

Compass made Easy!

Owning your volunteer roles

How to guide for Scouting Volunteers in Macclesfield and Congleton District

Version control:

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Contents

What is Compass and why should I use it?	1
Logging in (and first time registration)	2
I've forgotten my username and/or password! HELP!!!!	2
Finding your way around compass.....	3
Checking my personal details and contact information	3
Checking what roles I have, and had in the past.....	4
Checking what training I need to do / have done	4
Checking what activity permits I have.....	5
Checking my DBS status	5
Setting my communication preferences	5
Reviewing my awards	6

What is Compass and why should I use it?

Compass is the Scout Association Membership system in the UK. It holds all of the key details about the volunteering you do. This includes personal information, contact preferences, emergency contacts, activity permits, training records, DBS status and more.

Used well, Compass can be a great tool to help you with your volunteering. In particular, an accurate training record will show you what training you need to complete (and the training you have completed!) , and you can keep sight of when your DBS and any permits are due to expire.


Compass is only as good as the accuracy of the data stored in it; so we do recommend you check that information regularly.

Logging in (and first time registration)

To access Compass, visit:

<https://compass.scouts.org.uk/>

If this is your first time using Compass, you will need to register for your account.

 **Register** for Compass before you log in for the first time.

You will need to know your membership number and the email address that is held in the system.
Ways to find this information:

1. If you get regular emails from The Scouts, then these will be sent to the email address that is held in the system. All national communications include your membership number at the bottom of the email; for example:

Your membership number is: 156854
If you would like to unsubscribe or change your communications preferences you can [do this in Compass](#).

2. Check with your Group Scout Leader, Training Adviser or with the District Administrator (admin@mcscouts.org.uk)

Once you are registered, you can log in with your username and password at any time.

I've forgotten my username and/or password! HELP!!!!

On the login page there are two important links:

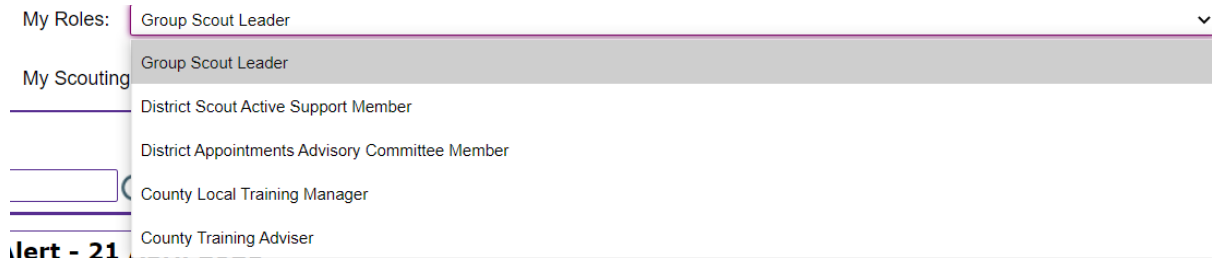
[Retrieve forgotten username \(Need help?\)](#)
[Reset your password \(Need help?\)](#)

To retrieve your username or reset your password, you will need to know your membership number and the email address held in the system (See "First time registration" in this document for help with finding these!)

Finding your way around compass

Ok, so you logged in ok – congratulations, that’s the hard bit done! Lets take a look around.

At the top of the page you will see a drop down box that shows all your active roles. Selecting the role here changes who’s data you can see in the system. For example, a leader role can only see your own records. A Group Scout Leader can see all the records in the group. You need to select the right role for the task you want to do in Compass.



If you are trying to do something in the system but cannot, then check you have the right role selected.

Quick links (Top right)



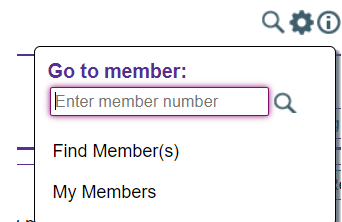
– Magnifying glass.

This enables you to search for other people in compass, if you have permissions to view other records.

– Cog (settings). You can change the size of the text on screen through this button.

– information (help). Takes you to the compass support site

– power (sign out) – logs you out of the site



Checking my personal details and contact information

To access your personal profile, click either the “My Profile” menu tab, or your name in the top right of the screen.

