



## **HOW TO CLEAN UP COMPASS**

Guidance for Adult Volunteers on how to update Compass records and check current training requirements before the changeover to our new adult membership management system.

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

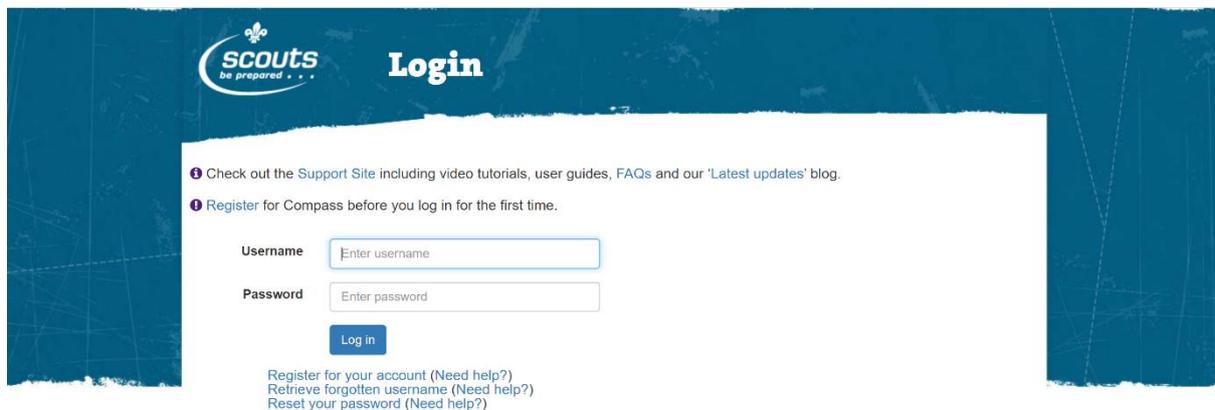
### Log in

Go to [www.compass.scouts.org](http://www.compass.scouts.org) and login.

If you haven't used compass before, click register for your account.

If you've forgotten your username click the link to retrieve it.

If you've forgotten your password, click the link to reset it.



The screenshot shows the login page for the Scouts Compass system. At the top left is the Scouts logo with the tagline "be prepared". To the right of the logo is the word "Login" in a large, bold font. Below the logo and title, there are two informational messages:

- Check out the Support Site including video tutorials, user guides, FAQs and our 'Latest updates' blog.
- Register for Compass before you log in for the first time.

Below these messages are two input fields:

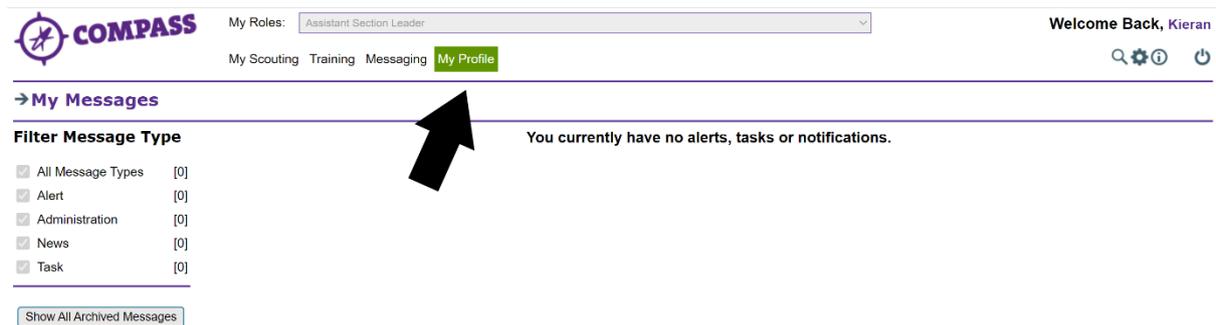
- Username**: A text box with the placeholder text "Enter username".
- Password**: A text box with the placeholder text "Enter password".

Below the password field is a blue button labeled "Log in".

