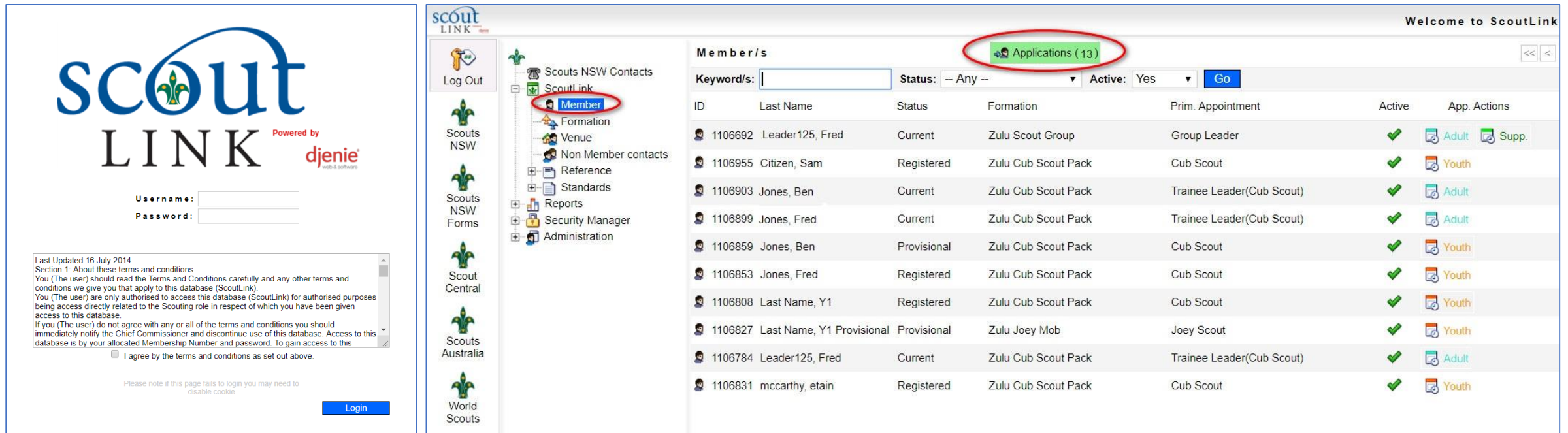


## Approving an applicant for provisional (trial) membership

As a Group Leader, you will receive an email letting you know that an applicant's details are ready for approval in ScoutLink. To approve this applicant for their provisional (trial) membership, follow these instructions:

1. Log into ScoutLink  
at <https://scoutlink.nswscouts.com.au>

2. Choose ScoutLink menu on the left, then click Applications



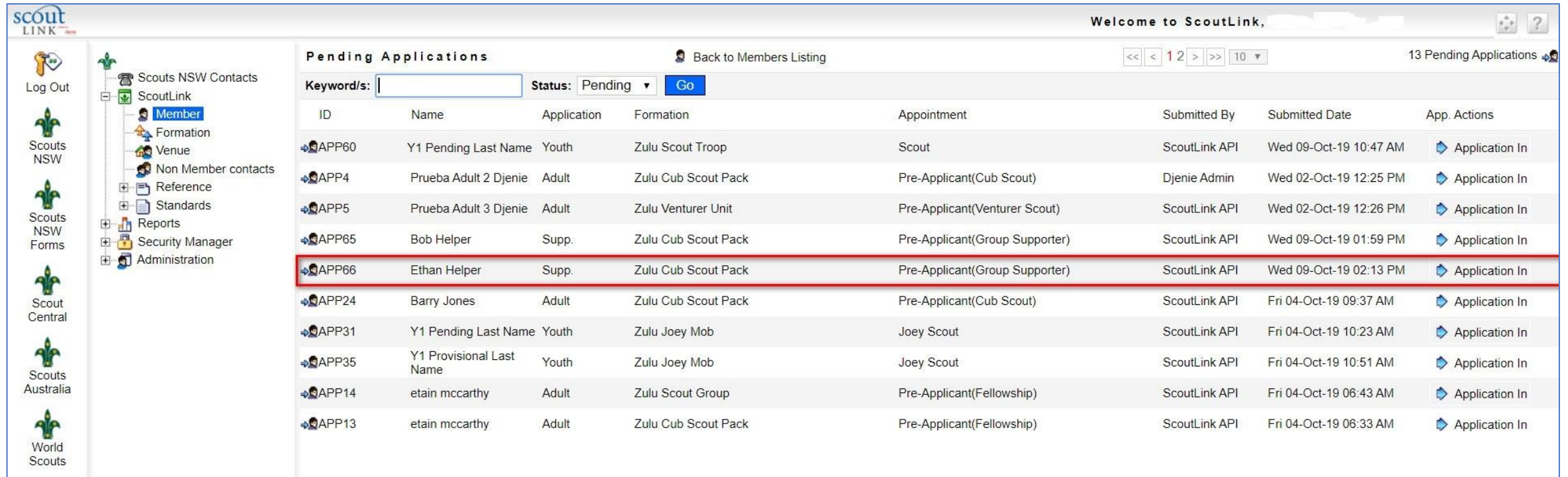
The image shows two parts of the ScoutLink interface. On the left is the login page, and on the right is the main dashboard.

