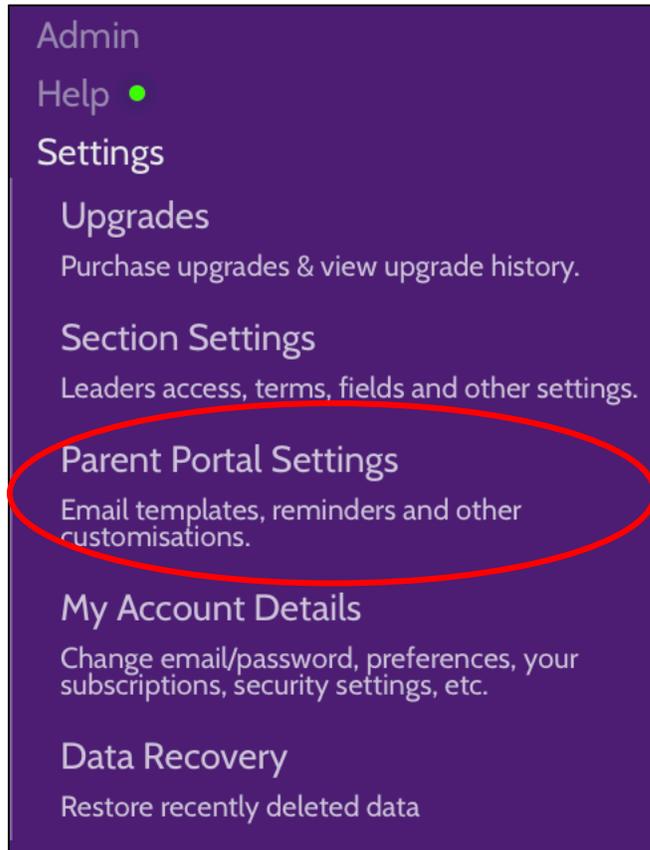


OSM Badges from Home

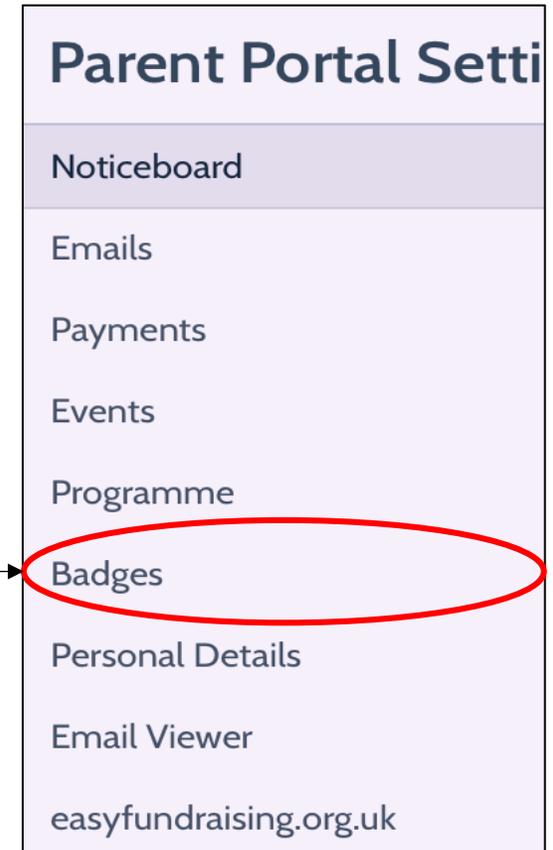
You must be subscribed to the Parent Portal – Badges Bolton



Admin
Help ●
Settings
Upgrades
Purchase upgrades & view upgrade history.
Section Settings
Leaders access, terms, fields and other settings.
Parent Portal Settings
Email templates, reminders and other customisations.
My Account Details
Change email/password, preferences, your subscriptions, security settings, etc.
Data Recovery
Restore recently deleted data

Login to OSM and click on "Parent Portal Settings" from the "Settings" menu

From the "Parent Portal" screen, click on "Badges"



