

# Guide for Closing a Batch on MYSCOUTS.ca

## Step 1:

The first step in closing your batch on MYSCOUTS is to log onto your MYSCOUTS profile.

**myscouts.ca**

ABOUT CAMP LOCATOR MYSCOUTS INNOVATION TRAINING CONTACT US

## Find a Scouts Group Near You!

Click here to go to our group locator ▶

**Login to myscouts.ca!**

Your Email Address: \*

Your Password: \*

Login

▶ Request new password

I Forgot My Password

**myscouts** is a new tool designed to help you manage your Scouting Life! Keeping your details current, self-registering for your Scouting programme, taking leadership development training at home, and keeping tabs on your accomplishments has never been easier!

### Online Self-Registration

Have you or your child/charge ever registered or taken training with Scouts Canada?

▶ YES ▶ NO

Logging-in to myscouts.ca

Tom Smith

0:00 / 3:47

SEE WHAT'S NEW AND UPCOMING

## Step 2:

The second step is to go under your Group. At the very top you should see Group Organization Details and contact information.

Underneath this information there should be 6 tabs. Click on the one titled **“batches”**

The screenshot displays a web application interface for managing organizations. On the left, there are navigation menus for 'Search Options', 'Org Options', and 'Reports'. The main content area is divided into two columns: 'Organization Details' and 'Contact Information'. Below these is a tabbed interface with 'Child Orgs' selected, showing a table of child organizations. A 'My Profile' section is visible at the bottom left.

**Search Options**

- Find Organization
- Find An Individual
- Volunteer / Employee Directory

**Org Options**

- Add Existing Volunteer
- Add Parent Helper
- Register A Volunteer
- Edit Organization Details
- Edit Meeting Details
- Add Fee
- Activate Online Registration
- Pending Commendations

**Reports**

**My Profile**

Member Number: 10091516  
Status: Active  
PRC Status: Passed  
PRC Due Date: 2016-08-05

**Organization Details**

|                      |                        |
|----------------------|------------------------|
| Charter Number       | 058                    |
| Organization Type    | Group                  |
| Organization Subtype | Committee              |
| Sponsor Name         | Memorial United Church |
| Sponsor Type         | United Church          |
| Meeting Start Time   | 8:00 PM                |
| Meeting Day          | Thursday               |
| Status               | Active                 |

**Contact Information**

Memorial United Church  
NA  
Portugal Cove-St. Philip's, NL  
CANADA

Meeting Location Phone: —  
Primary Contact Name: [REDACTED]  
Contact Phone Number: [REDACTED]  
Contact Email: [REDACTED]  
Group Commissioner: [REDACTED]  
Commissioner Email: [REDACTED]

**Child Orgs** | Batches | Volunteers | Fees | Screening | Quick Reports

| Organization Name          | Organization Sub Type | Status |
|----------------------------|-----------------------|--------|
| 1st Portugal Cove Colony A | Beaver Colony         | Active |
| 1st Portugal Cove Colony B | Beaver Colony         | Active |
| 1st Portugal Cove Company  | Venturer Company      | Active |
| 1st Portugal Cove Pack     | Cub Pack              | Active |
| 1st Portugal Cove Troop    | Scout Troop           | Active |

## Step 3:

After clicking on the **"Batches"** tab your page should look like the image below.

There should be the batch code number, the date, amount of the total fee, subsidy amount, discounts and the invoice total, as well as the status of the batch (whether it is open or closed).

You want to click on the **"Batch Code number"** for the **open batch for the 2013 date.**

The screenshot displays a web application interface with a sidebar on the left and a main content area on the right. The sidebar contains navigation menus for Search Options, Org Options, and Reports. The main content area is divided into Organization Details and Contact Information sections. Below these is a tabbed interface with 'Batches' selected, showing a table of batch codes and their associated details.

