

How to use the Data Import tool:

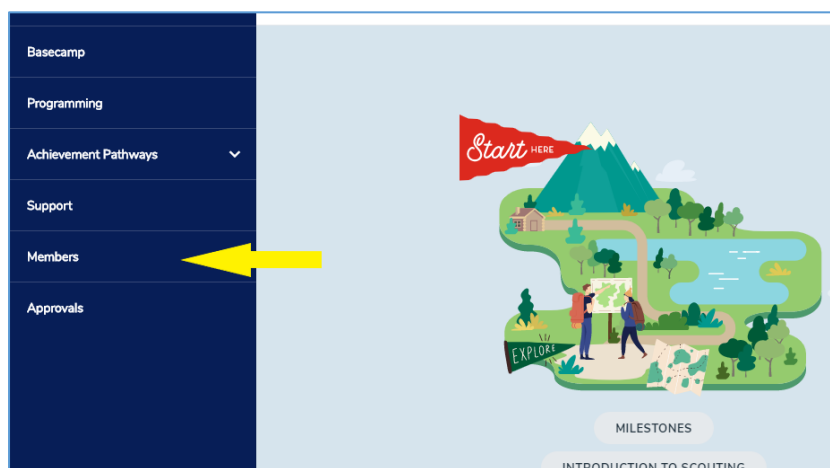
Do you have Pioneer Tracker data to enter into Scouts | Terrain or has your Group just started on their new Program journey and you need to enter mapped achievements from the old Program? Remember that these instructions are primarily for adult Leaders, who have permission to do the following.

Step 1

Log in to Scouts | Terrain using the explanation in the Log In one-pager or following the prompts at <https://terrain.scouts.com.au>

Step 2

Navigate to the Members section by using the navigation button on the top left of the Basecamp page.



Step 3

Use the instruction on the Set Up Groups/ Units How to 1 pager to set up members in Units, Patrols, and what role members have within throughs Units and Patrols including whether they are part of the Unit Council

Step 4

- Use the Data Import tool found on the far right hand side of the members table. Each member will need their data entered individually with the Data Import tool
- You might need to scroll across in the members table to find it.
- Click on the Data Import button for the specific youth member you would like to enter data for.

Note: once you start this function you CAN NOT save and exit to come back to it you need to complete each youth member in full once started

MEMBERS									
Members									
<div>ALL PATROLS UNITS</div> <div>First Cheltenham Group</div> <div>Filter <input type="text"/></div> <div>Unit All Section All Patrol All</div>									
	Patrol	Duty	Unit Council	Date of Birth	Role	Section	Status	Import Achievements	
Init #1	None	Scout	<input checked="" type="checkbox"/>	2002-01-07	Member	Scout	Active	IMPORT DATA	NOT REQUIRED
ition T...	None	Scout	<input type="checkbox"/>	2020-01-07	Member	Scout	Active	IMPORT DATA	NOT REQUIRED
ition T...	None	Scout	<input type="checkbox"/>	2020-01-07	Member	Scout	Active	IMPORT DATA	NOT REQUIRED

Step 5

When you enter the Data Import tool per member you will see

- The youth members name on the top left of the page
- What section the youth member is in on the top right of the page
- What component of the program you are currently entering data into on the top right of the page

The screenshot shows the 'Data Import' header. Below it, the member name '[Vic-12345] Maria Kuznecova' is circled in red, with an arrow pointing to the label 'Name of the Youth Member you are entering Data for'. The section 'Scout' is circled in red, with an arrow pointing to the label 'Section you are entering information for'. The component 'Introduction To Scouting' is circled in red, with an arrow pointing to the label 'Ability to change Section for youth members Data entry'. A 'SUBMIT ALL ACHIEVEMENTS' button is in the top right. A warning message at the bottom states: 'Please make sure that you double check your entry before you click Save. Once saved, you cannot edit them.' A note on the right explains: 'Component of the Achievement Pathways you are entering data for and ability to change the component you are entering data related to.'

Step 6

Enter Information for Program Essentials first

- Introduction to Scouting – Date Awarded (in essence when did this youth member Join Scouting)
- Introduction to Section – Date Awarded (when did this youth member join their current Section)
- Milestones – Click on the Add button on the right hand side of the Milestone heading

The screenshot shows the 'Data Import' header. Below it, the member name '[Vic-12345] Maria Kuznecova' and the section 'Scout' are visible. The 'Milestones' dropdown menu is circled in red. A warning message at the bottom states: 'Please make sure that you double check your entry before you click Save. Once saved, you cannot edit them.' Below the warning, there are three milestone entries: 'Milestone 1', 'Milestone 2', and 'Milestone 3'. Each entry has an 'ADD' button to its right, which is circled in red for 'Milestone 1'.

- a) Select the status for this Milestone from the dropdown (awarded, in progress or not required)

The screenshot shows the 'Milestone 1' status selection dropdown. The dropdown is open, showing three options: 'Awarded', 'In Progress', and 'Not Required'. Each option has a yellow arrow pointing to it. To the right of the dropdown, there are instructions for each status: 'Select "Awarded" if the Youth Member you are entering data for has already achieved this Milestone (either through their engagement in the program or when mapping from old program)', 'Select "In Progress" if the Youth Member is currently working towards this Milestone or has mapped part way through a Milestone', and 'Select "Not Required" if you are entering data for a Youth Member who has joined Scouting part way through a section's age range and they are skipping this Milestone'.

