

Updating key elements of your personal information on Compass to get ready for the transition to the new membership system.

1. Log into Compass [The Scout Association \(scouts.org.uk\)](https://scouts.org.uk) and go to My Profile.

2. Please check the **email addresses** held on your Compass record.

a) The new membership system will use an email address as your log-in username. This new Single Sign On will roll out over time to all the Scouts' systems that you use, starting with the membership system.

This log-in email address must be:

- Personal to you. e.g.: not GSL@anytown.org.uk or cubteam@anytown.org.uk since you may change roles over time but keep your membership.
- Unique to you, since it will be used to direct you to your own membership record, e.g.: not Thesmiths@hotmail.com if multiple Smiths are Scouting volunteers. Nor cubteam@anytown.org.uk if all members of that section team use the single email address. Also, the new membership system won't set up the log-in if the suggested email is already in use.
- A working email in regular use. No non-deliveries please!

To set this log-in email address, put your chosen email address into Compass (if it is not there already) and classify it as **Volunteering** (using the grey button to the left of the email address field). Please ensure that only one email address is classified as Volunteering.

b) The new membership system will also hold an address for communicating to you. If you want to use a different address for these communications, put it into Compass (if not there already) and classify it as **Scouting Enquiries**. Please ensure only one email address is classified as Scouting Enquiries.

If you want to use your log-in email address as your communications email address, please delete all emails other than the **Volunteering** email address and tag the Volunteering email as your **Primary** email address. The 'Primary' selected will then be the one used for communications from Scouting all the way through until your move to the new membership system.

3. Please check the **phone numbers** held on your Compass record.

a) The new membership system can hold your **preferred** phone number and an **alternate** phone number.

b) Put your **preferred** phone number into Compass (if it is not there already) and classify it as **Scouting Enquiries**. Please ensure that only one phone number is classified as Scouting Enquiries.

c) Put your **alternate** phone number into Compass (if it is not there already) and classify it as **Volunteering**. Please ensure that only one phone number is classified as Volunteering.

4. For people who don't update their Compass membership record the new membership system will use some default rules to allocate the log-in and the communications email addresses and the one or two phone numbers. But to enable you to control how you are contacted its best to do these updates yourself.

5. While you are in this part of Compass, please check that your postal address is up to date.

Thank you for taking the time to update your Compass record to make sure of a smooth transition to our new membership system on scouts.org.uk