

## Accessing the new "Badges at Home" feature in Online Scout Manager

**1.** Go to the main Online Scout Manager website (<u>https://www.onlinescoutmanager.co.uk/</u>) and click the "Log In" button on the top right.



**2.** On the Login page, enter your username and password in the relevant fields and then click the "LOG IN" button. *If you've forgotten your password, use the "Forgotten password"* link underneath the log in button to initiate a password reset.





3. You should now see the Parent Portal dashboard. From the menu on the left, choose "Badges".



**4.** You will then be taken to the badges section of the Parent Portal. This page lists all the badges that a Scout can achieve. Badges that can be worked on at home with the **"Badges at Home"** feature, will see a little house symbol ( ) next to the badge.





5. Here, you can choose any of the badges that have the "house" symbol to work on at home. To see the badge requirements and/or to provide evidence of completing the badge work, simply click on the badge.

Air Researcher	×
Complete a	all parts of this badge
Research	Not completed Carry out research into one historical aspect of flight, and share your findings with others in the Troop. Some example research topics could be: the development of aviation or flight over a period agreed with your assessor the development of a specific aircraft type, discovering details of its history, role and achievements. Examples might be the Spitfire, the Boeing 747, the Harrier or the Wessex helicopter. the development of balloons or airships from their first appearance to the present day. the development of a type of aero engine. Examples might be jet or piston engines in general, or a specific engine such as the Rolls Royce Merlin.
Visit	Not completed In the course of your research, visit at least one place of interest that is directly relevant to your project. For example a museum, an air display or an aeronautics factory.
Presentation	Not completed The presentation of your findings should include a model that you have made to illustrate some aspect of your research. Other resource materials such as diagrams and pictures should be used wherever possible.
Close	* Complete At Home

6. To submit evidence of working on this badge, on the above screen, simply click the "**Complete At Home**" button.

7. You'll then be taken to a form which you fill in and upload relevant "evidence" with. Simply upload your evidence and fill out the form, then click **"+ Add**".





8. And that's it! It's as easy as that. If you want to provide additional evidence on the badge (for example, to tick off other aspects), then simply repeat **Step 7**.

9. Once you've finished uploading evidence for completing the badge work, you can simply click the "x" for the currently open tab in Online Scout Manager.

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	Your leaders will be notifie	d and they will check the evidence and update your badge records accordingly.	
Ashley			
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	VISI	In the course of your research, visit at least one place of interest that is directly relevant to your project. For example a museum, an air display or an aeronautics factory.	
	Presentation	This is completed in a file I have uploaded. The presentation of your findings should include a model that you have made to illustrate some aspect of your research. Other resource materials such as diagrams and pictures should be used wherever possible.	
	Comments Use this to chart to your leaders about this badge	Ashiey Proctor 22/03/02010/1 Evidence of my "Research" aspect of this badge is attached. This took me a fair amount of time to complete!	
Help Settings		Add a comment	
Ashley Proctor		①  ▲ Notifications + Add	

10. After doing this, it is now safe to submit evidence for other badges (if desired) or even log out of Online Scout Manager.