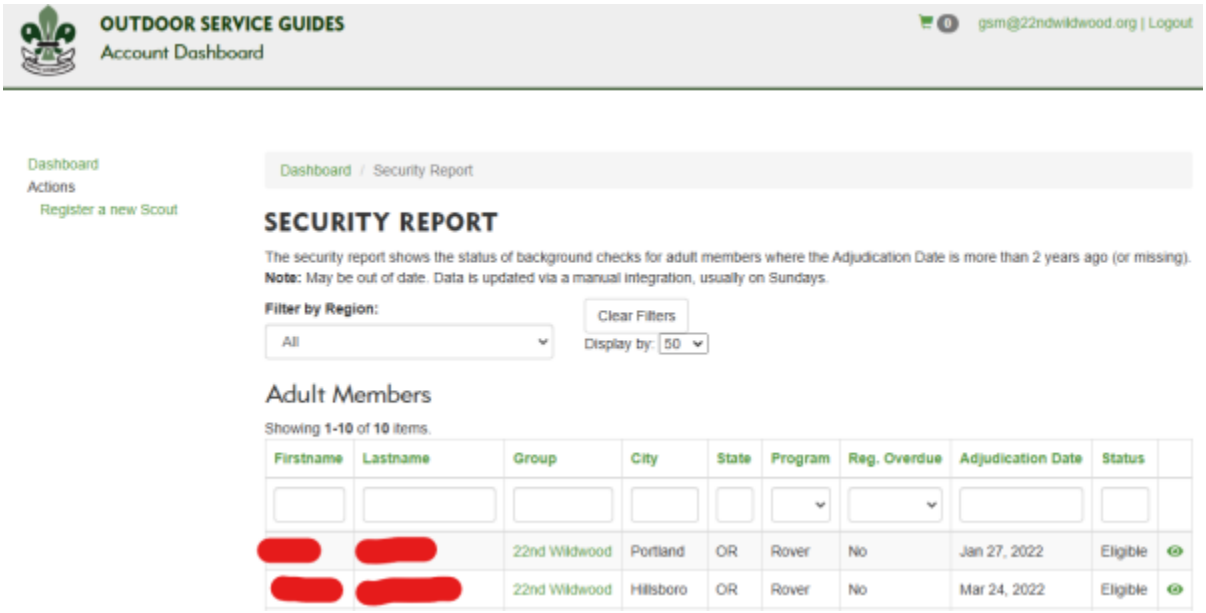
This will give you access to all of the group members and allow you to renew their memberships. If their membership is tied to your account as the one who registered them, they will also show up on your main dashboard page.

### 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. Only active adult members & Rovers whose background checks are out of date or incomplete will show up on this report. If an adult member of your group is not listed, it means their background check is up to date.