At the bottom of the form area, there are three links for help:

- Register for your account (Need help?)
- Retrieve forgotten username (Need help?)
- Reset your password (Need help?)

Once logged on, go to “My Profile.”



The screenshot shows the COMPASS user interface. At the top left is the COMPASS logo. To its right is a dropdown menu for 'My Roles' set to 'Assistant Section Leader'. Further right is the text 'Welcome Back, Kieran' and three icons (search, settings, refresh). Below this is a navigation bar with links for 'My Scouting', 'Training', 'Messaging', and 'My Profile'. The 'My Profile' link is highlighted in green and has a large black arrow pointing to it. Below the navigation bar is a section titled 'My Messages' with a sub-section 'Filter Message Type' containing a list of message types: 'All Message Types [0]', 'Alert [0]', 'Administration [0]', 'News [0]', and 'Task [0]'. To the right of this list is the text 'You currently have no alerts, tasks or notifications.' At the bottom left of the messages section is a button labeled 'Show All Archived Messages'.

<https://compass.scouts.org.uk/ScoutsPortal.aspx#>

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

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** [lead.volunteer@sesscouts.org.uk](mailto:lead.volunteer@sesscouts.org.uk) or [cubteam@sesscouts.org.uk](mailto:cubteam@sesscouts.org.uk) since you may change roles over time but keep your membership. **Nor** [kieran.collins@sesscouts.org.uk](mailto:kieran.collins@sesscouts.org.uk) as the group/district/region admin would generally have the password reset and control managed by members of the group.
- **Unique to you,** since it will be used to direct you to your own membership record, e.g.: **not** [Themcleods@hotmail.com](mailto:Themcleods@hotmail.com) if multiple McLeods are Scouting volunteers. **Nor** [cubteam@sesscouts.org.uk](mailto:cubteam@sesscouts.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.

COMPASS My Roles: Assistant Section Leader Welcome Back, Kieran

My Scouting Training Messaging My Profile

12258350 Kieran Collins

Personal Details Roles Permits Training Awards Emergency Details Communications Visibility Disclosures

↓ Contact Details Edit

Address Main: [Redacted] UK

Phone Home Mobile: (main) 07 [Redacted]

Email Scouting Enquiries: (main) kieran.collins@sesscouts.org.uk X

Social Media Twitter: https://twitter.com/tartan\_bee

↓ Additional Needs / Disabilities Edit

No Disabilities Entered

↓ Qualifications & Skills Edit

Degree (eg BA, BSC) - LLB - Law - Edinburgh University  
Masters Degree - MA - History - University of Aberdeen

↓ Hobbies / Interests Edit

- **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 drop down to the left of the email address field).

COMPASS My Roles: Assistant Section Leader Welcome Back, Kieran

12258350 Kieran Collins

Personal Details Roles Permits Training Awards Emergency Details Communications Visibility Disclosures

↓ Contact Details Edit

Address Main: [Redacted] UK

Phone Home Mobile: (main) 07 [Redacted]

Email Scouting Enquiries: (main) kieran.collins@sesscouts.org.uk X

Social Media Twitter: https://twitter.com/tartan\_bee

↓ Additional Needs / Disabilities Edit

No Disabilities Entered

↓ Qualifications & Skills Edit

Degree (eg BA, BSC) - LLB - Law - Edinburgh University  
Masters Degree - MA - History - University of Aberdeen

↓ Hobbies / Interests Edit

**Edit Profile**

12258350 Kieran Collins

Personal Details Contact Details Main Address Additional Needs / Disabilities Skills & Qualifications Hobbies & Interests Emergency Details Medical Details Marketing / Mailings External Visibility Account Details / Avatar

**Contact Details**

**Main Address**

Address [Redacted]  
[Redacted]  
Town EDINBURGH  
County Midlothian  
Postcode [Redacted]  
Country United Kingdom

**Telephone Numbers**

1 Scouting Enq 07 [Redacted] Primary?  1  
2 --- Select --- [Redacted] Primary?  2  
3 --- Select --- [Redacted] Primary?  3

