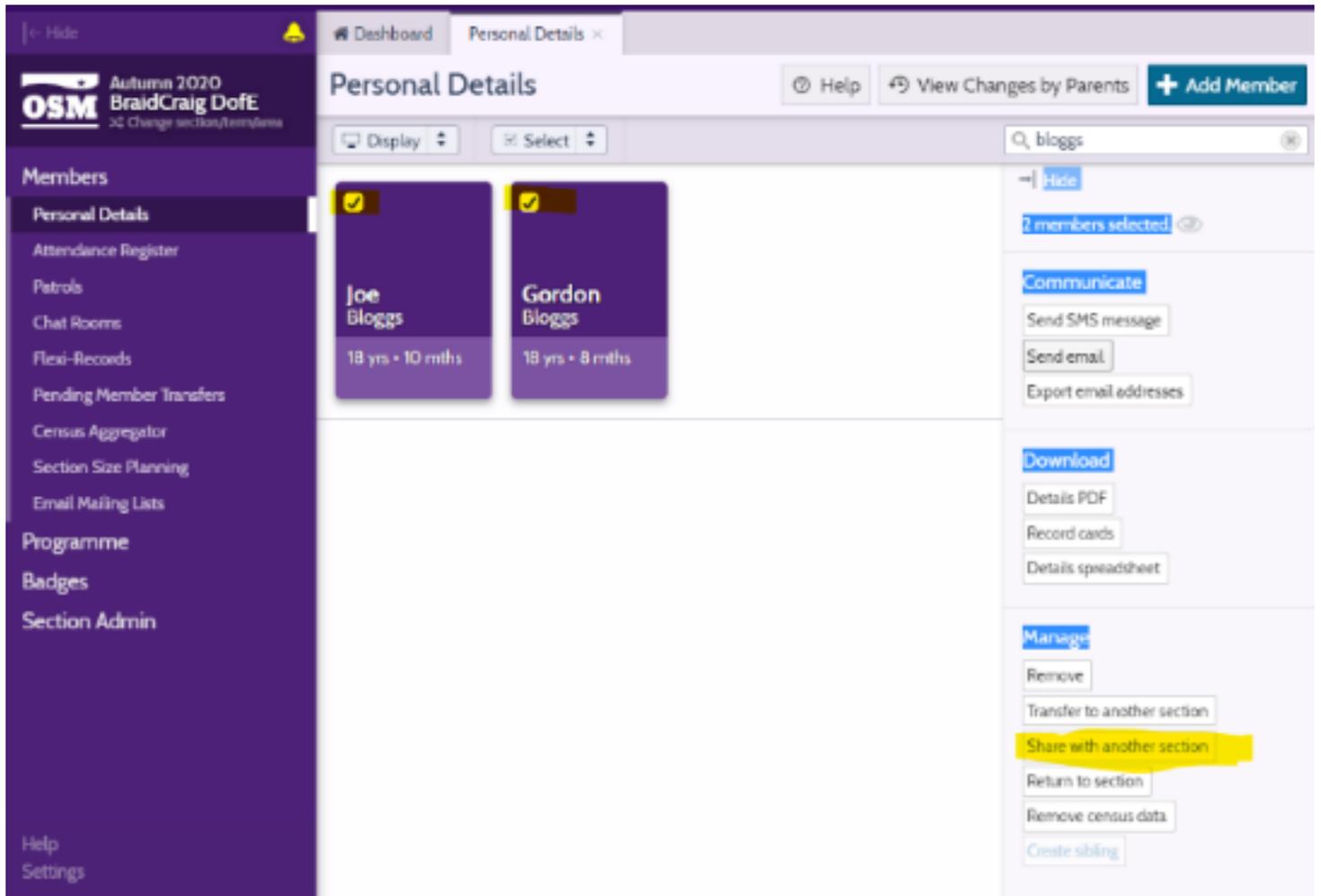
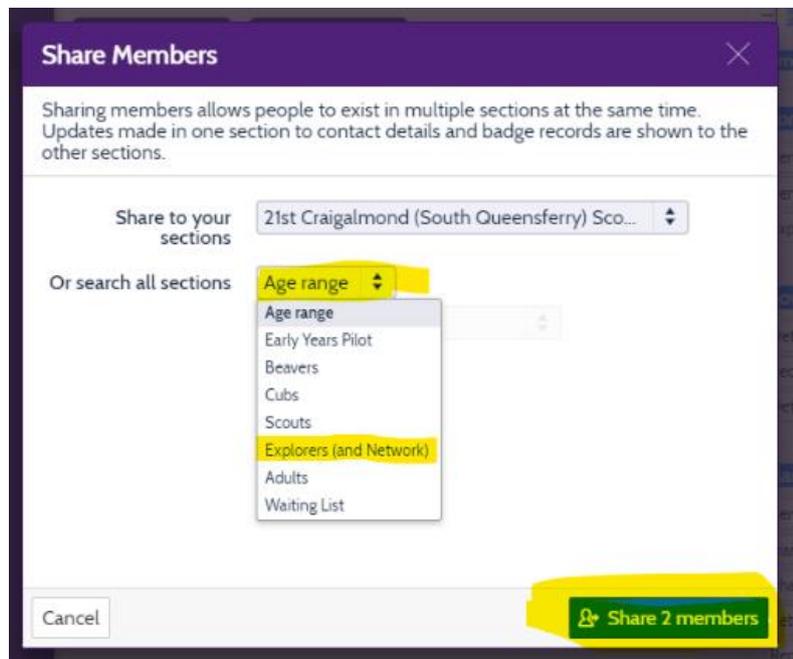


