



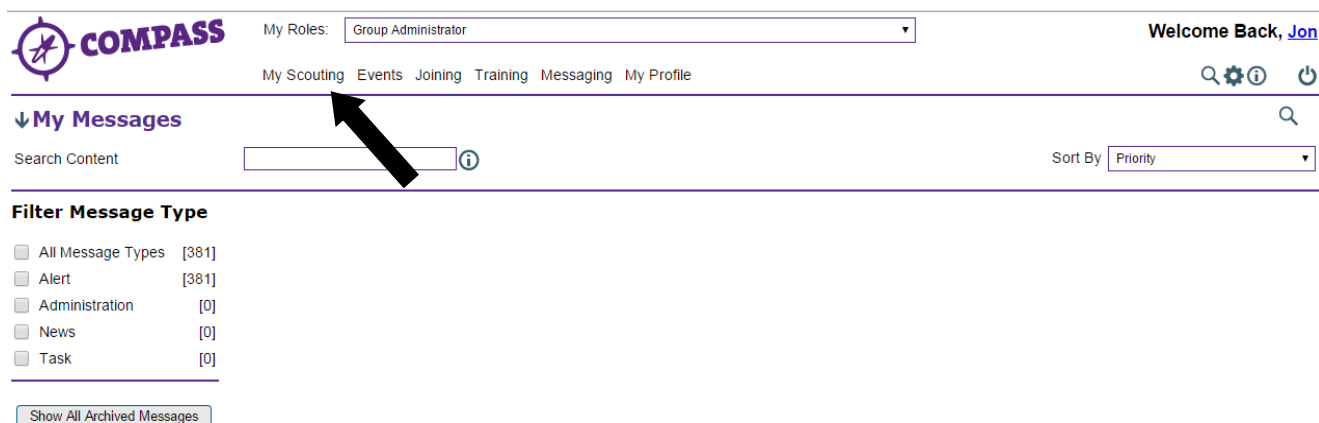
## User guide: how to navigate 'My Scouting'

Roles: All.

**Process overview:** This user guide will help to you navigate through 'My Scouting' on Compass. The example below shows the access a Group level member would have. The same method applies to District and Counties, though they will have more options available to view.

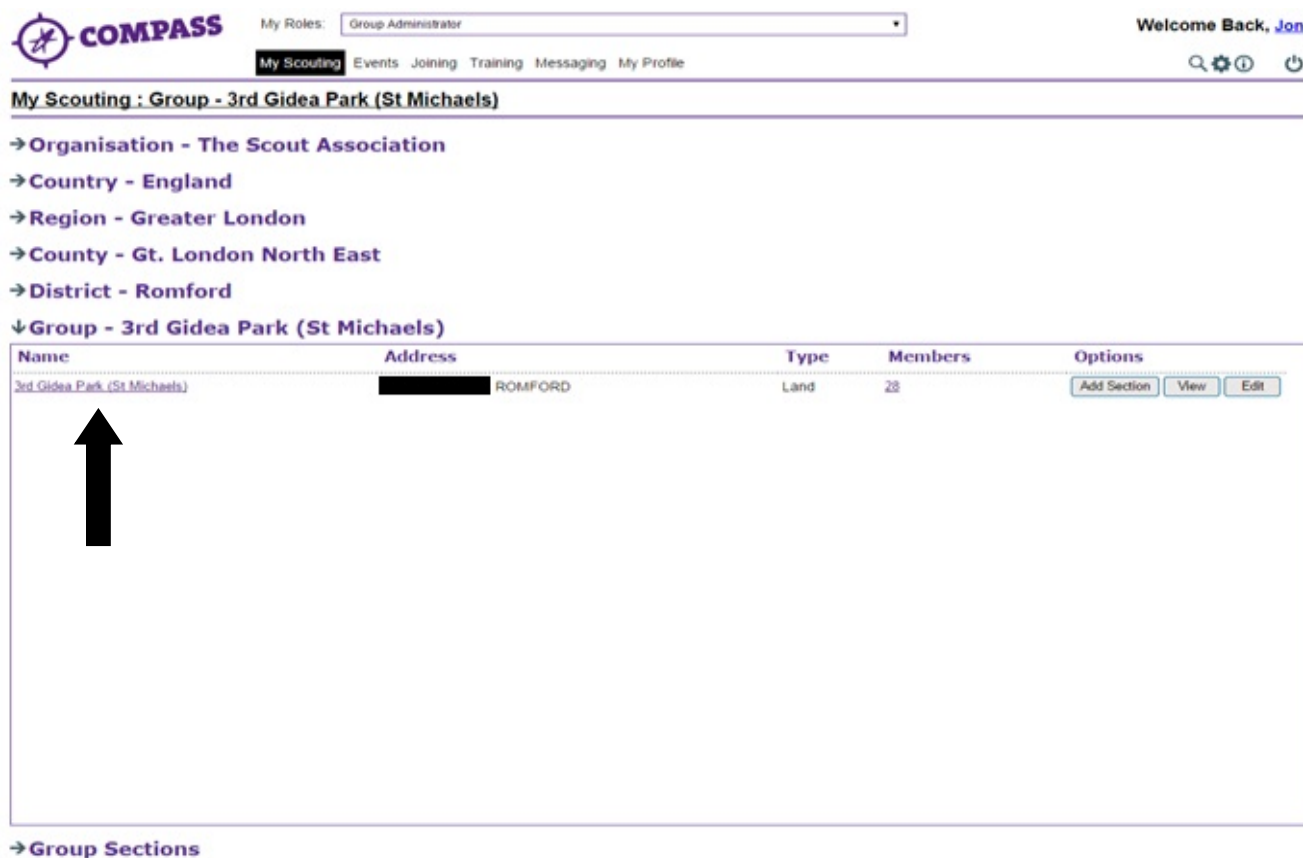
## Process: how to navigate 'My Scouting'

