

Crewing / Hosting Guide

Many Rover Units include members from a number of different Scout Groups. To assist recordkeeping, the Scouts Victoria Extranet has a way to record the unit a member is attending, without removing them from their 'Home' group.

This additional group is added to the member as a 'Subsidiary Section'.

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Version Control

Version	Date	Author	Comments
0.1	2019-10-04	Nick Pike	Initial Draft
1.0	2020-07-13	Nick Pike	Branding Update / Release
1.1	2022-11-09	Nick Pike	Updated terminology to 'Youth Hosting', added Operoo info.

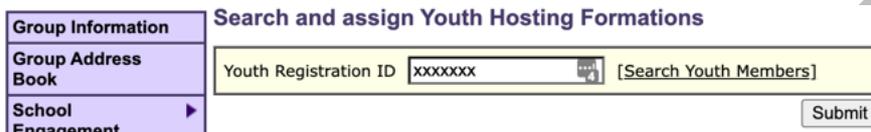


How to add a member to an additional group

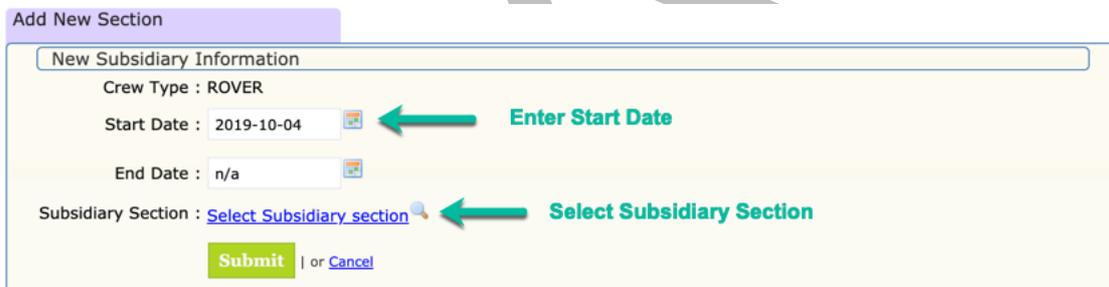
1. Navigate to the Admin Menu, and select Youth Admin → Youth Hosting → Manage Youth Hosting



2. If you know the member's membership number, enter it. If not, click on the 'Search Youth Members' link to find the member. Click Submit.



3. A page will open with basic information about the member, and will show any currently active subsidiary sections.
4. Click on 'add new section'.
5. Update the Start Date to indicate when the member started attending the unit
6. Leave End Date as 'N/A'
7. Click on 'Select Subsidiary section'



8. In the Section Name field, enter part of the unit name, and click search
 9. If the unit appears in the search results pane, click the select button for that unit
- Note: If the unit does not appear, try searching for the group that the unit is attached to



Edit Section

Search Section with any input field below.

Note : Click on the row in the below table to assign section.

Enter crew name

Section Name :

Section ID :

Group ID :

Group Name :

| or [Cancel](#)

Search Result				
No.	Section ID	Section Name	Group ID	Group Name
<input type="button" value="select"/>	1	3340317C1	1ST HAWTHORN-Old Scotch ROVER CREW 1	3340317 1ST HAWTHORN

Select the appropriate crew

10. Click 'Submit' to save the section details

Search New Section

New Subsidiary Information

Crew Type : ROVER

Start Date :

End Date :

Subsidiary Section : [3340317C1 1ST HAWTHORN-Old Scotch ROVER CREW 1](#)

| or [Cancel](#)



How to remove a member from an additional group

1. Navigate to the Admin Menu, and select Youth Admin → Youth Hosting → Manage Youth Hosting
2. If you know the member's membership number, enter it. If not, click on the 'Search Youth Members' link to find the member. Click Submit.
3. A page will open with basic information about the member, and will show any currently active subsidiary sections.
4. Next to the section you wish to remove, click the 'edit' link
Important: Do Not click 'delete'! We still want the historical record kept.

Subsidiary Sections Information of Youth Member (8084233) [add new section](#)

Subsidiary Information	edit delete
Crew Type : ROVER	 Edit
Start Date : 2017-07-01	
End Date : n/a	
Subsidiary Section : 3340317C1 1ST HAWTHORN-Old Scotch ROVER CREW 1	

5. Enter the 'End Date' as either today's date, or the date the member ceased attending the additional group
6. Click Submit

Subsidiary Information [edit](#) | [delete](#)

Crew Type : ROVER

Start Date : 2017-07-01 

End Date : n/a  ← **Enter End Date**

Subsidiary Section : [3340317C1 1ST HAWTHORN-Old Scotch ROVER CREW 1](#)

Submit  | or [Cancel](#)



How to view hosted members in your region

1. Navigate to the Admin Menu, and select Youth Admin → Youth Hosting → Rover Region Report
2. A page will open showing each region and stats for those regions

a. Rover Section

The number of 'Rover' sections in that region with members in them. Note that this will include sections that aren't real units.

Click on this number to see a list of sections with the number of primary and subsidiary members

b. Rover in Primary Section

The number of members where their non-subsiary section is within that region.

Click on this number to see a list of those members grouped by primary section

c. Rover in Subsidiary Section

This number of members where their subsidiary section is within that region.

Click on this number to see a list of those members grouped by subsidiary section

Frequently Asked Questions

Who can add a subsidiary section for a member?

A subsidiary section can be added by anyone with write access to the member (eg Group Leader, District Commissioner, Region Commissioner, Branch Staff, etc), or by Region Rover Chairs.

If hosting across regions, the members current region chair will need to add the subsidiary section.

Are rovers with a subsidiary section included in the 'rovers in primary section' column as well?

Sometimes. If a member is hosted within a region (ie their primary section is within the same region as their subsidiary section), then yes they will contribute to both counts.

If a member is hosted across regions (ie their primary section is in a different region as their subsidiary section) then they will contribute to the primary section count for one region, and the subsidiary section count for the other region

Can a group see details of members hosted to them?

Yes. When the subsidiary section is added, this allows the Group Leader / District Commissioner / Region Commissioner for the subsidiary section to see the details of that member. The member won't appear in the 'Total Number of Youths' report, but instead in a new report called 'Total Number of hosted by this Group'

Total Number of Youths : **54 youths** (New youths excluded)
Total Number of Youth hosted by this Group: **4 youths** (New youths excluded)

What about Operoo?

When a subsidiary section is added, the member will receive a request to share their Operoo profile with the new group automatically. The profile will be shared with both the home group and the subsidiary group.

