



User guide: viewing a minibus permit

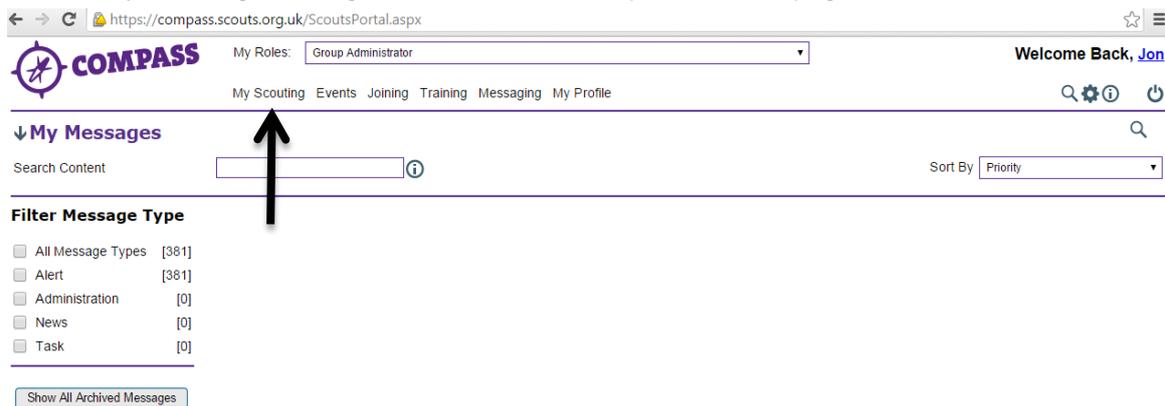
Roles: Commissioners, Administrators, Secretaries, Group Scout Leaders.

Process overview: This guide will help you view a minibus permit attached to your Group, District or County.

Please note: Only permits added since Compass was launched (October 2014) can be viewed in the way outlined in this guide. Any minibus permits that were added before Compass was launched will be recorded in the 'Notes' section of the initial 'Details' page of Group, District or County.

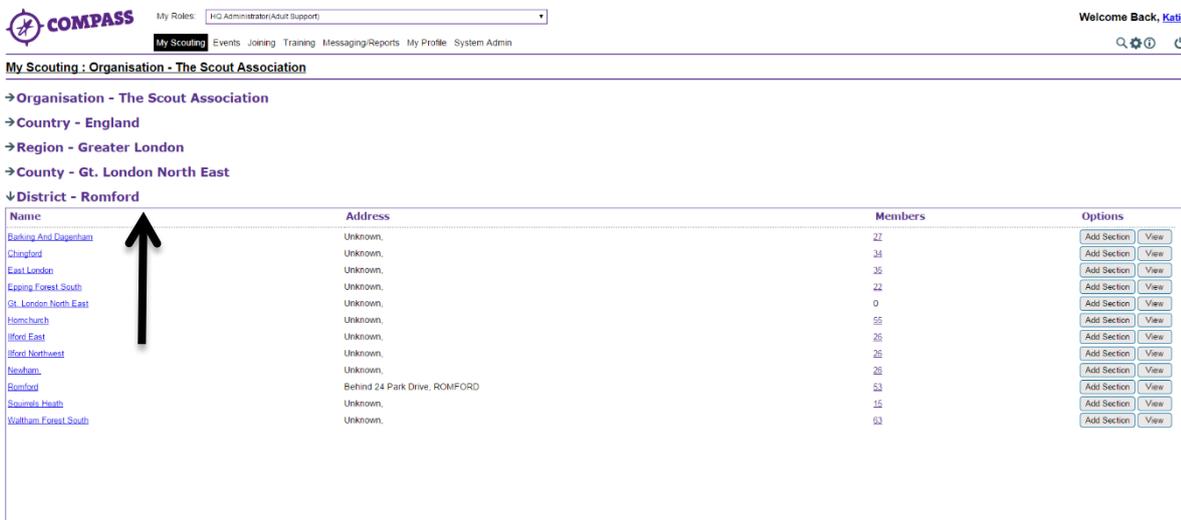
Process: viewing a minibus permit

- 1 Click on the 'My Scouting' heading located towards the top of the homepage.



The screenshot shows the COMPASS homepage. At the top, there is a navigation bar with the COMPASS logo, a 'My Roles' dropdown menu set to 'Group Administrator', and a 'Welcome Back, Jon' message. Below this is a secondary navigation bar with links for 'My Scouting', 'Events', 'Joining', 'Training', 'Messaging', and 'My Profile'. A red arrow points to the 'My Scouting' link. Below the navigation bar is a 'My Messages' section with a search bar and a 'Filter Message Type' section containing checkboxes for 'All Message Types', 'Alert', 'Administration', 'News', and 'Task'. A 'Show All Archived Messages' button is at the bottom of this section.

- 2 Navigate down the hierarchy to find the County, District or Group with the minibus permit you want to view. Guidance on how to navigate the 'My Scouting' area can be found in the user guide '[How to navigate my Scouting](#)'.