**Search Options**

- Find Organization
- Find An Individual
- Volunteer / Employee Directory

**Org Options**

- Add Existing Volunteer
- Add Parent Helper
- Register A Volunteer
- Edit Organization Details
- Edit Meeting Details
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- Activate Online Registration
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**Reports**

**My Profile**

Member Number: 10091516  
Status: Active  
PRC Status: Passed  
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**Organization Details**

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| Status               | Active                 |

**Contact Information**

Memorial United Church  
NA  
Portugal Cove-St. Philip's, NL  
CANADA  
Meeting Location Phone: —  
Primary Contact Name: [Redacted]  
Contact Phone Number: [Redacted]  
Contact Email: [Redacted]  
Group Commissioner: [Redacted]  
Commissioner Email: [Redacted]

**Batches**

| Batch Code      | Batch Date | Total Fee  | Subsidy    | Discount   | Invoice Total | Status |
|-----------------|------------|------------|------------|------------|---------------|--------|
| 08201300-008501 | 08/20/2013 | [Redacted] | [Redacted] | [Redacted] | [Redacted]    | Open   |
| 09051200-008501 | 09/05/2012 | [Redacted] | [Redacted] | [Redacted] | [Redacted]    | Closed |
| 06261200-008501 | 06/26/2012 | [Redacted] | [Redacted] | [Redacted] | [Redacted]    | Closed |

Group?quicktabs\_3=1#quicktabs-3

## Step 4:

After clicking on the batch number it should take you to a page that looks like the image below.

At the top there should be a heading saying "Batch Information"

Underneath this information there should be a list of all participants and volunteers in the group. Each individual should have listed, by their name, their member type, their section, their fee amount and their registration year.

You want to go to the bottom of the screen and click on the green button titled "close batch"

**Batch #08201300-008501**

**Batch Information**

Batch Date: 2015-08-20  
# of Invoices: 34  
Status: Open  
Invoice Total: ██████████  
Total to Submit to Council: ██████████

**Batch Financial Information**

National Subsidy: ██████████  
Council Subsidy: ██████████  
Council Discount: ██████████  
Group Subsidy: ██████████  
Group Discount: ██████████  
National Total: ██████████  
Council Total: ██████████  
Group Total: ██████████

Invoices

**PRINTER FRIENDLY BATCH REPORT**

| Member Name | Member Type | Section Type     | Fee    | Registration Year |
|-------------|-------------|------------------|--------|-------------------|
| ██████████  | Participant | Venturer Company | 165.00 | 2014              |
| ██████████  | Participant | Cub Pack         | 165.00 | 2014              |
| ██████████  | Volunteer   | Beaver Colony    | 0.00   | 2014              |
| ██████████  | Volunteer   | Beaver Colony    | 0.00   | 2014              |
| ██████████  | Participant | Cub Pack         | 165.00 | 2014              |
| ██████████  | Participant | Cub Pack         | 165.00 | 2014              |
| ██████████  | Participant | Beaver Colony    | 165.00 | 2014              |
| ██████████  | Volunteer   | Beaver Colony    | 0.00   | 2014              |
| ██████████  | Volunteer   | Beaver Colony    | 0.00   | 2014              |
| ██████████  | Participant | Cub Pack         | 165.00 | 2014              |
| ██████████  | Participant | Beaver Colony    | 165.00 | 2014              |
| ██████████  | Volunteer   | Beaver Colony    | 0.00   | 2014              |
| ██████████  | Participant | Scout Troop      | 165.00 | 2014              |
| ██████████  | Participant | Beaver Colony    | 165.00 | 2014              |
| ██████████  | Participant | Cub Pack         | 165.00 | 2014              |
| ██████████  | Participant | Scout Troop      | 165.00 | 2014              |
| ██████████  | Participant | Beaver Colony    | 165.00 | 2014              |
| ██████████  | Volunteer   | Beaver Colony    | 0.00   | 2014              |
| ██████████  | Participant | Cub Pack         | 165.00 | 2014              |
| ██████████  | Participant | Beaver Colony    | 165.00 | 2014              |
| ██████████  | Participant | Beaver Colony    | 165.00 | 2014              |
| ██████████  | Volunteer   | Beaver Colony    | 0.00   | 2014              |
| ██████████  | Participant | Venturer Company | 165.00 | 2014              |
| ██████████  | Volunteer   | Cub Pack         | 0.00   | 2014              |
| ██████████  |             |                  | 0.00   |                   |

1 2 3 NEXT › LAST »

**CLOSE BATCH**

**CLOSE BATCH**

## Step 5:

Once you have clicked on the "close batch" button a screen should pop up that looks like the image below.