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



The screenshot shows the COMPASS homepage. At the top, there is a navigation bar with the COMPASS logo on the left and a 'My Roles' dropdown menu set to 'Group Administrator' on the right. Below the logo, the 'My Scouting' link is highlighted with a black arrow. The main content area features a 'My Messages' section with a search bar and a 'Filter Message Type' section with checkboxes for 'All Message Types', 'Alert', 'Administration', 'News', and 'Task'. A 'Show All Archived Messages' button is at the bottom of the filter section.

- 2 This will take you through to your Group. To view the members in your Group, click on the blue number underneath the heading 'Members'. This will show you all the adult members with a Group level role (eg Group Scout Leader, Group Chairman, Group Occasional Helpers).



The screenshot shows the 'My Scouting' page for 'Group - 3rd Gidea Park (St Michaels)'. The page displays a hierarchy of 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 these links is a table with columns: Name, Address, Type, Members, and Options. The table contains one row for '3rd Gidea Park (St Michaels)' with 28 members. A black arrow points to the 'Members' link (the number 28) in the table.

Name	Address	Type	Members	Options
3rd Gidea Park (St Michaels)	[REDACTED] ROMFORD	Land	28	<a href="#">Add Section</a> <a href="#">View</a> <a href="#">Edit</a>

- 3 To view the record of a specific member, click on their membership number or name.

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**Search Results (28 Records Found)**

**Group - 3rd Gidea Park (St Michaels)**

You searched for:

Search Type: Scouting Members At location  
Location: 3rd Gidea Park (St Michaels)

✓ No	✓ Name	✓ Address	✓ Role
✓ 00991922	Abby	Close	Group Occasional Helper
✓ 00803648	Angela	Avenue	Group Occasional Helper
✓ 00259438	Angela	Road Gidea Park	Group Scout Leader
✓ 00867106	Anthony	Close	Group Occasional Helper
✓ 10202946	Ashley	Avenue	No full roles
✓ 00800692	Carole	Road	Group Occasional Helper
✓ 00884375	Chloe	Avenue	Group Occasional Helper
✓ 00811041	Claire	Avenue	Group Occasional Helper
✓ 00867098	Clarissa	Avenue	Group Occasional Helper
✓ 00883528	Dawn	Way	Group Occasional Helper
✓ 00927099	Eleanor	Avenue	Group Occasional Helper
✓ 00220076	Geoffrey	Road	District Chairman
✓ 00434874	Geoffrey	Avenue	Group Occasional Helper
✓ 00800832	Glenn	Road	Group Occasional Helper
✓ 00991919	Grace		Group Occasional Helper
✓ 00858091	Hendrik	Road	Group Occasional Helper
✓ 00517841	James	Road	Group Occasional Helper
✓ 00991939	James		Group Occasional Helper
✓ 00903087	Jane	Street	Group Occasional Helper
✓ 00982088	Jane	Road	Group Occasional Helper

- 4 To view your Section Leaders, return to the 'My Scouting' page by clicking on the Group name.