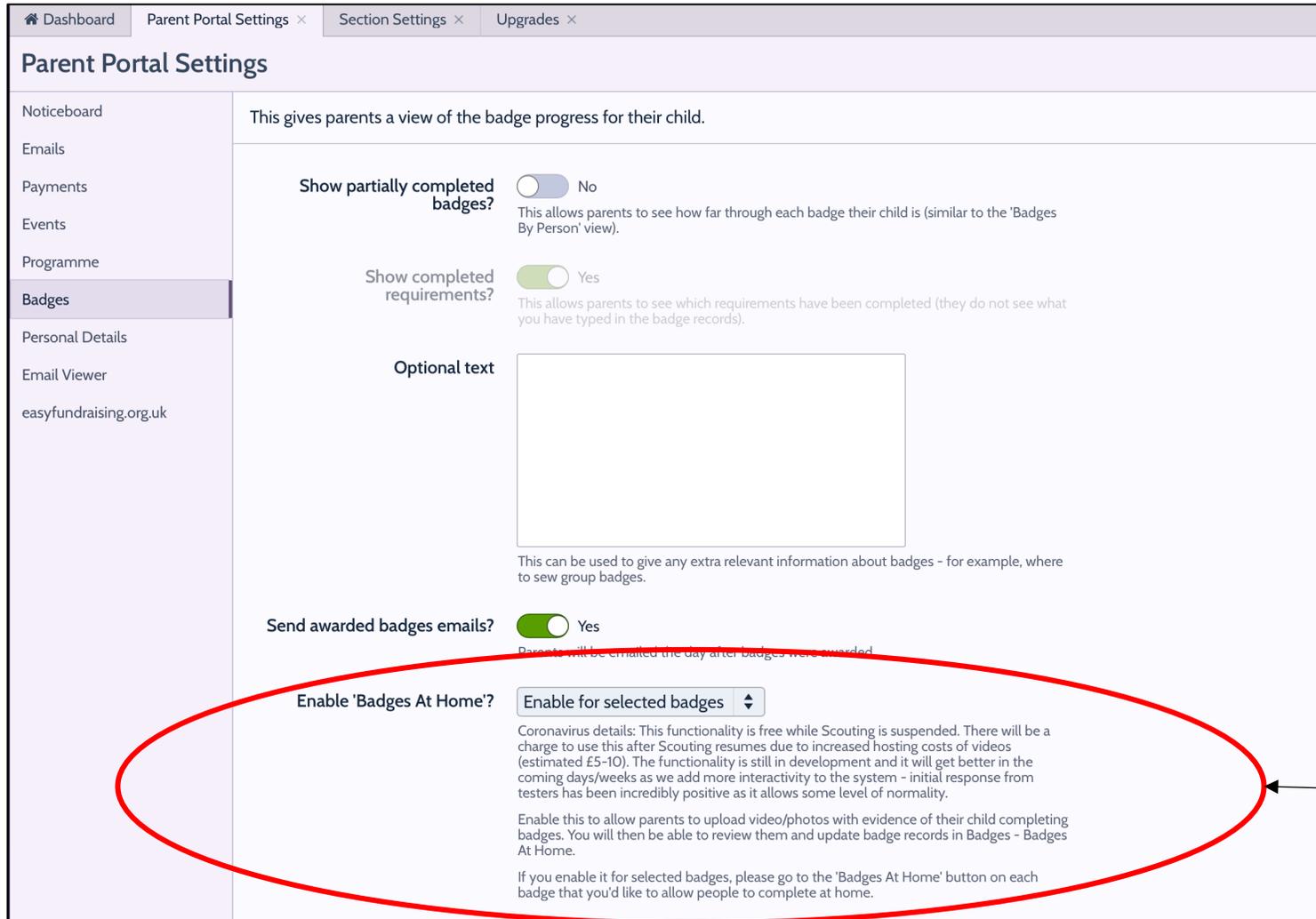
Parent Portal Settings

- Noticeboard
- Emails
- Payments
- Events
- Programme
- Badges**
- Personal Details
- Email Viewer

easyfundraising.org.uk

OSM Badges from Home

You must be subscribed to the Parent Portal – Badges Bolton



Dashboard Parent Portal Settings × Section Settings × Upgrades ×

Parent Portal Settings

Noticeboard
Emails
Payments
Events
Programme
Badges
Personal Details
Email Viewer
easyfundraising.org.uk

This gives parents a view of the badge progress for their child.

Show partially completed badges? No
This allows parents to see how far through each badge their child is (similar to the 'Badges By Person' view).

Show completed requirements? Yes
This allows parents to see which requirements have been completed (they do not see what you have typed in the badge records).

Optional text

This can be used to give any extra relevant information about badges - for example, where to sew group badges.

Send awarded badges emails? Yes
Parents will be emailed the day after badges were awarded.

Enable 'Badges At Home?'

Coronavirus details: This functionality is free while Scouting is suspended. There will be a charge to use this after Scouting resumes due to increased hosting costs of videos (estimated £5-10). The functionality is still in development and it will get better in the coming days/weeks as we add more interactivity to the system - initial response from testers has been incredibly positive as it allows some level of normality.