The screenshot shows a web application window with a title bar containing the text: "Dunn Carter Wauna", "Participant", "Beaver Colony", "165.00", and "2014". The main content area is titled "Close Batch" and features a logo in the top left corner. The form includes the following fields:

- BATCH CODE: 08201300-008501
- APPROVED NATIONAL SUBSIDY: 0.00
- APPROVED COUNCIL SUBSIDY: 0.00
- APPROVED GROUP SUBSIDY: 0.00
- COUNCIL DISCOUNT AMOUNT: 0.00
- COUNCIL DISCOUNT DESCRIPTION: (empty)
- GROUP DISCOUNT #1 AMOUNT: 0.00
- GROUP DISCOUNT #1 DESCRIPTION: (empty)
- GROUP DISCOUNT #2 AMOUNT: 0.00
- GROUP DISCOUNT #2 DESCRIPTION: (empty)
- GROUP DISCOUNT #3 AMOUNT: 0.00
- GROUP DISCOUNT #3 DESCRIPTION: (empty)

At the bottom right of the form, there is a checkbox labeled "Close Batch" which is currently unchecked. At the bottom left, there is a green button with a right-pointing arrow and the text "SAVE BATCH". A close button (an 'X' in a circle) is located in the bottom right corner of the application window.

You will then fill in the information in the space provided.

National and Council subsidy is NOLB-this will be updated by us when we receive credit, the total in here will be deducted from the amount due to council and national.

Council Discount is the family discount, the group will add up the families and calculate the total discount for all families. Under council discount description they should write down family discount. This total will be deducted from the total due to council.

The group discounts is in reference to any groups who provide discounts to their youth, they just need to enter in whatever discount they provide their kids, this is to keep track of what they provide. It does not affect the total due to council or national(happy valley may have that in their batch-they are the only group I know that have any group discounts) and in the description field they should enter the discription of what the discount is for.

Once all discounts are in it will give you an updated price on what is showing as being due to council.

Once all of the information is entered you will check off the box next to **“close batch”** and then hit **“save batch”**

If for any reason you cannot enter in all of the information at one time, you can hit the “save batch” button without checking of “close batch” and it will save the information you have entered.

## Step 6:

Once your batch has been closed and saved you will be taken back to the screen that was shown in step 4. But where the status said open it should now say closed.

Once you have closed the batch make sure you print off the batch and attach a cheque for the correct amount.

You can then send the batch with the attached check to Tracy Turner at the Scouts Service Center on 15 Terra Nova Road, St. John's NL A1B 1E7

The screenshot displays a web application interface with a sidebar on the left and a main content area on the right. The sidebar contains three main sections: 'Search Options' with links for 'Find Organization', 'Find An Individual', and 'Volunteer / Employee Directory'; 'Org Options' with links for 'Add Existing Volunteer', 'Add Parent Helper', 'Register A Volunteer', 'Edit Organization Details', and 'Edit Meeting Details'; and 'Reports'. The main content area features the title 'Batch #09051200-008501' and two tables. The 'Batch Information' table lists 'Batch Date' (2012-09-05), '# of Invoices' (73), 'Status' (Closed), and 'Invoice Total' (redacted). The 'Batch Financial Information' table lists 'National Subsidy', 'Council Subsidy', 'Council Discount', 'Group Subsidy', 'Group Discount', 'National Total', 'Council Total', and 'Group Total', all with redacted values. A 'Total to Submit to Council' is also shown with a redacted value.

| Batch Information                 |            | Batch Financial Information |        |
|-----------------------------------|------------|-----------------------------|--------|
| Batch Date                        | 2012-09-05 | National Subsidy            | ██████ |
| # of Invoices                     | 73         | Council Subsidy             | ██████ |
| Status                            | Closed     | Council Discount            | ██████ |
| Invoice Total                     | ██████     | Group Subsidy               | ██████ |
| <b>Total to Submit to Council</b> | ██████     | Group Discount              | ██████ |
|                                   |            | National Total              | ██████ |
|                                   |            | Council Total               | ██████ |
|                                   |            | Group Total                 | ██████ |