

POINTING THE WAY - Issue 2 (01/12/14)

NE REGION Compass UPDATE



System Status

The system has been up and running since September. The last major problems experienced by Users were when the invite went out to all remaining Leaders to register (27/11/14). The system is functioning and:

- The data on adult volunteer records has been fixed as much as possible with the focus on fixing the locations of where a member carries out their Scouting.
- TSA are still working on some training data migration fixes. Do not edit training or award records if they look incorrect.
- If training records for a Leader are correct, it is fine for members with a training role (e.g. Training Advisors, Administrators and Training Managers) to make updates and edit records.
- Leaders need to check their Roles and Locations, along with the Roles and Location(s) of their team. Any issues need to be flagged to the District Appointment Secretary for correction / amendment.
- All leaders can and should now register
- Do not 'play' with the system performing tasks which are not 'genuine' or load test data. This cannot be easily removed.

The purpose of this Newsletter is to direct you towards the things you should be doing as a Leader and most importantly remove some of the pain in learning a new IT system.

What is Compass

Compass is the new membership system for The Scout Association (TSA). It was developed through consultation with member. Use of the system is **NOT** optional, it is **MANDATORY** and comes in to effect on 1st January 2015 in line with the January 2014 edition of POR rule 14.11 and 14:12.

Current Local Rules

- 1) All new appointments to still be routed through the Appointment Secretaries using the new Adult Information Form along with the completed Disclosure Form (please keep together).
- 2) Locations should not be updated.
- 3) Training records should not be updated if they look incorrect.
- 4) Leaders should be preparing to load Youth data.

Who should have access?

All leaders should now have access and have been requested to register if they have not done so already..

What should Appointment Secretaries be doing in Compass?

Only the following processes should be done in Compass at present:

- Joining: Adding New Adults
- Requesting References
- Updating appointment progress for new members
- If urgent, opening a new role in the correct location, then closing the role in the incorrect location [TSA working on Compass function to correct]

Register with Compass

Before using Compass you will need to register. Only once you are registered can you upload data. To register you will need a number of personal details including your Scout membership number and the email address we currently hold for you.

Register for Compass by heading to scouts.org.uk, click on the 'Members' tab and then click the Compass button for the registration page.

Note: the log in details you used for the old membership system will not work for Compass.

What should Appointment Secretaries and other Leaders **NOT** do in Compass at present?

You cannot perform the following functions:

- Use the system for training purposes
- Add / Update Groups / Sections
- Updating appointments to existing members if they look incorrect
- Update training records to existing members if they look incorrect
- Add / update Youth Data
- Add / update Badge details

What should Leaders be doing in Compass?

Please only do the following

- Check your 'My Profile'
 - Contact details
 - Location
 - Roles
 - Permits
 - Training
 - Awards
 - Emergency Details
 - Communications
 - Disclosures
- Check the details of people within your remit

- Start preparing to gather all your youth data for loading into Compass, load template can be found at <http://scouts-news.org.uk/L4Y-2ZI72-B98IF9-1CYCL1-1/c.aspx>

If you see any problems with Roles, Locations and Disclosures contact your Appointment Secretary. For any other issues your District Commissioner. Only after Roles and Locations have been corrected will the Region start to correct / update the remaining training record issues.

Collating Data

There are a number of fields on a Youth Record within Compass which are mandatory and must be completed before the record can be saved to the system. This will create considerable frustration if not planned. There is a high likelihood that some of the information is not available from current records (paper, spreadsheets or OSM). It is **strongly recommended** that someone from your Section / Group is nominated as a Compass Data Champion to review the Youth Data Template the Compass data requirements and compare to the Section records.

POR 14.12 f) States "All membership data should be checked as regularly as possible to ensure it is correct / factually accurate and must, in any event, be checked on an annual basis". As part of the youth data load it is **strongly recommended** that the Sections get parents to complete a new YPIF. This will both help as a check of the data currently collected, but also fill in any gaps in data required by Compass.

Youth Data Upload

There are three steps to uploading youth data:

1. Complete the [Youth Data Template](#)
2. [Register with Compass](#)
3. [Upload the data](#)

Detailed instructions on the process and any other aspect of using Compass can be found in the [Compass user guide](#). After reading the guide, if you have any questions on how to proceed, please contact Andy Till at: andy@the-tills.com.

Helpful Information

The Youth Data Template (YDT) can be found at: <http://compassuserguide.scouts.org.uk/wp-content/uploads/2014/08/Compass-Youth-Data-Import-Template-Office-97-2003-version-12-Sept-2014.xls>

Detailed guidance of how to use the system can be found at: <http://compassuserguide.scouts.org.uk/>

Towards the bottom of the Compass User Guide page you will find the new Young Person Information Form (YPIF).

Most questions and issues have already been logged and responded to. For detailed information check the current Frequently Asked Questions News at: <http://compassuserguide.scouts.org.uk/faq/index.php>

Alternatively you can contact the Scout Information Centre on [0845-3001818](tel:0845-3001818) / [020-8433-7100](tel:020-8433-7100) or info.centre@scouts.org.uk who are incredibly helpful.

Region Contacts

Compass Champion: Alistair Moore
Region Trainer: Andy Till

Both can be contacted at: compass@scouts-northeastscotland.org.uk

Date(s) For Your Diary

06/12/14 - Compass Training at Region AGM

13/12/14 - Compass Training @ Turriff (10 to 12:30 and 2:00 to 4:30)

Receiving this Newsletter Directly

If you would like to receive Newsletter Updates directly please send an email to compass@scouts-northeastscotland.org.uk

Next Issue

- Using the YDT to get information in to Compass.
- How to get information from OSM on to the YDT

As the deployment and use of Compass changes we will update 'Pointing the Way'. Look for the latest issue on your Region Web site scouts-northeastscotland.org.uk