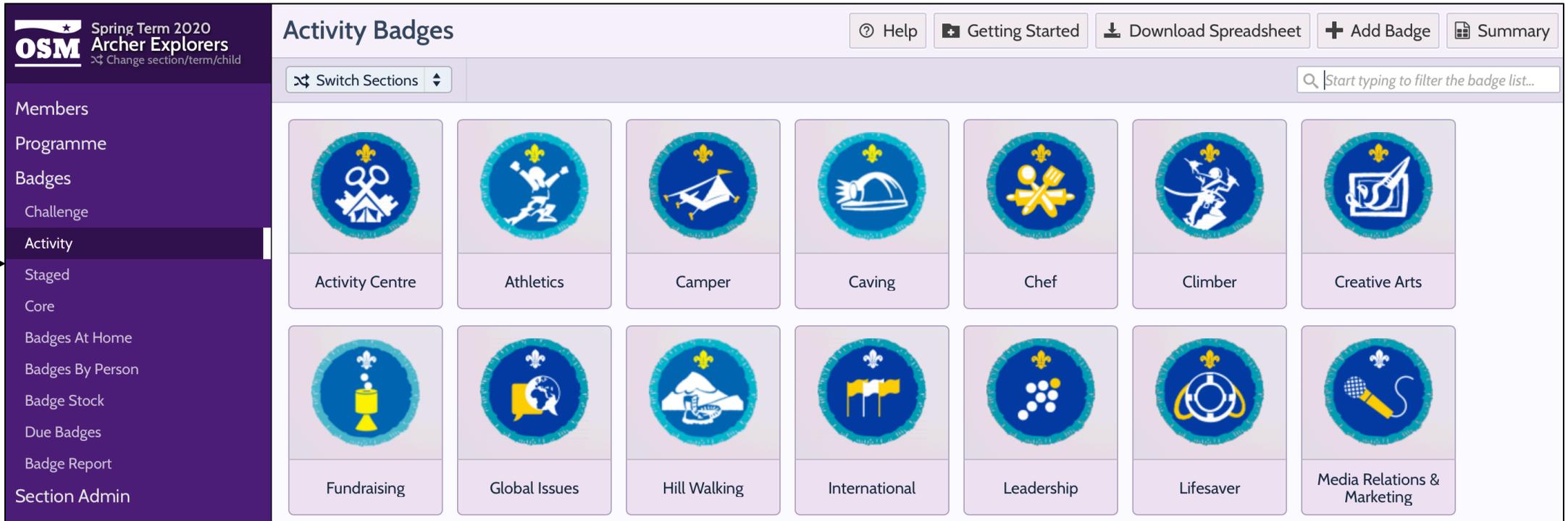
Enable this to allow parents to upload video/photos with evidence of their child completing badges. You will then be able to review them and update badge records in Badges - Badges At Home.

If you enable it for selected badges, please go to the 'Badges At Home' button on each badge that you'd like to allow people to complete at home.

Select the Dropdown for “Enable Badges at Home” and select “Enable for selected badges”

OSM Badges from Home

You must be subscribed to the Parent Portal – Badges Bolton



Spring Term 2020
Archer Explorers
Change section/term/child

Activity Badges

Help Getting Started Download Spreadsheet Add Badge Summary

Switch Sections

Start typing to filter the badge list...

Activity Centre Athletics Camper Caving Chef Climber Creative Arts

Fundraising Global Issues Hill Walking International Leadership Lifesaver Media Relations & Marketing

From your “Badges” menu choose the type of badge you would like to add

Select the badge (for this guide I have selected Media Relations)

