

1. When your child is accepted into a Scout Section you will receive an email from their section leader with an invitation to join OSM (Online Scout Manager). We use OSM to collect and keep secure all the information you give us about your child.
2. Click on the link in the email to create an account
3. Click on Create Account
4. Enter your first name
5. Enter your last name
6. Enter your email address (the same one the invitation was sent to)
7. Choose a password which must be at least 12 characters long and contain three types of characters (upper-case letters, lower-case letters, numbers and special characters)
8. You should see a screen which says My Child on the left and, under this, personal details. To the right of this in the main part of the screen will be an area headed Personal Details.
9. Please then complete details for both primary contacts, emergency contact, Doctor and the member (your child!)
10. Check their date of birth (you will have entered this on our waiting list)
11. Select their gender from the Gender drop down menu
12. To do this, click the Edit button on the top right of each box
13. When you have completed this section, you may close the tab
14. You can choose to view other things from the list on the left of the page. These may include:
  - a. Events: If we are running a special event you will find it here
  - b. Programme: We will publish our programme (and update it if it changes) here so you can see what we will be doing. You can also create a link to add our programme to your own calendar.
  - c. Emails: You can find all the emails we have sent you using OSM here.

If there is something you don't understand or don't know how to do, **ASK!**

Ask your line manager (i.e. section leaders > GSL; GSLs > DC). If they don't know, they know someone who does!