- b) Enter the number of Participates, Assists and Leads the youth member has done in each Challenge Area for that Milestone using the plus button or your keyboard.

Status
In Progress

Participates completed: 21

Community Challenge - 6	Creative Challenge - 4
Outdoors Challenge - 5	Personal Growth Challenge - 6

Assists completed: 2

Community Challenge - 1	Creative Challenge - 0
Outdoors Challenge - 0	Personal Growth Challenge - 1

Leads completed: 1

Community Challenge - 0	Creative Challenge - 0
Outdoors Challenge - 1	Personal Growth Challenge - 0

To add the number of Challenges in this Area use the + or - button

- c) Enter the date this milestone was awarded (if this is an already awarded Milestone).

2019 Can change the year - click here

< 2019 >

JAN FEB MAR

APR MAY JUN

JUL AUG SEP

OCT NOV DEC

CANCEL OK

2019

< June 2019 >

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

CANCEL OK

Date awarded
14/06/2019

If you are unsure about the date, enter today's date.

- d) Press the save button for each Milestone you add achievements to

Milestone 1

Status
Awarded

Remember to press Save at the top of each Milestones set of data otherwise it will default back to not being filled out

CANCEL SAVE

Step 7


Enter information for Special Interest Areas next.


- The project name and any small details that you want carried over for Special Interest Areas
- What type of Special Interest Area this project fits under or mapped to
- The date in which this was awarded or mapped
- Enter all Special Interest Areas that the youth member has achieved or mapped from the old program


Important: Make sure you press save on each one after entering the required project information.

Enter all **Completed** Special Interest Area Projects

Special Interest Areas Project

Project name  Enter the Project name as well as any details about the completed Project you want here - this could include if it mapped from the old Award Scheme

Type of Special Interest Area  Drop down for what Special Interest Area the Project fits into


Date awarded  If you are unsure about the date, enter today's date. Date awarded or best guess


CANCEL **SAVE**

Step 8

Enter information for Outdoor Adventure Skills next.

- Select the Outdoor Adventure Skills Area you would like to enter information for in the dropdown menu on the left hand side of the screen under the warning message for data import

 Please make sure that you double check your entry before you click Save. Once saved, you cannot edit them.

Bushcraft  Select which Outdoor Adventure Skill Area you would like to enter information against

	Completed	Date awarded	Awarded in
Bushcraft	<input type="radio"/>	DD/MM/YYYY	
Camping	<input checked="" type="radio"/>	DD/MM/YYYY	
Bushwalking	<input checked="" type="radio"/>	DD/MM/YYYY	
Alpine	<input checked="" type="radio"/>	DD/MM/YYYY	
Cycling	<input checked="" type="radio"/>	DD/MM/YYYY	
Vertical	<input checked="" type="radio"/>	DD/MM/YYYY	

For all Outdoor Adventure Skills Areas and Stages already completed, do the following:

- I. Tick the completed circle
- II. Enter rough date of completion (or at least a day in the year it would have been achieved)
- III. Enter what Section this Stage was awarded in (this is especially important to not effect progression towards peak award in current section)
- IV. Press Save at the bottom of the page once you have completed each Areas import

Note: there's an image on the next page which shows you where these actions are.

[Vic-12345] Maria Kuznecova Scout Outdoor Adventure Skills

Please make sure that you double check your entry before you click Save. Once saved, you cannot edit them. **Area of the Achievement Pathways you are entering Data into**

Vertical Outdoor Adventure Skills Area

Stage	Click to tick if completed by the Youth Member	Completed	Date awarded	Awarded in
1	Vertical	<input checked="" type="checkbox"/>	25/02/2015	Cub Scouts
2	Vertical	<input checked="" type="checkbox"/>	31/08/2015	Cub Scouts
3	Vertical	<input checked="" type="checkbox"/>	10/06/2017	Scouts
4	Abseiling	<input checked="" type="checkbox"/>	20/02/2019	Venturer Scouts
4	Canyoning	<input checked="" type="checkbox"/>	26/10/2019	Venturer Scouts
4	Caving	<input type="checkbox"/>	DD/MM/YYYY	Date Awarded to your best knowledge
4	Climbing	<input type="checkbox"/>	DD/MM/YYYY	Section earned in - this is important due to progressions for Peak Award
5	Abseiling	<input checked="" type="checkbox"/>	11/07/2020	Venturer Scouts

Step 9

Enter date Awarded for Unit Management, Leadership/ Personal Development Course completion, if completed.

Step 10

Enter date Awarded for Adventurous Journey, if completed.

Step 11

Enter date Awarded for the completion of the Peak Award Personal Reflection, if completed.

You will not be able to enter additional awards yet into the bulk upload – please keep any records of these at this stage

Step 12

You've now entered all data you need to for this youth member. To finalise this, click on the Submit all Achievements button on the top right of the page.

Submit all Achievement data

This is the final step in the Data Import. You are about to submit the Achievement Pathways data of this youth member into Scouts Terrain. You can only do this once and this cannot be undone.

☒ I have entered all the Achievement Pathways data of this youth member & all the data entered are correct and up-to-date.

☐ I understand that once submitted, the Data Import feature will be disabled.

CANCEL SUBMIT

Make sure you read the prompts carefully, tick the buttons presented if you agree to the terms and then press Submit, completing that youth members Data Import.