The screenshot shows the 'My Scouting' page. At the top, there is a navigation bar with the COMPASS logo, a 'My Roles' dropdown menu set to 'HQ Administrator (Adult Support)', and a 'Welcome Back, Katie' message. Below this is a secondary navigation bar with links for 'My Scouting', 'Events', 'Joining', 'Training', 'Messaging/Reports', 'My Profile', and 'System Admin'. A red arrow points to the 'My Scouting' link. Below the navigation bar is a breadcrumb trail: 'My Scouting : Organisation - The Scout Association'. Below this is a list of navigation links: '→ Organisation - The Scout Association', '→ Country - England', '→ Region - Greater London', '→ County - Gt. London North East', and '↓ District - Romford'. Below the 'District - Romford' link is a table with columns for 'Name', 'Address', 'Members', and 'Options'. A red arrow points to the 'View' button in the 'Options' column of the first row.

Name	Address	Members	Options
Barking And Dagenham	Unknown,	22	Add Section View
Chingford	Unknown,	34	Add Section View
East London	Unknown,	35	Add Section View
Epping Forest South	Unknown,	22	Add Section View
Gt. London North East	Unknown,	0	Add Section View
Hornchurch	Unknown,	55	Add Section View
Ilford East	Unknown,	25	Add Section View
Ilford Northwest	Unknown,	25	Add Section View
Newham	Unknown,	25	Add Section View
Romford	Behind 24 Park Drive, ROMFORD	53	Add Section View
Soulsley Heath	Unknown,	15	Add Section View
Waltham Forest South	Unknown,	53	Add Section View

Please Note: The minibus permit is always held by the Group, District or County rather than the Section.

- 3 Click on the 'View' button at the left hand side.



The screenshot shows the 'My Scouting' page. At the top, there is a navigation bar with the COMPASS logo, a 'My Roles' dropdown menu set to 'Group Administrator', and a 'Welcome Back, Jon' message. Below this is a secondary navigation bar with links for 'My Scouting', 'Joining', 'Training', 'Messaging/Reports', and 'My Profile'. A red arrow points to the 'My Scouting' link. Below the navigation bar is a breadcrumb trail: 'My Scouting : Group - 3rd Gidea Park (St Michaels)'. Below this is a list of navigation links: '→ Organisation - The Scout Association', '→ Country - England', '→ Region - Greater London', '→ County - Gt. London North East', '→ District - Romford', and '↓ Group - 3rd Gidea Park (St Michaels)'. Below the 'Group - 3rd Gidea Park (St Michaels)' link is a table with columns for 'Name', 'Address', 'Type', 'Members', and 'Options'. A red arrow points to the 'View' button in the 'Options' column of the first row.

Name	Address	Type	Members	Options
3rd Gidea Park (St Michaels)	19 Station Road, ROMFORD	Land	28	Add Section View Edit

4 This will bring up the 'View Group' popup box with the name of the Scout Group underneath.

Click on the 'Minibus permits' heading at the left hand side.

Please note: You will only be able to view the 'Minibus permits' page when all other required fields have been completed.

View Group ✕

3rd Gidea Park (St Michaels) (10011510)

Details • Required fields

View Group - Details

Name: 3rd Gidea Park (St Michaels)

Date Registered: 22 October 1935

Sponsorship: --None--

Registered Charity No.: 267354

Group Type: Land

Joint Scout/Guide Group:

Notes
1 Minibus permit issued on the 13/02/2009

Opening Hours

Addresses

	Meeting Place Address	Correspondence Address
Address	The Rowsell Hall, St Michaels Church, Main Road Gidea Park	19 Station Road Gidea Park
Town	ROMFORD	ROMFORD
County	Essex	
Postcode	RM2 5EL	RM2 6BX

Close Next

5 The 'Minibus permits' page will open. Click on 'Details' at the right hand side.

View Group ✕

3rd Gidea Park (St Michaels) (10011510)

Details • Required fields

Group - Minibus Permits

Permit Holder	Unit	Issued	Expiry	
Damian Strater	3rd Gidea Park (St Michaels)	01 July 2015	01 July 2020	Details

Previous Close

- 6 This will show you more information about the relevant minibus permit(s), including to whom it was issued, the serial number, the issue date and the expiry date.

View Group ✕

3rd Gidea Park (St Michaels) (10011510)

Details **Group - Minibus Permits** • Required fields

Contact Details

Minibus Permits

Permit Holder	Unit	Issued	Expiry	
Damian Strater	3rd Gidea Park (St Michaels)	01 July 2015	01 July 2020	Details

Permit Holder Name

Serial Number Address

Date Issued

Expiry Date

Unit Allocated to Town

County

Postcode

Country

[Previous](#) [Close](#)

- 7 If there are currently no minibus permits recorded for the relevant County, District or Group you will see a message informing you of this.

View Group ✕

3rd Gidea Park (St Michaels) (10011510)

Details

Contact Details

Minibus Permits

Website Settings

There currently are no minibus permits holders setup.

[Previous](#) [Close](#) [Next](#)