**Social Media**

1 Twitter https://twitter.com/tartan\_bee Primary?  1  
2 --- Select --- [Redacted] Primary?  2  
3 --- Select --- [Redacted] Primary?  3

**Email Addresses** Required fields

1 Volunteering keybobs@gmail.com Primary?  1  
2 --- Select --- kieran.collins@sesscouts.org.uk Primary?  2  
3 Scouting Enquiries [Redacted] Primary?  3  
Unspecified [Redacted] Primary?  4  
Work [Redacted] Primary?  5

Previous Close Reset Save Next

- Please ensure that only one email address is classified as Volunteering.

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.



My Roles: Assistant Section Leader

Welcome Back, Kieran

My Scouting Training Messaging My Profile



### 12258350 Kieran Collins

Personal Details Roles Permits Training Awards Emergency Details Communications Visibility Disclosures

Religion/Faith: Christian (including all Christian denominations)  
Occupation: Employed - Head of Engagement - Scottish Rugby  
School/Uni/College: University of Edinburgh

#### ↓ Contact Details Edit

**Address** Main: [Redacted] UK

**Phone** Home Mobile: (main) 07 [Redacted] **Ready for new digital system sign on**

**Email** Volunteering: (main) keybobs@gmail.com  
Scouting Enquiries: kieran.collins@scouts.org.uk **Email used for communications**

**Social Media** Twitter: https://twitter.com/tartan\_bee

#### ↓ Additional Needs / Disabilities Edit

No Disabilities Entered

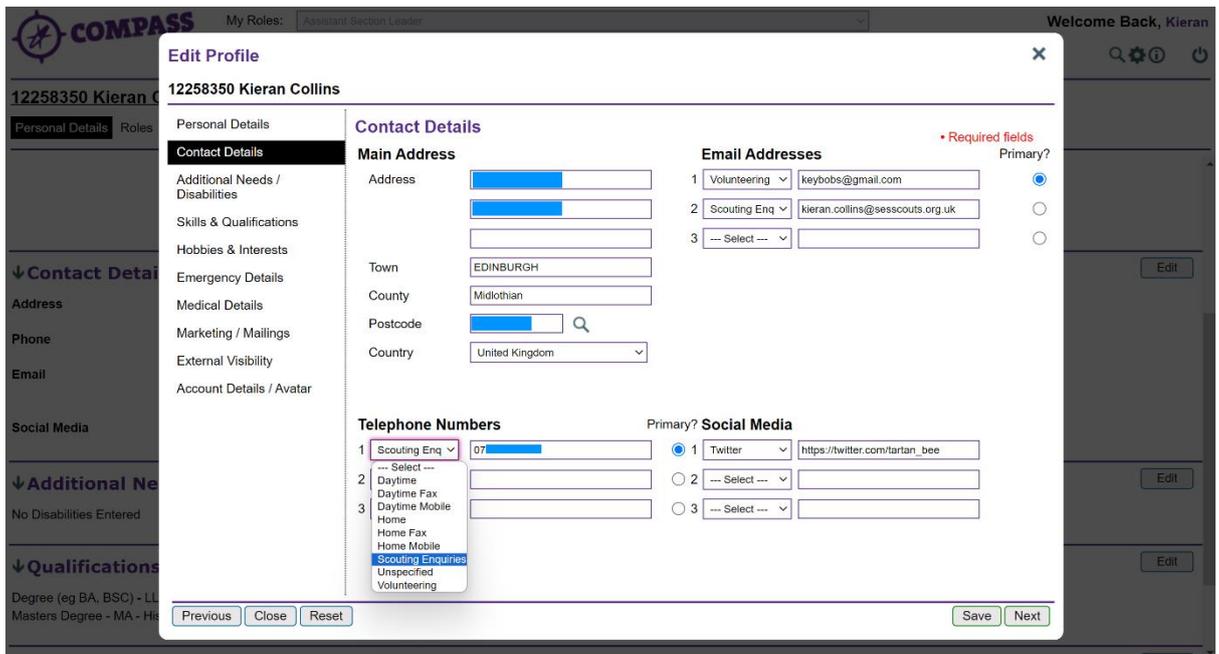
#### ↓ Qualifications & Skills Edit

Degree (eg BA, BSC) - LLB - Law - Edinburgh University  
Masters Degree - MA - History - University of Aberdeen

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.