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**Search Results (28 Records Found)**


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You searched for:

Search Type: Scouting Members At location  
Location: 3rd Gidea Park (St Michaels)

✓ No	✓ Name	✓ Address	✓ Role
✓ 00991922	Abby	Close	Group Occasional Helper
✓ 00803648	Angela	Avenue	Group Occasional Helper
✓ 00259438	Angela	Road Gidea Park	Group Scout Leader
✓ 00867106	Anthony	Close	Group Occasional Helper
✓ 10202946	Ashley	Avenue	No full roles
✓ 00800692	Carole	Road	Group Occasional Helper
✓ 00884375	Chloe	Avenue	Group Occasional Helper
✓ 00811041	Claire	Avenue	Group Occasional Helper
✓ 00867098	Clarissa	Avenue	Group Occasional Helper
✓ 00883528	Dawn	Way	Group Occasional Helper
✓ 00927099	Eleanor	Avenue	Group Occasional Helper
✓ 00220076	Geoffrey	Road	District Chairman
✓ 00434874	Geoffrey	Avenue	Group Occasional Helper
✓ 00800832	Glenn	Road	Group Occasional Helper
✓ 00991919	Grace		Group Occasional Helper
✓ 00858091	Hendrik	Road	Group Occasional Helper
✓ 00517841	James	Road	Group Occasional Helper
✓ 00991939	James		Group Occasional Helper
✓ 00903087	Jane	Street	Group Occasional Helper
✓ 00982088	Jane	Road	Group Occasional Helper

5 To view the sections within the Group, click on the arrow next to 'Group sections'.



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My Scouting : Group - 3rd Gidea Park (St Michaels)

→ Organisation - The Scout Association

→ Country - England

→ Region - Greater London

→ County - Gt. London North East


→ District - Romford

↓ Group - 3rd Gidea Park (St Michaels)

Name	Address	Type	Members	Options
3rd Gidea Park (St Michaels)	██████████ ROMFORD	Land	28	<a href="#">Add Section</a> <a href="#">View</a> <a href="#">Edit</a>

→ Group Sections

6 To view the adult members connected to a section, click on the number below the section's 'Members' heading.



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My Scouting : Group - 3rd Gidea Park (St Michaels)

→ Organisation - The Scout Association

→ Country - England

→ Region - Greater London

→ County - Gt. London North East

→ District - Romford

→ Group - 3rd Gidea Park (St Michaels)

↓ Group Sections

Name	Address	Type	Members	Options
Beaver Scout 1 (Penguins)	Unknown,	Beaver Scout	<a href="#">28</a>	<a href="#">View</a> <a href="#">Edit</a>
Beaver Scout 2 (Polar Bears)	Unknown,	Beaver Scout	<a href="#">12</a>	<a href="#">View</a> <a href="#">Edit</a>
Cub Scout 2 (Leopards)	Unknown,	Cub Scout	<a href="#">30</a>	<a href="#">View</a> <a href="#">Edit</a>
Cub Scout 1 (Tigers)	Unknown,	Cub Scout	<a href="#">23</a>	<a href="#">View</a> <a href="#">Edit</a>
Scout 1	19 Station Road, ROMFORD	Scout	<a href="#">42</a>	<a href="#">View</a> <a href="#">Edit</a>

- 7 This will bring up the list of all members within this section. Click on a name or membership to open that record.