**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.

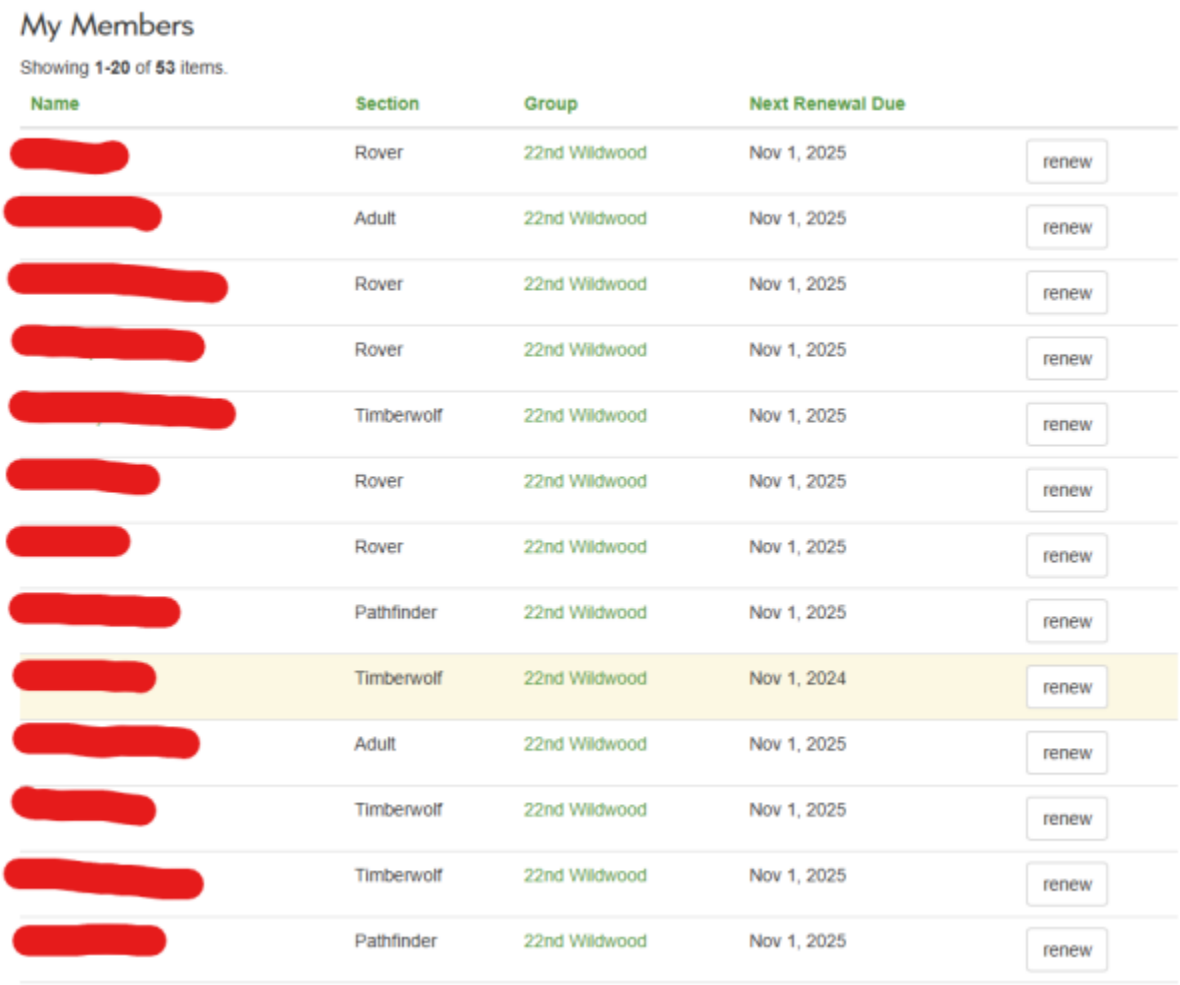
**Private Registration Settings**

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 | renew |
| [redacted] | Adult | 22nd Wildwood | Nov 1, 2025 | renew |
| [redacted] | Rover | 22nd Wildwood | Nov 1, 2025 | renew |
| [redacted] | Rover | 22nd Wildwood | Nov 1, 2025 | renew |
| [redacted] | Timberwolf | 22nd Wildwood | Nov 1, 2025 | renew |
| [redacted] | Rover | 22nd Wildwood | Nov 1, 2025 | renew |
| [redacted] | Rover | 22nd Wildwood | Nov 1, 2025 | renew |
| [redacted] | Pathfinder | 22nd Wildwood | Nov 1, 2025 | renew |
| [redacted] | Timberwolf | 22nd Wildwood | Nov 1, 2024 | renew |
| [redacted] | Adult | 22nd Wildwood | Nov 1, 2025 | renew |
| [redacted] | Timberwolf | 22nd Wildwood | Nov 1, 2025 | renew |
| [redacted] | Timberwolf | 22nd Wildwood | Nov 1, 2025 | renew |
| [redacted] | Pathfinder | 22nd Wildwood | Nov 1, 2025 | renew |

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