Click on the personal details menu tab.

Personal Details Roles Permits Training Awards Emergency Details Communications Visibility Disclosures

Review all your personal details are correct and make changes as needed. You can also upload a picture of yourself, but this is not used for any purpose.

Click on the emergency details menu tab.

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

We hope that nothing bad ever happens, but this information is available so the national team know who to contact in the event of a major incident.

Checking what roles I have, and had in the past

As well as the dropdown box at the top of the screen you can also view your roles (both current and old roles) in the Roles menu Tab. It's worth verifying the dates are correct here to ensure your service length records are correct – The district administrator can help you correct any errors.

Personal Details **Roles** Permits Training Awards

↓ Roles (5 Active)

↑ Role

Group Scout Leader [Primary]

District Scout Active Support Member
District Appointments Advisory Committee Member
County Local Training Manager
County Training Adviser
District Administrator
District Adviser - Archery
District Appointments Advisory Committee Member
District Assistant Commissioner (Section) - Scouts
District Training Adviser
Assistant Section Leader - Scouts
Assistant Section Leader - Scouts
Section Leader - Scouts
Section Leader - Scouts

Checking what training I need to do / have done

Training records are accessed under the "Training" menu tab.

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

→ Personal Learning Plans (14)

→ All PLP Training Modules (56)

→ Mandatory Ongoing Learning

→ Ongoing Learning

What training do I need to do?

For each role you will have a PLP (Personal Learning Plan) which will show you which modules you need to complete, and which ones you have successfully completed. Check your PLP with your Training Adviser or the District's Local Training Manager to make sure that modules are not missing from the list for your role.

You can view the PLP for each role by clicking the "Show PLP" button on the right.

County Local Training Manager	09 November 2020	Full	Cheshire			Show PLP
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.....
Show PLP

Who is my Training Adviser (TA)?

Opening up your role PLP will show who your TA is for that role. If this is blank you can contact the Local Training Manager to have a TA assigned.

PLP for - Group Scout Leader

Role Training Advisor

Mandatory ongoing learning (MOGL)

Training that needs to be repeated every 3 years (Safety, Safeguarding and First Aid) is recorded in the Mandatory ongoing learning section (in addition to your role PLP). This shows when this training is next due.

↓ Mandatory Ongoing Learning

Description	Last Completed	Renewal Due
First Aid	23 March 2021	23 March 2024
Safety	17 November 2020	17 November 2023
Safeguarding	17 November 2020	17 November 2023



Checking what activity permits I have

Any activity permits that you have will list under the permits menu tab.

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

↓ Permits (2 Current)

☐ Show Expired

Activity	Category	Type	Restrictions	Expires
 Archery	Without Compound Bows	Leadership		18 February 2025
 Nights Away	Campsite	Supervisory	none	30 September 2021

Expiry dates, permit category and and restrictions are clearly shown.

If you are leading a permitted activity it is always worth having a printed screenshot of this page to show the leader in charge.

Checking my DBS status

The disclosures tab shows you the date of your last DBS check and when it will next expire.

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

↓ Disclosure History (3)

Setting my communication preferences

Using the Communications tab you can vary how much information you get sent via email from National teams.

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

↓ Communications

[Send to PDF](#) [Edit](#)

Click the EDIT button to change your preferences.

Note: Local communications are usually sent using lists of addresses extracted from compass and are not influenced by the settings on this page. To opt out of local communications, contact the sender.

Reviewing my awards

You can check which length of service awards have been issued, along with additional awards for exemplary volunteering.

[Personal Details](#)
[Roles](#)
[Permits](#)
[Training](#)
[Awards](#)
[Emergency Details](#)
[Communications](#)
[Visibility](#)
[Disclosures](#)

↓ Awards (7)

	Award	Chief Scout's 25 years Service Award
	Award Location	Macclesfield And Congleton
	Awarded Date	19 March 2018
	Award	Bar to the Award for Merit
	Award Location	Macclesfield And Congleton
	Awarded Date	01 November 2015

ADULT



TRAINING



Macclesfield and Congleton District