How To Share Explorers from your Unit's OSM to SE Explorer Expeditions



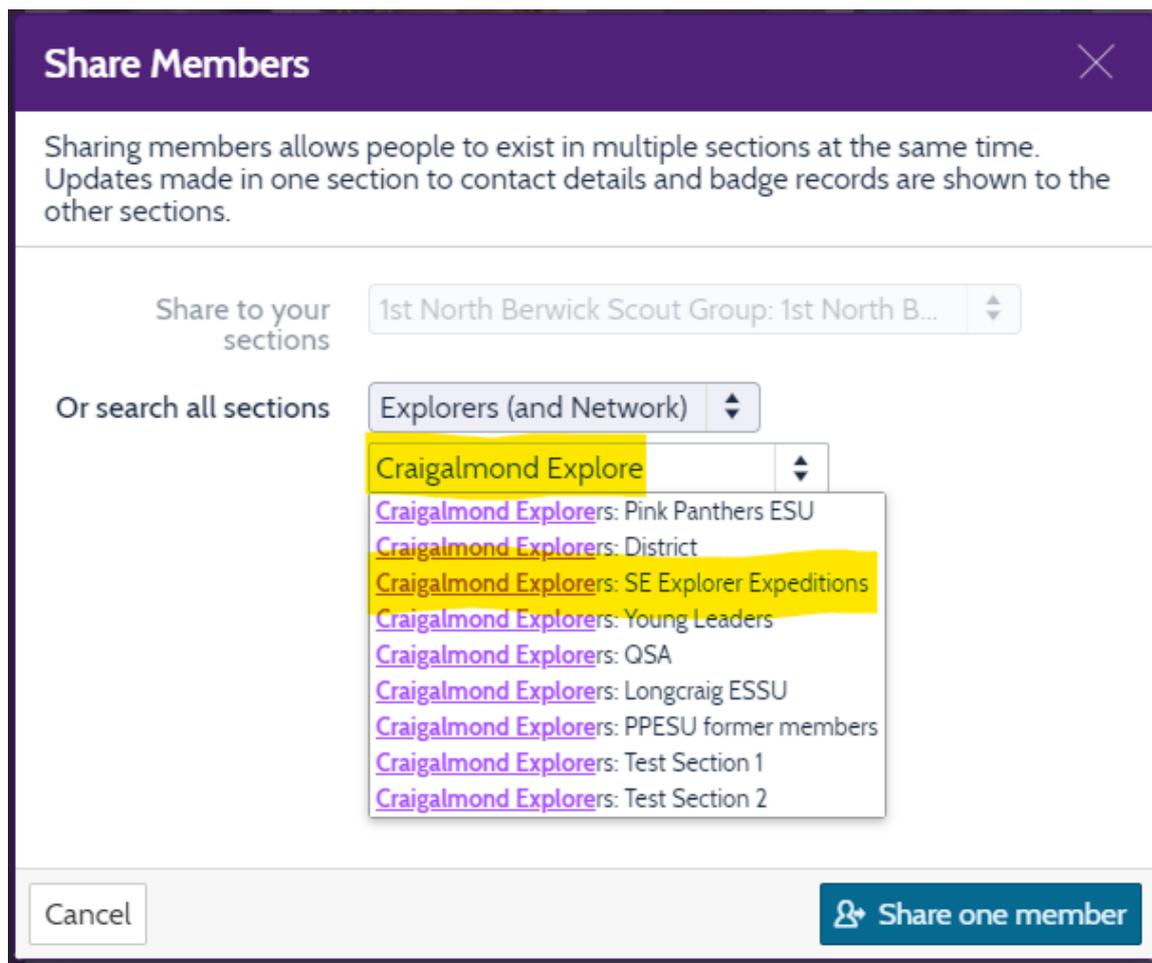
1. In the select menu, choose the **Select->Clear selection** option to make sure no Explorers are already selected.
2. Select the Explorers you want to share with SE Explorer Expeditions **by ticking boxes** in the top left corner of the box for each Explorer.
3. Check the text at the top of the column on right which confirms how many Explorers are selected – and that it matches the number you want to share.
4. Select the **Share with other sections** menu on the right of the screen