**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.

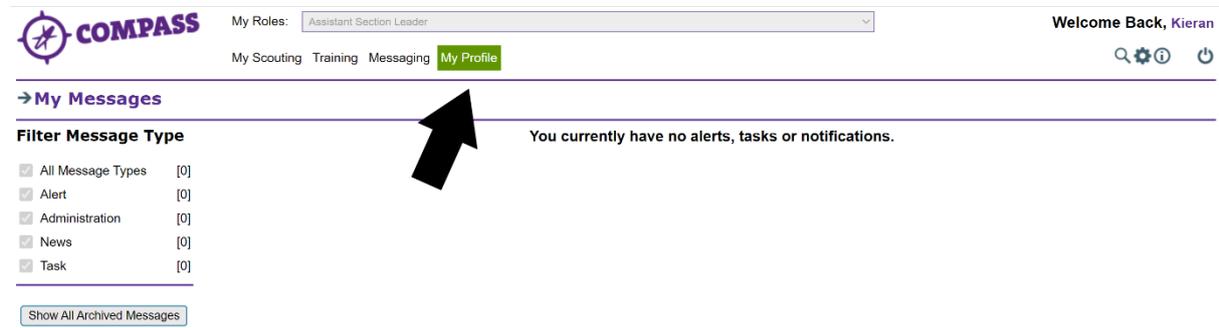


- c. If you have an alternate phone number you wish to include in Compass, pop it into option 2 and classify it as **Volunteering** from the drop down box.

Please ensure that only one phone number is classified as Volunteering.

# Viewing your Training Record on Compass

From the menu along the top, select “My Profile”



COMPASS My Roles: Assistant Section Leader Welcome Back, Kieran

My Scouting Training Messaging **My Profile**

→ My Messages

Filter Message Type

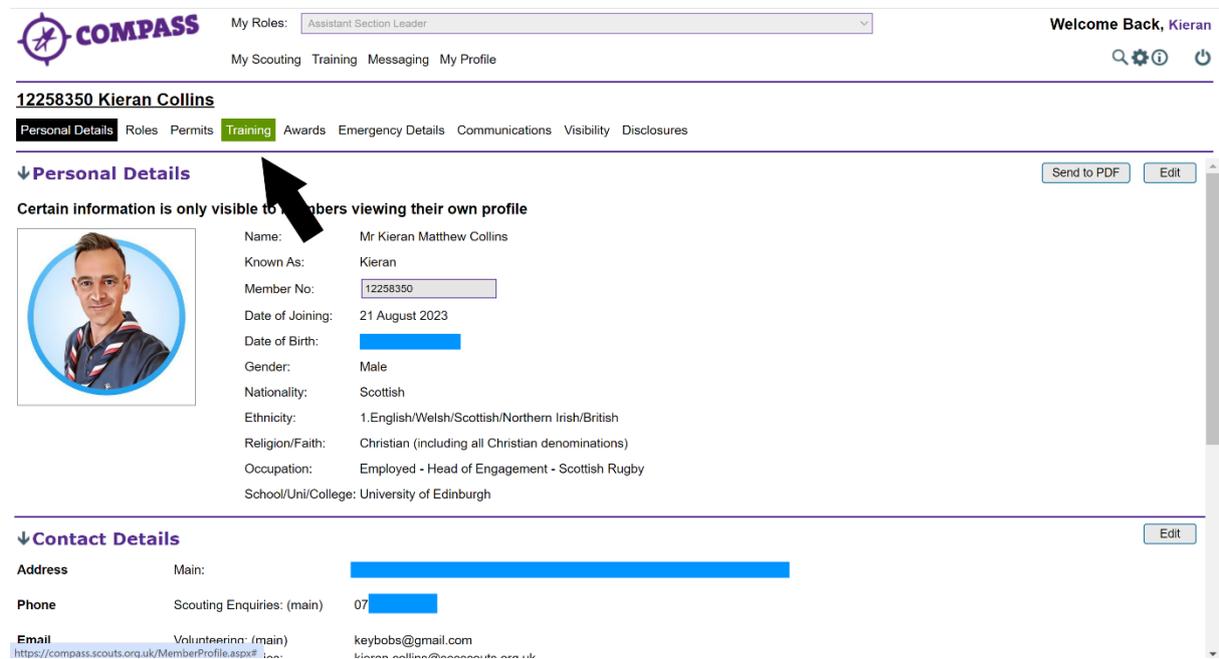
- All Message Types [0]
- Alert [0]
- Administration [0]
- News [0]
- Task [0]

