# How to navigate your ‘My Scouting’ hierarchy: Video Transcript

This video will show you around the ‘My Scouting’ part of Compass. This is where you can see what is referred to as the hierarchy, meaning the structure of Scouting at different levels, for example which Sections are within a Group, or which Groups are within a District and so on. You are also able to see the Members within them.

The role you choose will affect what you can see. For example, a Section Leader will only be able to view their Section, whereas a Group Scout Leader will be able to view their Group and all the Sections within it. Therefore, it’s really important to make sure you have the right role selected from the ‘My Roles’ dropdown menu at the top of the page.

Click on the ‘My Scouting’ tab.

This will take you to your ‘My Scouting’ page.

Exactly what you can see initially will depend on the role that you have selected. In our example, if you have a District level role your Country, Region, County/Area/Region (in Scotland) and District will already be selected and you won’t be able to change these.

You can select the Group or Section that you want to view using the headings. To select, click on the name on the left hand side which is underlined.

You need to work down the hierarchy when looking for a particular location. For example, you need to choose the correct District before you can select the Group, and the Group before you can select the Section.

When you have found the location you’re looking for (for this example a Group) you can view the Members within this.

Click on the blue number underneath the ‘Members’ column heading on the right hand side.

For a Group this will show you all Members with Group level roles, for example a Group Scout Leader or Group Treasurer. It won’t show you Members with roles with roles within the Sections.

The ‘Role’ column shows the role people have set to primary.

You can use the filters at the top of the columns to filter your results by clicking on the funnel icon and then selecting only the options you want displayed.

Clicking on someone’s Membership number or name will take you to their record.

Alternatively, click on the Group name to return to your ‘My Scouting’ page.

If you want to view Member’s with roles within the Sections then, after you’ve selected a Group you need to select a Section.

Click on the name of the Group.

The Sections within the Group will appear in a list, under the heading ‘Group Sections’.

For the relevant Section, click on the number under the ‘Members’ column to view the Members with roles within that Section.

The list of Members with Section level roles, for example Section Leaders, will appear in a table.

If you want to view a specific Member’s record, click on their name or Membership number.

Click on the Section name to return to your ‘My Scouting’ page.

It’s worth taking the time to explore what you can and cannot see in your My Scouting section.

This concludes our look at how to navigate ‘My Scouting’. For further help or support with this, as well as how to add, edit or close a Section or Group, please go to the Compass support site.