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6. The **Share Members** window pops up.
7. Ignore the **Share to your section** box, and instead click **Age range** and choose **Explorers(and Network)**.

How To Share Explorers from your Unit's OSM to SE Explorer Expeditions



10. A search box that appears beneath Explorers (and Network)

11. The name of the section you will need to select is

Craigalmond Explorers:SE Explorer Expeditions

12. Keep typing **Craigalmond Explorers: SE Explorers Expeditions** until you see **SE Explorer Expeditions** as an option in the list

13. Select it with your mouse or cursor keys so the Section shown in the text box beneath the Explorers(and Network) box is **Craigalmond Explorers:SE Explorer Expeditions**

14. Finally click the **Share x Members button at the bottom right**

15. The records have been shared and the SEEF team will be notified and accept the transfer

How To Share Explorers from your Unit's OSM to SE Explorer Expeditions

How do we use the shared record and what will Explorers/parents see?

The screenshot shows the OSM My Children interface. The left sidebar contains navigation options: Payments, Events, Badges, Personal Details (selected), Emails, Access, Help, and Settings. The main content area is titled "Personal Details - GORDON, SE Explorer Expeditions - Craigalmond Explorers". A yellow confirmation box at the top states: "Please make any changes needed and click the button below to confirm that the details for GORDON are correct." Below this is a paragraph of text explaining that the information is applicable to members of the Scout Association between the ages of 14 and 24, who are participating in the Duke of Edinburgh programme under the BraidCraig Leader team. The details can be accessed through OSM by adult volunteers with Duke of Edinburgh responsibilities, the District Explorer Scouts Commissioner and the District Explorer Scouts Administrator. The text also states: "We use this information to communicate with you and to carry out our obligations as leaders in the Scout Association. In some cases this data will be Sensitive Personal Data, which we request to allow us to provide appropriate care for young people whilst under our supervision."

Primary Contact 1	Primary Contact 2
First Name John	First Name Lettie
Last Name Bloggs	Last Name Lidl
Address 1 1 Beanie Avenue	Address 1 1 Trumpton Towers
Address 4 Blanktown	Address 4 Whitetown
Postcode BK2 5GH	Postcode WT23 234
Email 1 bloggie@bloggs.net	Email 1 lettie@blogg.net
Email 2 not set	Email 2 not set
Phone 1 011111 11111 1111	Phone 1 02222 2222 2222
Phone 2 not set	Phone 2 not set

Emergency Contact	Doctor's Surgery
First Name Freddie	First Name Fred
Last Name Uncle	Last Name Findlay
Address 1 23 Vale Street	Surgery Smalltown Medical Centre
Address 2 Valetown	Address 1 1 Cherry Drive
Postcode VT73 8AS	Address 2 Smalltown

1. When the parents go into Parent Portal they should see a new entry under the My Children list for their Explorer and the SE Explorer Expeditions section – see the example of Gordon above..
2. They can click on Personal Details, Events, Payments etc. to see the relevant information for SE Explorer Expeditions.
3. Sharing allows the Explorer's Personal details and badge records to be accessed from all of the OSM sections it is shared to.
4. SE Explorer Expeditions create a small number of additional fields to record personal information that we require which parents enter via the parent portal – but this is generally not visible to other sections (and the reverse applies equally).
5. We will not change Badge records for your Explorers – we may refer to this to check for example if they hold any First Aid certificates.