Show All Archived Messages

You currently have no alerts, tasks or notifications.

<https://compass.scouts.org.uk/ScoutsPortal.aspx#>

From the menu under your name select “Training”.



COMPASS My Roles: Assistant Section Leader Welcome Back, Kieran

My Scouting Training Messaging My Profile

**12258350 Kieran Collins**

Personal Details Roles Permits **Training** Awards Emergency Details Communications Visibility Disclosures

↓ Personal Details Send to PDF Edit

Certain information is only visible to members viewing their own profile



Name: Mr Kieran Matthew Collins  
Known As: Kieran  
Member No: 12258350  
Date of Joining: 21 August 2023  
Date of Birth: [Redacted]  
Gender: Male  
Nationality: Scottish  
Ethnicity: 1.English/Welsh/Scottish/Northern Irish/British  
Religion/Faith: Christian (including all Christian denominations)  
Occupation: Employed - Head of Engagement - Scottish Rugby  
School/Uni/College: University of Edinburgh

↓ Contact Details Edit

Address Main: [Redacted]  
Phone Scouting Enquiries: (main) 07 [Redacted]  
Email Volunteering: (main) keybobs@gmail.com  
<https://compass.scouts.org.uk/MemberProfile.aspx#>

You can also use this opportunity to make sure your personal and contact details are correct. If you need to change them, select the edit button and follow the steps at the beginning of this guide.

The screenshot shows the COMPASS user interface for Kieran Collins. At the top, there is a navigation bar with the COMPASS logo, a dropdown menu for 'My Roles' (Assistant Section Leader), and a 'Welcome Back, Kieran' message. Below this is a sub-navigation bar with 'My Scouting', 'Training', 'Messaging', and 'My Profile'. The main content area is titled '12258350 Kieran Collins' and has tabs for 'Personal Details', 'Roles', 'Permits', 'Training', 'Awards', 'Emergency Details', 'Communications', 'Visibility', and 'Disclosures'. The 'Personal Details' section is active and contains a profile picture and a list of personal information: Name (Mr Kieran Matthew Collins), Known As (Kieran), Member No (12258350), Date of Joining (21 August 2023), Date of Birth (redacted), Gender (Male), Nationality (Scottish), Ethnicity (1.English/Welsh/Scottish/Northern Irish/British), Religion/Faith (Christian), Occupation (Employed - Head of Engagement - Scottish Rugby), and School/Uni/College (University of Edinburgh). There are 'Send to PDF' and 'Edit' buttons. The 'Contact Details' section below shows address, phone, and email information, also with an 'Edit' button.

Select the drop down “**Personal Learning Plans**” Select the role you wish to check the training for, and click “**Show PLP**”

This screenshot shows the 'Personal Learning Plans (2)' section of the user profile. The 'Training' tab is selected in the sub-navigation bar. A table lists the PLPs with columns for 'PLP Role', 'Start Date', 'Status', 'Location', and 'Training Advisor Completed'. Two rows are visible: one for 'Assistant Section Leader' (Full status, review due 25 Aug 2027) and one for 'Scotland Region Assistant Commissioner - Communications (Prov)' (Provisional status). Both rows have 'Show PLP' buttons. A red arrow points to the 'Show PLP' button for the second row. Below the table are links for 'All PLP Training Modules (35)', 'Mandatory Ongoing Learning', and 'Ongoing Learning' (with an 'Add OGL Hours' button).