OSM Badges from Home

You must be subscribed to the Parent Portal – Badges Bolton

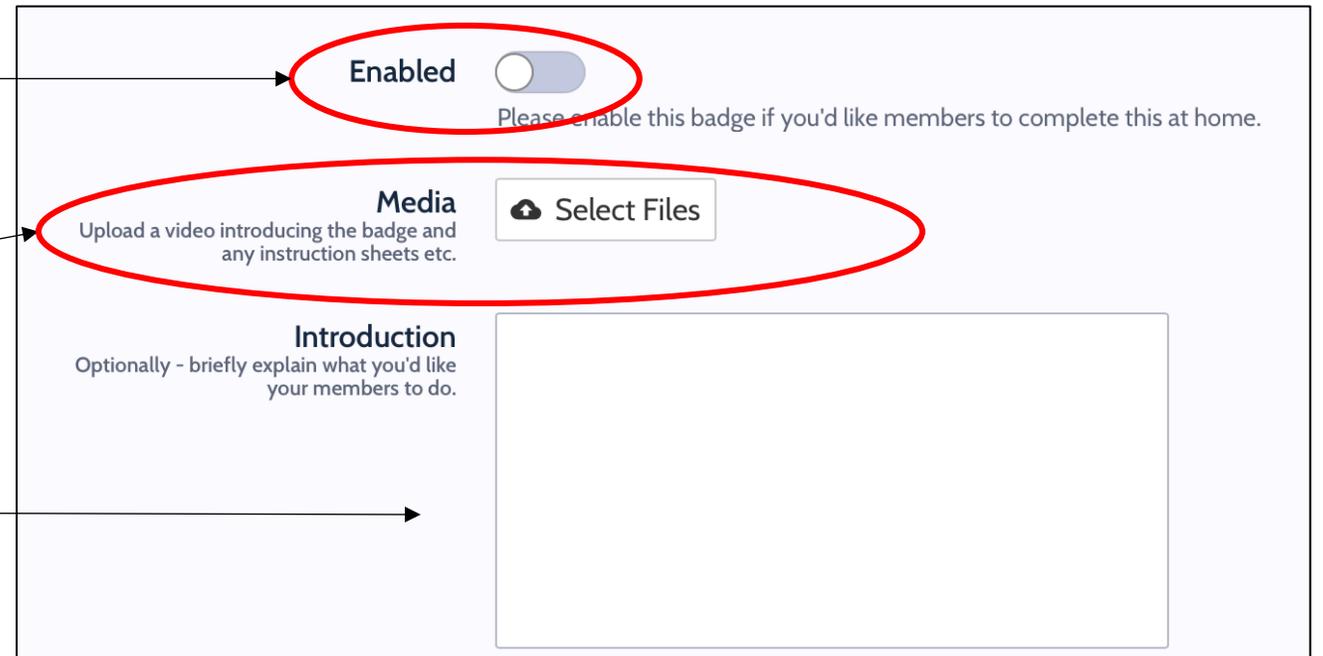
Click on “Badges at Home”



Click on “Enabled”

Click on “Select Files” to upload a video with instructions (keeps the personal touch), and any instructions they may need

