Dear Rover Advisors,

Terrain, the new digital system designed to support our new youth program, is ready to go!

From Friday September 18 2020 leaders, which in the case of Rovers refers to Rover Advisors and any Rovers who are section leaders with another section, have had access to Terrain - https://terrain.scouts.com.au/.

Group leaders received an email on September 18 asking them to set up the units and allocations of youth and leaders to these units. Once this set up has occurred Rover Advisors will be able to assist Rovers to import their own achievement data. The easiest way to do this is to assign all Rovers as 'Unit Leaders', enabling them to do their own import, after import is done the assignments can be changed back to reflect roles in the Unit.

Steps that Rover Advisors need to take now:
1. Log on to Terrain and familiar yourself with the system.
   There are resources and "how to guides" to assist you with this.
   - How to Guides https://pr.scouts.com.au/terrain/
     This includes how to log on, get started, import data etc. and video guides.
   - Terrain FAQs https://pr.scouts.com.au/terrain/faq/
   - Terrain Introduction Session https://www.youtube.com/watch?v=B83tkeHkr5Y
2. Check that the unit structure is correct and that all members of your Rover unit are listed.
   If Rovers are missing, please check:
   - The Rover is assigned to the correct unit, not another section in Terrain.
   - The Rover is registered; if not, they need to registered.
     or
   - The Rover is 'crewed' with the correct unit. If not see the attached document with instructions on how to 'crew' this Rover to your unit.
3. Change <u>ALL</u> Rovers 'duty' to 'Unit Leader' via the member's tab, this will allow Rovers to complete their own data import.
   https://pr.scouts.com.au/mdocs-posts/how-to-navigate-the-members-table/
4. Rovers will now be able to log onto Terrain and import their own data, if any Rovers are struggling you, as a Rover Advisor, are able to complete the import for them. You will need the necessary information from the Rover (see attached Rover's letter for more information).
5. After the import is complete ensure you change each Rover's 'duty' back to 'Scout' or their role in the Unit via the member's tab.

If you have any difficulties your Group Leader is the first point of call.
If they are unable to assist feel free to reach out with any questions and our Terrain Champions will be able to help you out.

Yours in Scouting,
Jacinta Swift
Program Transition Officer
Victorian Rover Council