PLP Role	Start Date	Status	Location	Training Advisor Completed
Assistant Section Leader	21 August 2023	Full (Review Due: 25 Aug 2027)	Beavers - Thursday @ 31st Pentland (Juniper Green)	[Show PLP]
Scotland Region Assistant Commissioner - Communications (Prov)	01 November 2023	Provisional	South East - Scotland	[Show PLP]

You will then see all the required modules for that role. You will then be able to see which modules require **learning**, and which require **validation**. Any that have been validated are complete.

My Roles: Assistant Section Leader

Welcome Back, Kieran

My Scouting Training Messaging My Profile

12258350 Kieran Collins

Personal Details Roles Permits **Training** Awards Emergency Details Communications Visibility Disclosures

Assistant Section Leader 21 August 2023 Full (Review Due: 25 Aug 2027) Beavers - Thursday @ 31st Pentland (Juniper Green) Hide PLP

**PLP for - Assistant Section Leader**

Role Training Advisor

PLP agreed 21 August 2023 Print PLP

Training Module	Learning Required	Learning Method	Learning Completed	Validated By	Validated On	
001 - Essential Information	Yes	E-Learning	21 August 2023		21 August 2023	View
002 - Personal Learning Plan	Yes	One to One	21 August 2023		21 August 2023	View
003 - Tools for the Role (Section Leaders)	Yes	E-Learning	21 August 2023		15 December 2023	View
005 - The Fundamentals of Scouting	Yes	Course	12 September 2023			View
007 - Scouting For All	Yes	Course	26 September 2023			View
008 - Skills of Leadership	Yes					View
009 - Working with Adults	Yes					View
010A - First Aid Learning	Yes	Life Support	14 September 2023		14 September 2023	View
010B - First Aid Practical	Yes	Practical	01 October 2023		01 October 2023	View
011 - Administration	Yes	Course	28 May 2024			View
012A - Delivering a Quality Programme	Yes	Course	08 September 2023			View
012B - Programme Planning	Yes					View
013 - Growing the Section	Yes	Course	28 September 2023			View
014 - Supporting Young People	Yes	Course	04 June 2024			View
015 - Promoting Positive Behaviour	Yes	Course	18 September 2023			View
016 - Residential Experiences	Yes	Course	02 June 2024			View
017 - Running Safe Activities	Yes	Course	02 June 2024			View
018 - Practical Skills	Yes					View
019 - International	Yes	Course	19 September 2023			View
GDPR - General Data Protection Regulations	Yes	E-Learning	21 August 2023		21 August 2023	View
SAFE - Safeguarding Training	Yes	E-Learning	21 August 2023		21 August 2023	View
SFTY - Safety Training	Yes	E-Learning	21 August 2023		21 August 2023	View

You will also need to check your mandatory ongoing learning. Scroll down and select **“Mandatory Ongoing Learning”** You should then be able to see the three modules: **First Aid, Safety and Safeguarding**.

My Roles: Assistant Section Leader

Welcome Back, Kieran

My Scouting Training Messaging My Profile

12258350 Kieran Collins

Personal Details Roles Permits **Training** Awards Emergency Details Communications Visibility Disclosures

→ Personal Learning Plans (2)

→ All PLP Training Modules (35)

↓ **Mandatory Ongoing Learning**

Description	Last Completed	Renewal Due
<a href="#">First Aid</a>	01 October 2023	01 October 2026
<a href="#">Safety</a>	21 August 2023	21 August 2026
<a href="#">Safeguarding</a>	21 August 2023	21 August 2026

→ Ongoing Learning Add OGL Hours

<https://compass.scouts.org.uk/MemberProfile.aspx?CN=12258350&Page=TRAINING&TAB#>