

Individual index card Scouts and Guides Flanders

Manual for parents

The individual record contains information about each active Scout member and replaces the previous medical record. This information contributes to a safe and personal guidance of all members and is treated confidentially by the management team.

To keep this information up-to-date, we naturally need input from the parents. Adult management can manage their data themselves.

For several years now, the individual index card can be found digitally on the Group Administration website of Scouts en Gidsen Vlaanderen.

The advantage is that the data only needs to be entered once. They are kept in the online Group Administration and only need to be checked in the following years. If necessary, you as a parent can change data yourself.

The branch line can then print everything or look up information about your children via computer or smartphone.

Below you will find a step-by-step plan to register your child and to apply for the individual ticket to fill.



Step 1

Surf to <https://groepsadmin.scoutsengidsenvlaanderen.be/groepsadmin/client/>

Step 2

Sign In. For many this will be the first time on this website so you must register your child first.

You create a separate login for each child, after all, it is the intention that they manage their data themselves when they are old enough.

If you already have a username, you can go straight to step 5.

Step 3

Gebruiker aanmaken
Maak hier je 'Scouts en Gidsen Vlaanderen-login' aan

Je gegevens
Voornaam: *
Achternaam: *
E-mailadres: *
Dit overschrijft een eventueel eerder opgegeven adres en zal gebruikt worden voor alle verdere communicatie vanuit Scouts en Gidsen Vlaanderen.
Gebruikersnaam: *
Je gewenste gebruikersnaam.
• Gebruikersnaam moet minstens 6 en maximum 31 tekens zijn
• Gebruikersnaam mag enkel letters, cijfers, _ , - , . of - bevatten
• Gebruikersnaam moet minstens 1 gewone letter bevatten
• Gebruikersnaam mag niet beginnen en eindigen met een letter met vier cijfers er tussen

Controle gegevens
Om je gegevens veilig te kunnen koppelen met de gegevens van de groepsadministratie hebben we nog een extra gegeven nodig...

Lidnummer:
Je lidnummer bestaat uit 13 cijfers en kan je onder andere vinden op je lidkaart of op Over&Weer en KrakBoem..

Ben je zeker dat alle gegevens kloppen? Als alles ok is zal er een wachtwoordmail naar je e-mailadres gezonden worden. Volg de link in de mail om je wachtwoord in te stellen. Als je problemen hebt om je te registreren mail dan even naar info@scoutsengidsenvlaanderen.be om je lidnummer op te vragen!

Scouts en Gidsen Vlaanderen-login' aanmaken

Fill in all fields correctly:

- child's first name
- surname of the child - e-mail address parents (may be the same e-mail address for more than one child) - username (use first name.last name as username, so you forget it never)
- membership number: You can find this on the membership card of Scouts en Gidsen Vlaanderen. You can also request this membership number from the group management or the person responsible for the Group Administration within your group.

Step 4

If you have entered all the information correctly, click on

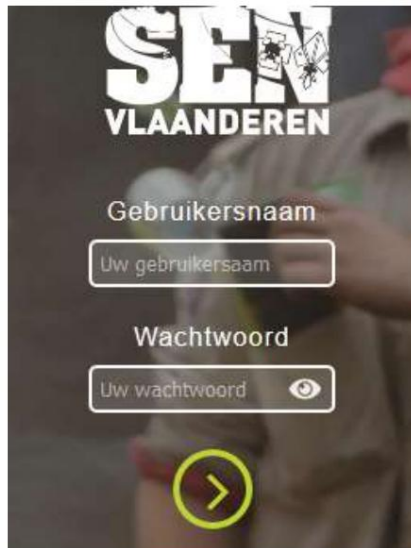
Create 'Scouts and Guides Flanders login'

You will receive an email to set your password.

After confirming, your account has been created and you can fill in the index card.

Step 5

Log in with the membership number or username and your password.

A login form for 'SEN VLAANDEREN'. The form has a dark background with the organization's logo at the top. Below the logo, there are two input fields: 'Gebruikersnaam' (Username) with a placeholder 'Uw gebruikersnaam' and 'Wachtwoord' (Password) with a placeholder 'Uw wachtwoord' and an eye icon for visibility. A green arrow button is located at the bottom of the form.

Step 6

On this page you can enter your child's personal details and the parents' place of residence and contact details.

You can create multiple addresses and multiple contacts (click on '+')

Make sure that you always press the save button if you want to make a change!



Step 7

Fill in the individual record as completely as possible.



Don't forget to save your data!

The individual index card is now completely in order, management can always consult it when necessary.