**Login Page:** Features the ScoutLink logo (Powered by djenie), fields for Username and Password, a 'Login' button, and a 'Log Out' button. A small text box at the bottom contains terms and conditions and a checkbox for agreement.

**Main Dashboard:** Shows a navigation menu on the left with 'Member' highlighted. The main content area displays a table of members with filters for Keyword/s, Status, and Active. The 'Applications (13)' link is highlighted in a red circle.

ID	Last Name	Status	Formation	Prim. Appointment	Active	App. Actions
1106692	Leader125, Fred	Current	Zulu Scout Group	Group Leader	✓	Adult Supp.
1106955	Citizen, Sam	Registered	Zulu Cub Scout Pack	Cub Scout	✓	Youth
1106903	Jones, Ben	Current	Zulu Cub Scout Pack	Trainee Leader(Cub Scout)	✓	Adult
1106899	Jones, Fred	Current	Zulu Cub Scout Pack	Trainee Leader(Cub Scout)	✓	Adult
1106859	Jones, Ben	Provisional	Zulu Cub Scout Pack	Cub Scout	✓	Youth
1106853	Jones, Fred	Registered	Zulu Cub Scout Pack	Cub Scout	✓	Youth
1106808	Last Name, Y1	Registered	Zulu Cub Scout Pack	Cub Scout	✓	Youth
1106827	Last Name, Y1 Provisional	Provisional	Zulu Joey Mob	Joey Scout	✓	Youth
1106784	Leader125, Fred	Current	Zulu Cub Scout Pack	Trainee Leader(Cub Scout)	✓	Adult
1106831	mccarthy, etain	Registered	Zulu Cub Scout Pack	Cub Scout	✓	Youth

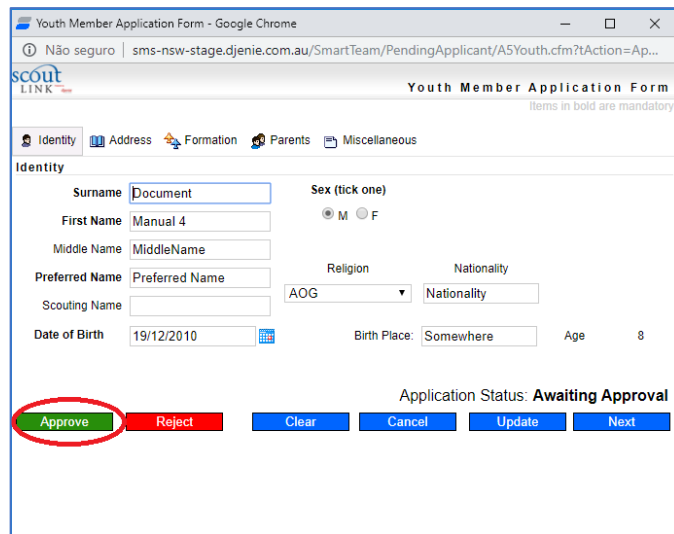
### 3. Choose the applicant and click Application In