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**Search Results (28 Records Found)**

**Section - Beaver Scout 1 (Penguins)**

You searched for:

Search Type: Scouting Members At location  
Location: Beaver Scout 1 (Penguins)

✓	▽ No	▽ Name	▽ Address	▽ Role
✓	11369371	Adam	████████ Avenue	Beaver Scout
✓	11369372	Alexander	████████ Road	Beaver Scout
✓	11369373	Alexander	████████	Beaver Scout
✓	11369374	Andrew	████████ Avenue	Beaver Scout
✓	11369375	Antonio	████████ Avenue	Beaver Scout
✓	11369376	Calum	████████ Avenue	Beaver Scout
✓	11369377	Chloe	████████ Avenue	Beaver Scout
✓	11369378	Christopher	████████ Drive	Beaver Scout
✓	00375827	Elaine	████████ Avenue	Section Leader - Beaver Scouts
✓	11369379	Ella	████████ Avenue	Beaver Scout
✓	11369380	Freya	████████ Road	Beaver Scout
✓	00861014	Georgia	████████ Gardens	No full roles
✓	11369381	Harry	████████ Lane	Beaver Scout
✓	11369382	Harry	████████ Road	Beaver Scout
✓	11369383	Hayden	████████ Gardens	Beaver Scout
✓	11369384	Jacob	████████ Avenue	Beaver Scout
✓	11369385	James	████████ Avenue	Beaver Scout
✓	11369386	Josh	████████ Avenue	Beaver Scout
✓	00245175	Lisa	████████ Grange	Assistant Section Leader - Beaver Scouts
✓	11369387	Louie	████████ Road	Beaver Scout

- 8 You can sort the list of members by role by clicking on 'Role', and then filter the results by the type of role. Once you have selected how you want to filter the list, click on 'Apply filter'.

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**Search Results (28 Records Found)**

**Section - Beaver Scout 1 (Penguins)**

You searched for:

Search Type: Scouting Members At location  
Location: Beaver Scout 1 (Penguins)

✓	▽ No	▽ Name	▽ Address	▽ Role
✓	11369371	Adam	████████	Beaver Scout
✓	11369372	Alexander	████████	Beaver Scout
✓	11369373	Alexander	████████	Beaver Scout
✓	11369374	Andrew	████████	Beaver Scout
✓	11369375	Antonio	████████	Beaver Scout
✓	11369376	Calum	████████	Beaver Scout
✓	11369377	Chloe	████████	Beaver Scout
✓	11369378	Christopher	████████	Beaver Scout
✓	00375827	Elaine	████████	Section Leader - Beaver Scouts
✓	11369379	Ella	████████	Beaver Scout
✓	11369380	Freya	████████	Beaver Scout
✓	00861014	Georgia	████████ Gardens	No full roles
✓	11369381	Harry	████████ Lane	Beaver Scout
✓	11369382	Harry	████████ Road	Beaver Scout
✓	11369383	Hayden	████████ Gardens	Beaver Scout
✓	11369384	Jacob	████████ Avenue	Beaver Scout
✓	11369385	James	████████ Avenue	Beaver Scout
✓	11369386	Josh	████████ Avenue	Beaver Scout
✓	00245175	Lisa	████████ Grange	Assistant Section Leader - Beaver Scouts
✓	11369387	Louie	████████ Road	Beaver Scout

**Grid Options** ✕

Sort Column - Ascending  
Sort Column - Descending

**Filter options for column:**


**Role**

Filter:

☒ Assistant Section Leader - Beaver Scouts  
☐ Beaver Scout  
☐ Group Occasional Helper  
☒ No full roles  
☒ Section Leader - Beaver Scouts

Apply Filter Clear Filter Clear All Filters

- 9 The list will remove any members not included within the filter(s) from the list. To add them back to the list, repeat the above step, checking or unchecking the relevant filter boxes.



My Roles: Group Administrator

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### Search Results (28 Records Found)

#### Section - Beaver Scout 1 (Penguins)

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You searched for:

**Search Type:** Scouting Members At location  
**Location:** Beaver Scout 1 (Penguins)

<input checked="" type="checkbox"/>	No	Name	Address	Role
<input checked="" type="checkbox"/>	00375827	<a href="#">Elaine Leary</a>	33 Tudor Avenue	Section Leader - Beaver Scouts
<input checked="" type="checkbox"/>	00861014	<a href="#">Georgia Swann</a>	8 Dudley Gardens	No full roles
<input checked="" type="checkbox"/>	00245175	<a href="#">Lisa Caroline Ruxton</a>	6 Hale End Heaton Grange	Assistant Section Leader - Beaver Scouts
<input checked="" type="checkbox"/>	00672650	<a href="#">Nicole Jayne Coull</a>	8 Dudley Gardens Harold Hill	Assistant Section Leader - Beaver Scouts

- 10 To return to the 'My Scouting' page and to the Group level to view the sections within the Group, click on the section name.