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## Online Application – Joey, Cub, Scout, Venturer

Proespective Youth Member

- Group Leader collects prospective youth member information via Y4
- As a minimum need First Name, Surname, DOB, Email address to which invitation to join will be sent

GL Issues invitation to Join

- •Group Leader access Invitation via Extranet>Membership>New Member>Generate Invitation to Join
- •Enter required details, select classification, select section, send.

- Parent/Guardian receives Invitation to Join email from Group Leader
- Link in email is active for 10 days. The 10 days timeframe resets each time parent/guardian accesses application
- Reminder email sent after 3 days if no action by Parent/Guardian
- Parent/Guardian either;
- 1. Completes application and submits, or
- 2. Declines invitation to join

Invitation Expires

- •If the invitation has not been actioned by the parent/guardian after 10 days the invitation will expire.
- •Advice of the expiry will be emailed to the parent/guardian inviting them to seek a fresh invitation with a copy sent to the Group Leader

Application
Actioned by

- •If declined, Group leader receives email advice including reason input by parent/guardian. Parent/Guardian receives email thanking them for feedback
- If submitted, Group Leader receives email advising of pending application for approval and application added to Extranet Workflow

## NB: Group Leader should not approve until fees have been collected

- Upon receipt of email advise Group Leader may approve or reject application or take no action and hold as pending
- •If rejected (eg; parent has not paid fees after follow up) Group Leader will be asked to input rejection reason. Email will be sent to applicant advising requirements have not been met.
- •If approved membership invoice for will issue to Group by email in the normal manner
- •New member will be sent, within 24 hours, invitation to create CareMonkey profile
- •Y4 may be destroyed if no incident has occured prior to approval of application



Approval/Rejection