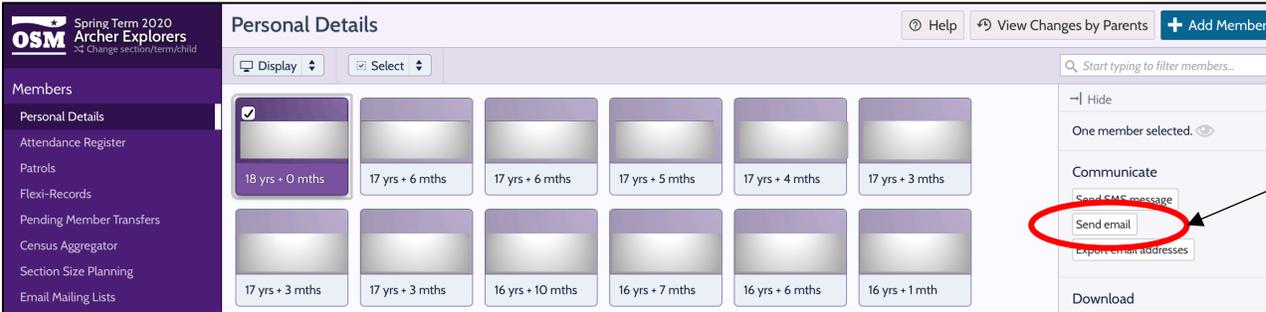
Add an introduction



OSM Badges from Home

You must be subscribed to the Parent Portal – Badges Bolton

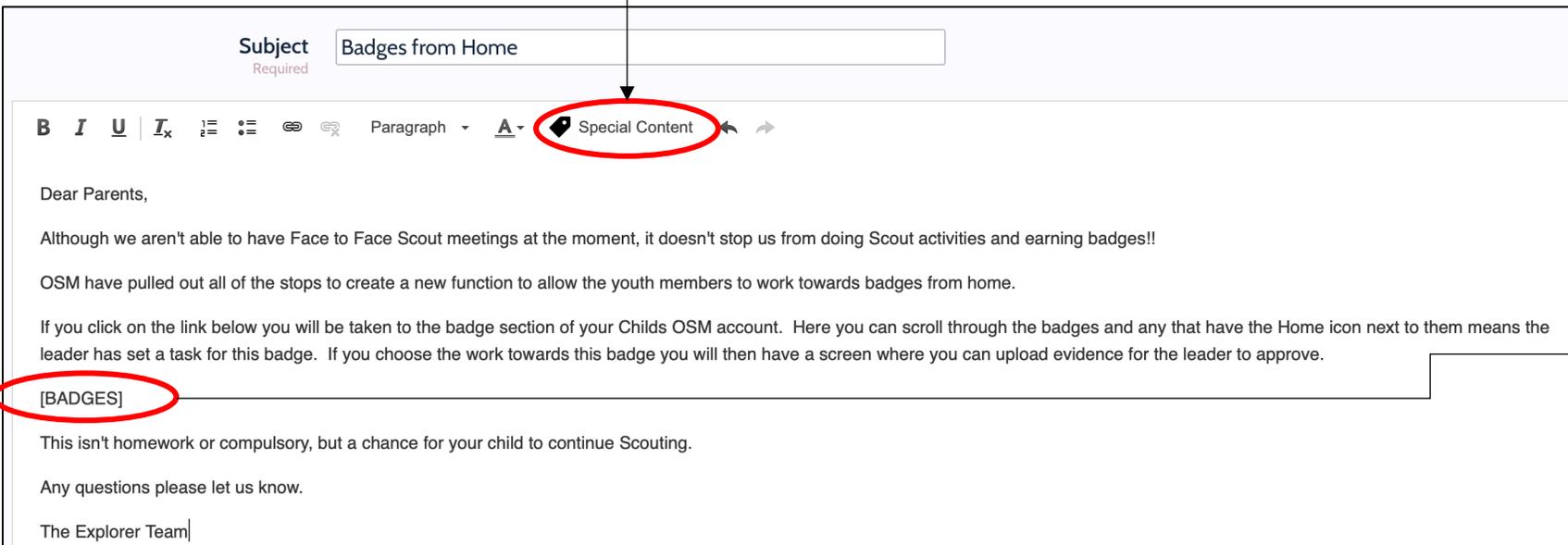
From the “Personal Details” page, select all members that you want to email, and click on “Send Email”



The screenshot shows the 'Personal Details' page in the OSM system. On the left is a navigation menu with options like 'Members', 'Personal Details', 'Attendance Register', etc. The main area displays a grid of member cards with their names and ages (e.g., '18 yrs + 0 mths'). A 'Send email' button is circled in red in the 'Communicate' section on the right.

Write your personal email, then click on “Special Content” to insert a link to the Badge Portal

Select “Link to the Parent Portal Badges area”



The screenshot shows an email composition window. The subject is 'Badges from Home'. The 'Special Content' button in the toolbar is circled in red. Below the text, the placeholder '[BADGES]' is highlighted in a red oval. The email body contains the following text:

Dear Parents,

Although we aren't able to have Face to Face Scout meetings at the moment, it doesn't stop us from doing Scout activities and earning badges!!

OSM have pulled out all of the stops to create a new function to allow the youth members to work towards badges from home.

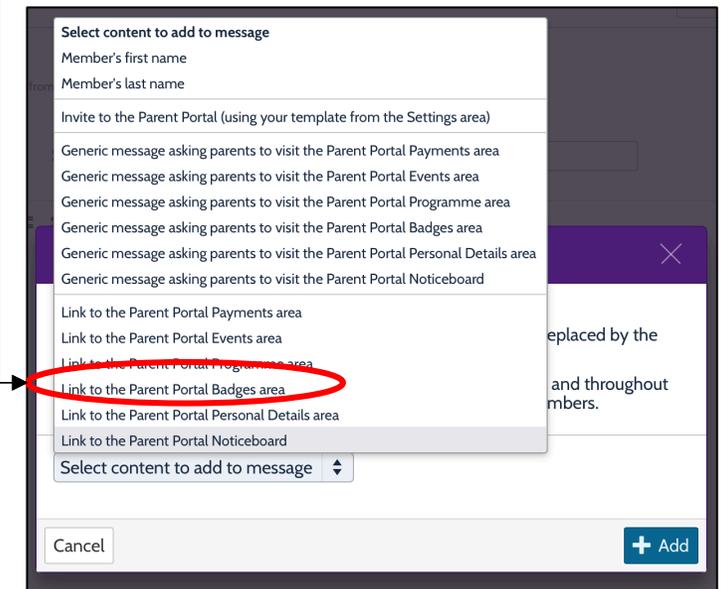
If you click on the link below you will be taken to the badge section of your Childs OSM account. Here you can scroll through the badges and any that have the Home icon next to them means the leader has set a task for this badge. If you choose the work towards this badge you will then have a screen where you can upload evidence for the leader to approve.

[BADGES]

This isn't homework or compulsory, but a chance for your child to continue Scouting.