The screenshot shows the ScoutLink interface for pending applications. The top navigation bar includes 'Log Out', 'Scouts NSW', 'Scouts NSW Forms', 'Scout Central', 'Scouts Australia', and 'World Scouts'. The main content area is titled 'Pending Applications' and features a search bar with 'Keyword/s:' and a 'Status' dropdown set to 'Pending'. A 'Go' button is next to the search bar. Below the search bar is a table of pending applications. The table has columns for ID, Name, Application, Formation, Appointment, Submitted By, Submitted Date, and App. Actions. The application with ID APP66, 'Ethan Helper', is highlighted with a red border. The 'App. Actions' column for this application contains a blue button labeled 'Application In'.

ID	Name	Application	Formation	Appointment	Submitted By	Submitted Date	App. Actions
APP60	Y1 Pending Last Name	Youth	Zulu Scout Troop	Scout	ScoutLink API	Wed 09-Oct-19 10:47 AM	Application In
APP4	Prueba Adult 2 Djenie	Adult	Zulu Cub Scout Pack	Pre-Applicant(Cub Scout)	Djenie Admin	Wed 02-Oct-19 12:25 PM	Application In
APP5	Prueba Adult 3 Djenie	Adult	Zulu Venturer Unit	Pre-Applicant(Venturer Scout)	ScoutLink API	Wed 02-Oct-19 12:26 PM	Application In
APP65	Bob Helper	Supp.	Zulu Cub Scout Pack	Pre-Applicant(Group Supporter)	ScoutLink API	Wed 09-Oct-19 01:59 PM	Application In
APP66	Ethan Helper	Supp.	Zulu Cub Scout Pack	Pre-Applicant(Group Supporter)	ScoutLink API	Wed 09-Oct-19 02:13 PM	Application In
APP24	Barry Jones	Adult	Zulu Cub Scout Pack	Pre-Applicant(Cub Scout)	ScoutLink API	Fri 04-Oct-19 09:37 AM	Application In
APP31	Y1 Pending Last Name	Youth	Zulu Joey Mob	Joey Scout	ScoutLink API	Fri 04-Oct-19 10:23 AM	Application In
APP35	Y1 Provisional Last Name	Youth	Zulu Joey Mob	Joey Scout	ScoutLink API	Fri 04-Oct-19 10:51 AM	Application In
APP14	etain mccarthy	Adult	Zulu Scout Group	Pre-Applicant(Fellowship)	ScoutLink API	Fri 04-Oct-19 06:43 AM	Application In
APP13	etain mccarthy	Adult	Zulu Cub Scout Pack	Pre-Applicant(Fellowship)	ScoutLink API	Fri 04-Oct-19 06:33 AM	Application In

### 4. Click Approve



The screenshot shows the 'Youth Member Application Form' in a web browser. The form is titled 'Youth Member Application Form' and has a sub-header 'Items in bold are mandatory'. The form is divided into sections: Identity, Address, Formation, Parents, and Miscellaneous. The 'Identity' section is currently active and contains the following fields: Surname (Document), First Name (Manual 4), Middle Name (MiddleName), Preferred Name (Preferred Name), Scouting Name, Date of Birth (19/12/2010), Sex (tick one) (M or F), Religion (AOG), Nationality, Birth Place (Somewhere), and Age (8). At the bottom of the form, there is a row of buttons: 'Approve' (highlighted with a red circle), 'Reject', 'Clear', 'Cancel', 'Update', and 'Next'. The 'Application Status' is 'Awaiting Approval'.

For assistance with this process, contact Member Services on [MemberServices@nsw.scouts.com.au](mailto:MemberServices@nsw.scouts.com.au)

For IT issues, contact [ITSupport@nsw.scouts.com.au](mailto:ITSupport@nsw.scouts.com.au)