



## ***COSC - Instructions for Groups 2016-2017: Setting Fees & Using Batches in Myscouts***

### **SETTING GROUP FEES in Myscouts**

**NOTE: Group fees must be entered into Myscouts before a member can be registered.**

- ✓ The registration fee charged to parents is a combination of the National fee and the Group fee. The National fees and scouting year schedule can be found in the chart below.
- ✓ Only enter the Group portion of the registration fees in Myscouts. In the first example below only \$20.00 is entered in the group fee. (ie: if Parent pays \$195, and of this fee \$175 is the National portion – your Group fee is \$20.00)
- ✓ In Myscouts go to your Group organization...Click on **Org Options**....Click on **Add Fees**.
- ✓ Enter the **2016-2017** Group portion of the fees for participants for the different time frames as needed. **Do not edit existing fees.** Use the calendar icon to assist you with this, or you may enter the date manually). The volunteer fee is zero for the complete year and must be entered.
- ✓ **Important: When you register the first participant double-check the fee is correct in the Batch.**

**NEW: IMPORTANT**

- ✓ **Fee set up for Groups** Myscouts starts its new day just after midnight, and this can make fee set up more complex. I'll offer an example below, but if you need assistance, please don't hesitate to ask:  
**EXAMPLE:** Our spring registration ends on but includes the date 06/30/2016. You need to set the end date for spring Registration as 07/01/2016.

**NEW: Keep in mind that if your group portion is the same all year round for your participants you only need to have one participant fee from 05/04/2016 (May 4th) to 09/01/2017 (Sept 1st).**

Fees and dates in Myscouts						Total paid by Parent
Member Type	Registration Year	Group Portion	Start	End	National Portion	Total in the Myscouts Batch
Participant	<b>2016-2017</b>	\$20.00	<b>05/04/2016</b>	<b>07/01/2016</b>	<b>\$185.00</b>	\$205.00
Participant	<b>2016-2017</b>	\$40.00	<b>07/01/2016</b>	<b>01/1/2017</b>	<b>\$200.00</b>	\$240.00
Participant	<b>2016-2017</b>	\$15.00	<b>01/01/2017</b>	<b>09/01/2017</b>	<b>\$150.00</b>	\$165.00
Volunteer	<b>2016-2017</b>	\$0.00	<b>05/04/2016</b>	<b>09/01/2017</b>	<b>\$0.00</b>	\$0.00



## COSC - Instructions for Groups 2016-2017: Setting Fees & Using Batches in Myscouts

### WORKING WITH BATCHES

#### General Information:

- ✓ As Members are registered in Myscouts invoice records are created and stored in a **Batch**. These **Batches** are accessible in the 'Batches' Tab in the Group organization.
- ✓ Only after the first registration has been entered will the Batch tab appear in the Group organization to store the Batches.
- ✓ Myscouts looks after the opening of a Batch and only one batch is open at a time. When you are ready to open a new Batch, you must close the batch you are currently registering members in.

#### Closing a Batch to new registrations

A Batch should be closed to new registrations:

1. Prior to entering a registration for a new scouting year.
2. Prior to the submission of a registration package at an Area Collection Night or when additional packages are sent to Central Ontario Service Centre, etc.
3. It's probably easier to work with a limit or 20-30 members in a Batch.

The Batch can still be updated with confirmed subsidies.

#### To Close Batch:

1. Click on **Batch** tab in Group organization and click on the Group Code of the open Batch.
2. Scroll past all the members listed and Click on **Close Batch**.
3. Tick the **Close Batch** box and then Click on **Save Batch**.

GROUP DISCOUNT #3 AMOUNT	GROUP DISCOUNT #3 DESCRIPTION	<input checked="" type="checkbox"/> Close Batch
<input type="text" value="0.00"/>	<input type="text"/>	

#### Group Discounts:

There are 3 Group Discount fields that can help a group track variations of fees collected. If the Group already keeps track of fees outside of myscouts there is no need to use Group Discounts.

The amounts claimed in the Group discount fields DO NOT affect the total to be submitted. *"It is for bookkeeping purposes only"*. Currently there is no way of extracted this data. It is recommended that Group Discounts not be used at this time.

**National Batches: For Groups who are set up for Self Registration:** Invoices are created when Members self-register and pay by credit card are saved in Scouts Canada National Batches. Groups will be notified of the registration and the group portions of fees will be deposited into the group's account within a week. No Subsidies or Group Discounts are applied to National Batches.

**Comment [MH1]:** You may want to re phrase this to When should a batch be closed to new registrations? Just a thought