Any questions please let us know.

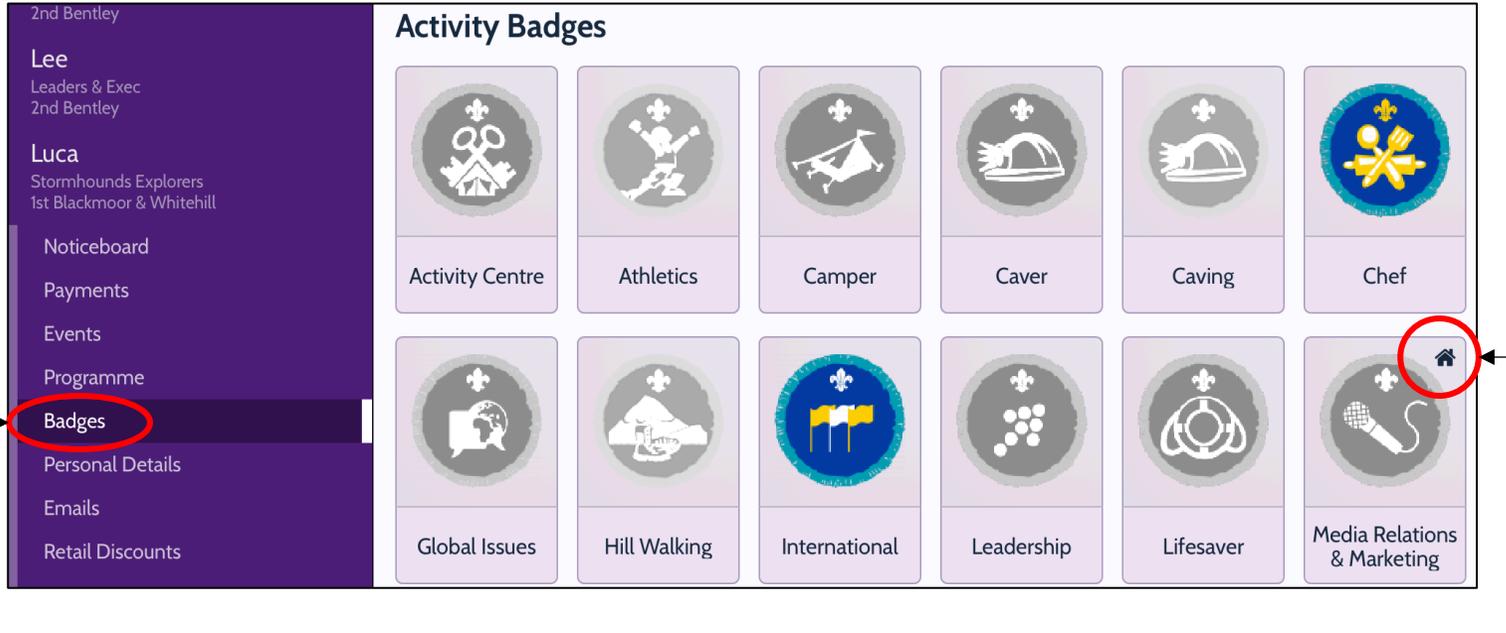
The Explorer Team



The screenshot shows a dialog box titled 'Select content to add to message'. It lists various content options, including 'Link to the Parent Portal Badges area', which is circled in red. Other options include 'Invite to the Parent Portal', 'Generic message asking parents to visit...', and 'Link to the Parent Portal Payments area'. The dialog has 'Cancel' and '+ Add' buttons at the bottom.

