



COMPASS
Helping you keep track of Scouting



WELCOME TO COMPASS

'I spend so much time managing records – far more than I do planning meetings. A single, secure system, created by HQ, is an absolute must.'

Katrina Creaser

District Commissioner

Welcome to Compass. It's a free, secure tool from The Scout Association to help you keep track of Scouting. We asked members how HQ could help make Scout admin quicker and easier. Compass is the result – a system that's been researched, developed and tested with members in a range of Scout roles.

With its powerful set of functions, Compass will save you time and manage your Scout admin in one place. The system safely stores data about adult members, young people and parents. Whether you're recording badges, completing the census or managing training, Compass is here to help you.

You'll be able to log in to Compass at **scouts.org.uk** when your County/Area/Region (Scotland) has transferred to the system over the coming months. Every County/Area/Region (Scotland) has a volunteer in place to support the launch of Compass in their local area.

For more information about Compass and to contact your local Compass Champion, visit **scouts.org.uk/compass** or email **compass@scouts.org.uk**.

THE BASICS

Managing your own details

At a glance you'll see your role status, training records, awards and event invitations. Compass keeps you one step ahead, with alerts for any admin tasks you need to complete. You can also keep your contact details up to date and let us know what communications you would like to receive.

'It will be so much easier when young people move sections. The records transfer across and we'll have a better picture of local Scouting.'

Sue Heald
County Secretary

Welcoming new young people

There's no need for paper files or spreadsheets; you can manage joining lists online. When a place is found for a young person, their records transfer to the correct section and Group. If they move to a different section or Group, their details move too – forming a complete record of their time in Scouting.

Welcoming new adult members

Compass cuts out the paperwork for registering new adult members, as the application form and disclosure application will now be online. You can assign roles and record when adults join, leave or transfer. You can record a potential member's skills, interests and qualifications, making it easier to place them in the right role.

RUNNING YOUR SCOUT GROUP OR SECTION

'I've tested Compass and it's got so many benefits. I can't wait to spend less time on admin and more time with my Cubs.'

David Cooke
Cub Scout Leader

Track badges

Compass includes up-to-date information on badge and award requirements, so you can record completion of individual requirements and track how your Scouts are progressing. The system records young people's attendance and the programme for each meeting. You can search and filter by badge to see what your Scouts have achieved.

Keep in contact

Young people's records will automatically link to their parents' contact details. Need to get a message out quickly? Contact young people and their parents via SMS and email with Compass. That makes planning your next event or informing people of last-minute changes a lot easier.

Organising a camp

Managing a camp or special event for your Group? You can complete and approve Nights Away forms online and invite young people, copying in their parents, using Compass contact tools. Compass automatically updates the list of those attending so you can see who has confirmed at a glance.

MANAGING ADULT MEMBERS

Record training and checks

With full training records for each member, Compass makes it easy to manage training and track a member's progress. You can also invite members to attend training courses online. You'll be able to issue and renew permits and vetting checks online.

Complete census

One central place for all membership records means the census can be completed at the click of a button. There's no need to keep separate census records, as Compass does it all for you.

Manage award nominations

You can nominate members for awards and get online approval, in an easy paper-free process.

'Compass makes it easier to manage adults and training across the District, particularly the effective induction of new volunteers. It will also be much quicker to accurately complete the census.'

Jonathan Chicken
District Commissioner

USEFUL TOOLS

Keeping in touch

'Compass is going to be a great help with contacting people and organising District events.'

Phil Cracknell

District Explorer Scout
Commissioner

Set up lists of young people, parents and adult members, then send group SMS and emails. Do you want to tell all the District Explorer Scout Commissioners in your County about a new opportunity? Or let parents know the latest plans for Cub camp? With Compass, you can do so quickly and easily.

Using the information

You can use Compass to produce lots of helpful reports. Do you want to know which new Section Assistants in your District have completed Module 1? Or which young people in your County will receive the Queen's Scout Award this year? Compass will filter the data for you and export the report to use offline if required.



Keep track of Scouting with Compass: a free, secure tool from The Scout Association.



Visit **SCOUTS.ORG.UK/COMPASS** to find out more, view further FAQs



and contact your local Compass Champion.

FAQS

Will the new system manage payments?

Compass will be able to manage payments shortly after its launch, reducing the amount of time members spend on banking admin. Parents will be able to pay subs and fees online. You can ask people to both sign up and pay for a camp via Compass, with no cash or cheques involved.

‘Compass stores information safely and helps me to organise activities. Now we can get on with what we do best, which is Scouting.’

Some of my Scout colleagues are not good with technology. How will Compass help them?

Compass is an intuitive system and user guides will be available. It's been designed to save people time so we want to encourage members to try it, even if they're not very familiar with computers. However, not every member has to use Compass. It's possible for someone in the section/Group to maintain Compass on behalf of the section/Group leader.

Chris Wood
Scout Leader

