

Endorsing an applicant for full membership

When a Youth has completed their provisional (trial) membership period, you will need to endorse them as a full member in ScoutLink. Here's how:

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

2. Find the member by searching for their name, then clicking on it

Member / s Applications (13) << < 1 2 > >> 10 ▾

Keyword/s: Status: -- Any -- Active: Yes

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	Last Name, Y1	Current	Zulu Cub Scout Pack	Trainee Leader(Cub Scout)	✓	Adult
1106899	Last Name, Y1 Provisional	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

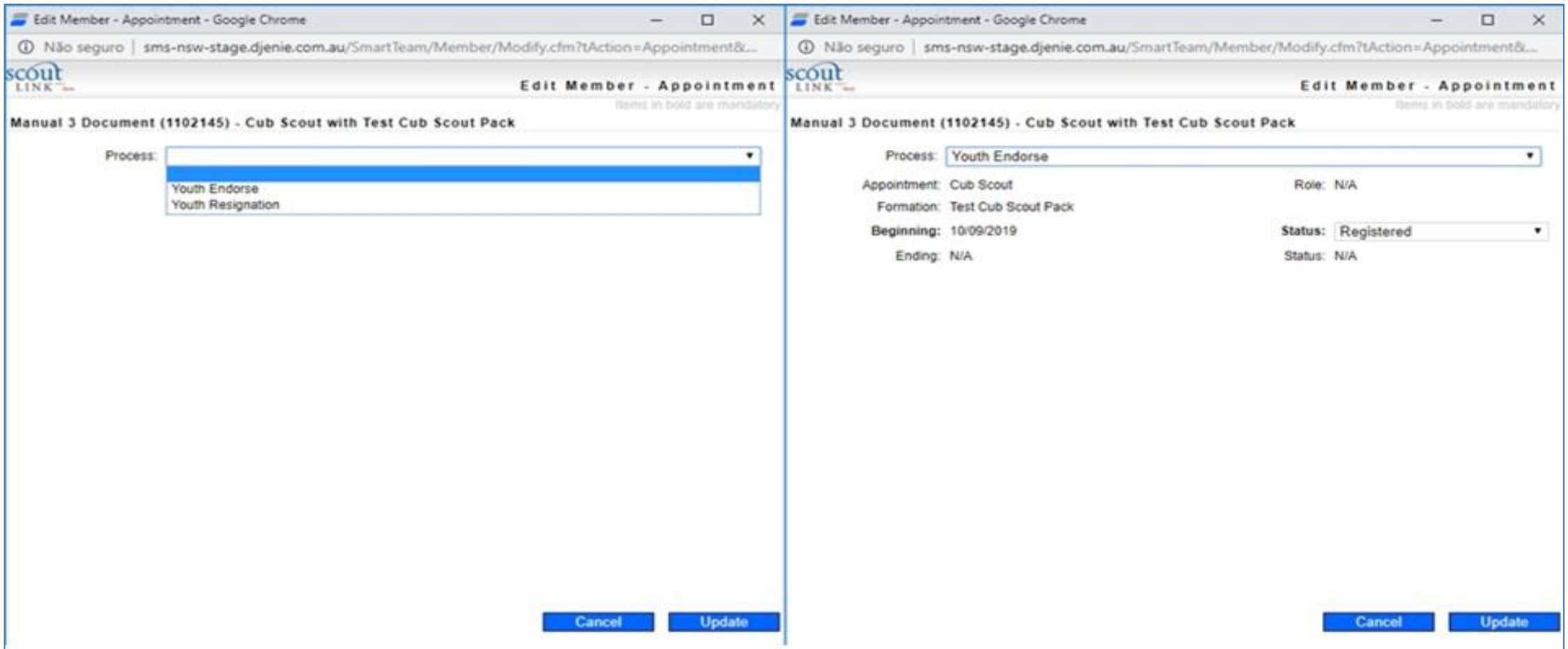
3. Select the Appointments tab

The screenshot shows the ScoutLink AI interface. The top navigation bar includes 'Search', 'Summary', 'Miscellaneous', 'Appointments' (highlighted with a red circle), 'Documents', 'Add', 'Security', 'Print', and 'Print Address Label'. Below this is a secondary bar with 'NotePad', 'Special Comments', 'Training', 'Courses', 'Skills', 'WWCC', 'Awards', 'Invoices', 'Events', 'Parents', 'Mail Messages', and 'Member Security'. The main content area displays 'Manual 3 (Preferred Name) Document (1102145)'. The left sidebar contains a tree view with categories like 'Scouts NSW Contacts', 'ScoutLink', 'Member', 'Formation', 'Training', 'Course', 'Adult Recognition Awards', 'Venue', 'Non Member contacts', 'Mail Merge', 'Reference', 'Standards', 'Crystal Reports', 'Reports', 'Bulk Email', 'Security Manager', and 'Administration'. The status bar at the bottom reads 'ScoutLink (v1.5.5) Tuesday, September 10 11:44:29 AM'.

4. Find and check the appointment, then click Edit

The screenshot shows the ScoutLink AI interface with the 'Appointments' tab selected. The top navigation bar is the same as in the previous screenshot. The main content area displays 'Manual 3 (Preferred Name) Document (1102145)'. Below this, the 'Appointments' section is visible, with a table of appointments. The first appointment is highlighted in orange: 'Cub Scout with Test Cub Scout Pack (Primary Youth Appointment)'. The 'Started' date is '10-Sep-2019 - Provisional' and the 'Finished' status is 'Ongoing'. The 'Edit' button for this appointment is circled in red. The left sidebar and status bar are the same as in the previous screenshot.

5. Select Youth Endorse, then click Update to finish



For assistance with this process, contact Member Services on MemberServices@nsw.scouts.com.au

For IT issues, contact ITSupport@nsw.scouts.com.au