OSM Badges from Home

You must be subscribed to the Parent Portal – Badges Bolton

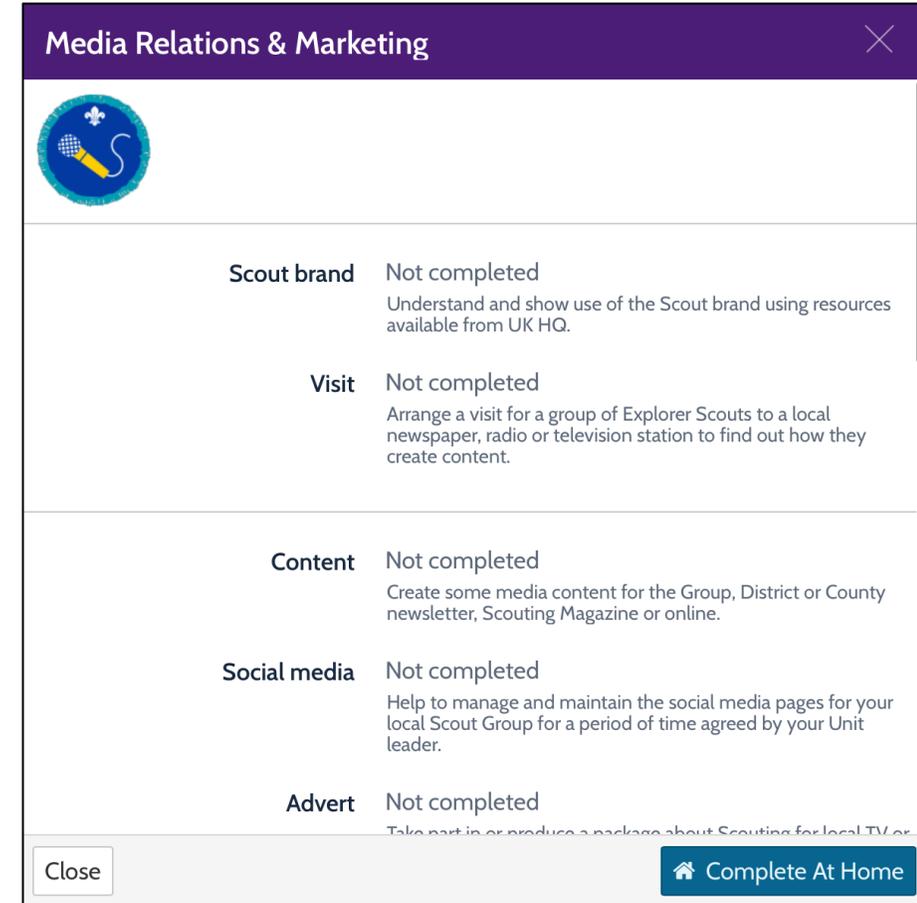


Activity Badges

 Activity Centre	 Athletics	 Camper	 Caver	 Caving	 Chef
 Global Issues	 Hill Walking	 International	 Leadership	 Lifesaver	 Media Relations & Marketing

This is what the Parents will see when they login to their Childs account and clicked on “Badges”

Any badge with the “Home” sign are ones that you have enabled



Media Relations & Marketing

	Scout brand	Not completed Understand and show use of the Scout brand using resources available from UK HQ.
	Visit	Not completed Arrange a visit for a group of Explorer Scouts to a local newspaper, radio or television station to find out how they create content.
	Content	Not completed Create some media content for the Group, District or County newsletter, Scouting Magazine or online.
	Social media	Not completed Help to manage and maintain the social media pages for your local Scout Group for a period of time agreed by your Unit leader.
	Advert	Not completed Take part in or produce a package about Scouting for local TV or...

Close Complete At Home

Parents click on “Complete at Home” if their child wishes to take part

OSM Badges from Home

You must be subscribed to the Parent Portal – Badges Bolton

Media Relations & Marketing

Please make a video, series of photos, or document that shows Luca completing any of the requirements below, then upload it as 'evidence' and tick which requirements you have covered.
Your leaders will be notified and they will check the evidence and update your badge records accordingly.

 Uploaded on 20/03/2020 [View](#)

Upload Evidence
Uploads will be removed after 30 days. [Select Files](#)

Scout brand This is completed in a file I have uploaded.
Understand and show use of the Scout brand using resources available from UK HQ.

Visit This is completed in a file I have uploaded.
Arrange a visit for a group of Explorer Scouts to a local newspaper, radio or television station to find out how they create content.

Once parent clicks on “Complete at Home” they will be presented with this screen

This is the video that you uploaded with instructions for task

Upload Evidence
Uploads will be removed after 30 days. [Select Files](#)

 88KB [Download](#) [Remove](#)

Scout brand This is completed in a file I have uploaded.
Understand and show use of the Scout brand using resources available from UK HQ.

Visit This is completed in a file I have uploaded.
Arrange a visit for a group of Explorer Scouts to a local newspaper, radio or television station to find out how they create content.

