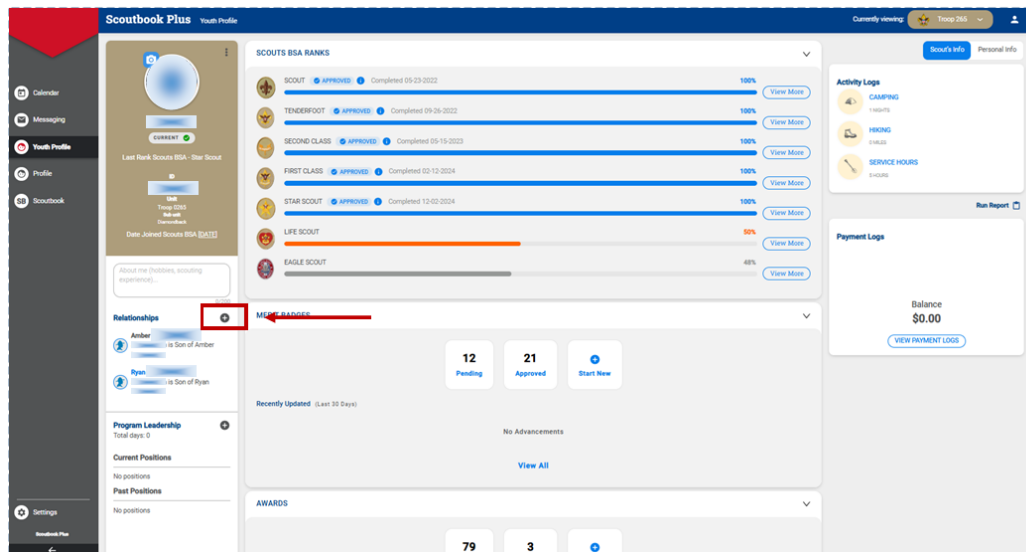


Instructions for Adding Parent/Guardian

For Existing Parents and Leaders

Step 1: Navigate to youth and click “+” button.



Step 2: Select option “Known Scouting Account ID” OR “Search Scouting Account ID” or “Unknown Scouting Account ID” and follow prompts.

The screenshot shows a 'Parent/Guardian Invitation' modal window. It has three tabs: 'Known Scouting Account ID', 'Search Scouting Account ID', and 'Unknown Scouting Account ID'. The 'Known Scouting Account ID' tab is active. The form contains the following fields: 'Scouting Account ID' (text input), 'Last Name' (text input with a red error icon), 'Date of Birth' (date picker), 'Relationship Member' (text input), and 'Relationship Type' (dropdown menu). There are 'Search' and 'Save' buttons at the bottom.

Step 3: Invited Parent will get an email to confirm the relationship.

Please note: Adult leaders **cannot add themselves** to youth and will need to request the other parent or contact Registrar at local council to add. This is to prevent leaders from adding themselves as parent/guardians to youth for whom they are not the actual parent/guardian, which will cause them to receive membership renewal notices.