Once child has completed the task the parent then uploads the evidence and selects the criteria for that upload

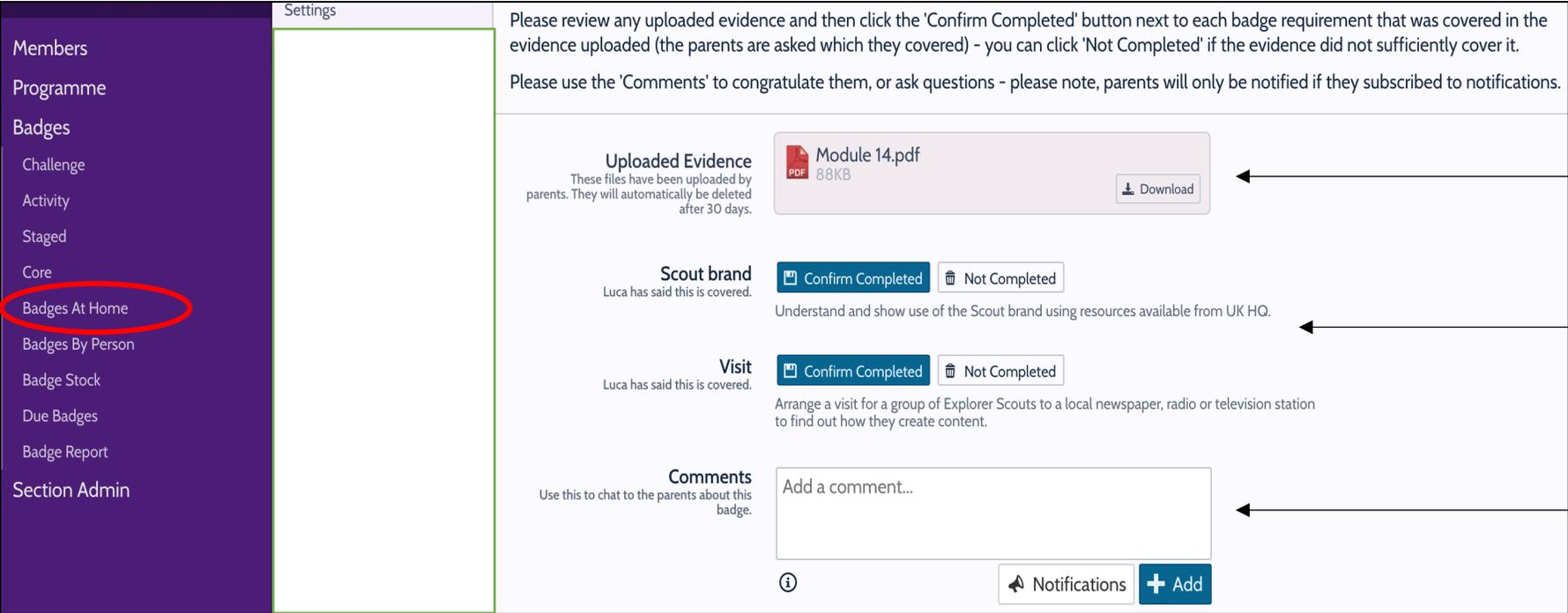
Comments
Use this to chat to your leaders about this badge.

[i](#) [Notifications](#) [+ Add](#)

They can add additional comments, like a chat, and if you have subscribed to Notifications you will receive a message. If not you can see the comment against their badge record.

OSM Badges from Home

You must be subscribed to the Parent Portal – Badges Bolton



The screenshot shows the OSM interface with a purple sidebar on the left containing menu items: Members, Programme, Badges, Challenge, Activity, Staged, Core, **Badges At Home** (circled in red), Badges By Person, Badge Stock, Due Badges, Badge Report, and Section Admin. The main content area is titled 'Settings' and contains instructions: 'Please review any uploaded evidence and then click the 'Confirm Completed' button next to each badge requirement that was covered in the evidence uploaded (the parents are asked which they covered) - you can click 'Not Completed' if the evidence did not sufficiently cover it. Please use the 'Comments' to congratulate them, or ask questions - please note, parents will only be notified if they subscribed to notifications.'

The interface displays three badge requirements:

- Uploaded Evidence:** Shows a PDF file named 'Module 14.pdf' (88KB) with a 'Download' button. An arrow points from the text 'Evidence uploaded by parent' to this section.
- Scout brand:** Shows a 'Confirm Completed' button and a 'Not Completed' button. Below it is the requirement: 'Understand and show use of the Scout brand using resources available from UK HQ.' An arrow points from the text 'Criteria selected by parent' to this section.
- Visit:** Shows a 'Confirm Completed' button and a 'Not Completed' button. Below it is the requirement: 'Arrange a visit for a group of Explorer Scouts to a local newspaper, radio or television station to find out how they create content.' An arrow points from the text 'Additional comments by parent' to the 'Comments' section below.

The 'Comments' section includes a text input field labeled 'Add a comment...' and buttons for 'Notifications' and '+ Add'.

When you log back into OSM, go to the Badge menu, and click on “Badges At Home”

Review the evidence and click on the button to confirm whether it completes the criteria or not. Add additional comments to send back to the parent if required