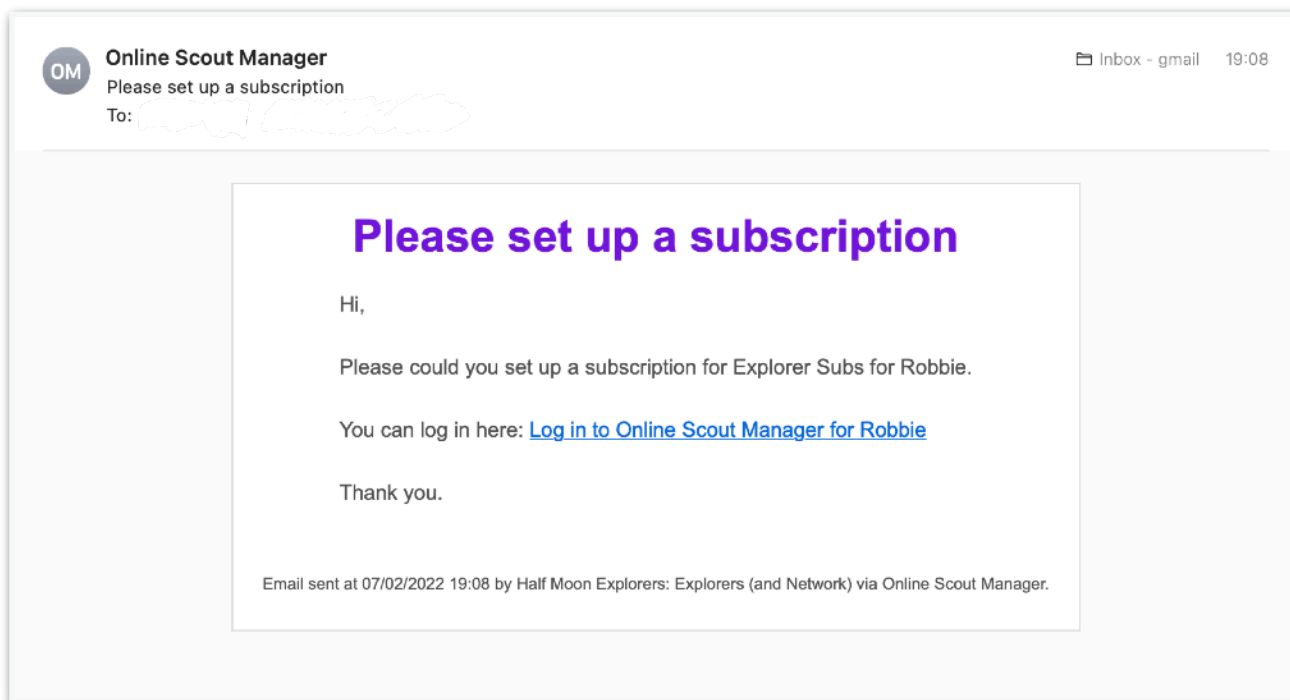


Guide to Setting up a Direct Debit

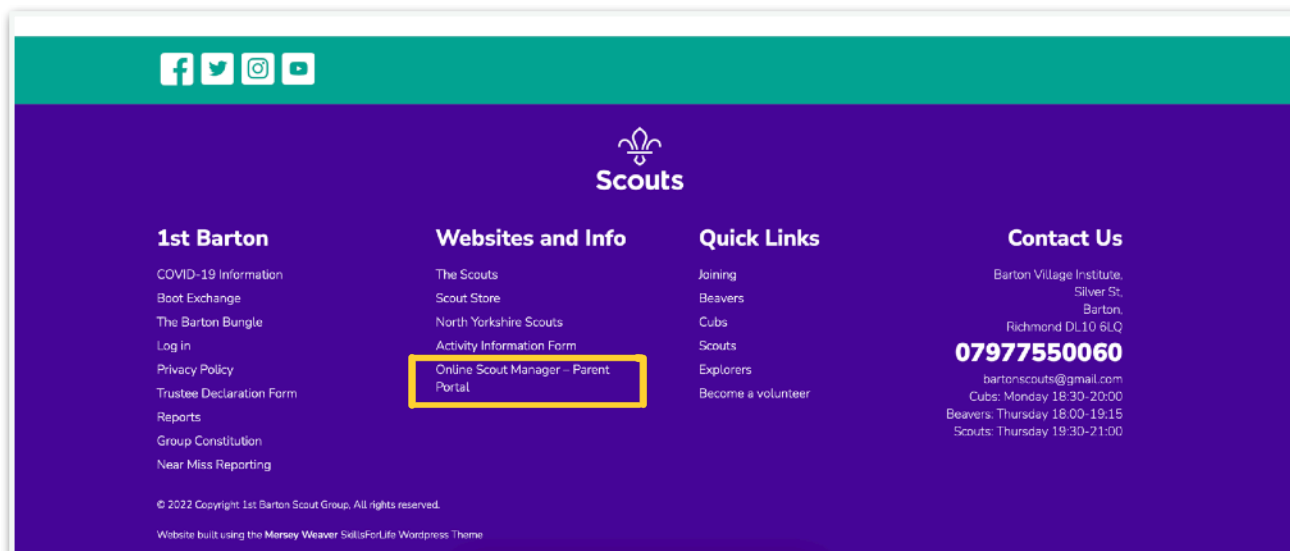
This document will guide you through the process to set up a new direct debit or transfer a direct debit to a new section. This happens when your child moves from one section (say beavers) to another (say cubs).

Your previous DD will be cancelled as part of the transfer and you will be notified that you need to set up a new DD in the new section by email from Online Scout Manager:



If you have lost the email, get in contact and we will reissue it, or you can start the process on the Barton website. At the bottom of the page you will see this.

Click on the **Online Scout Manager - Parent Portal** link:



Websites and Info

The Scouts

Scout Store

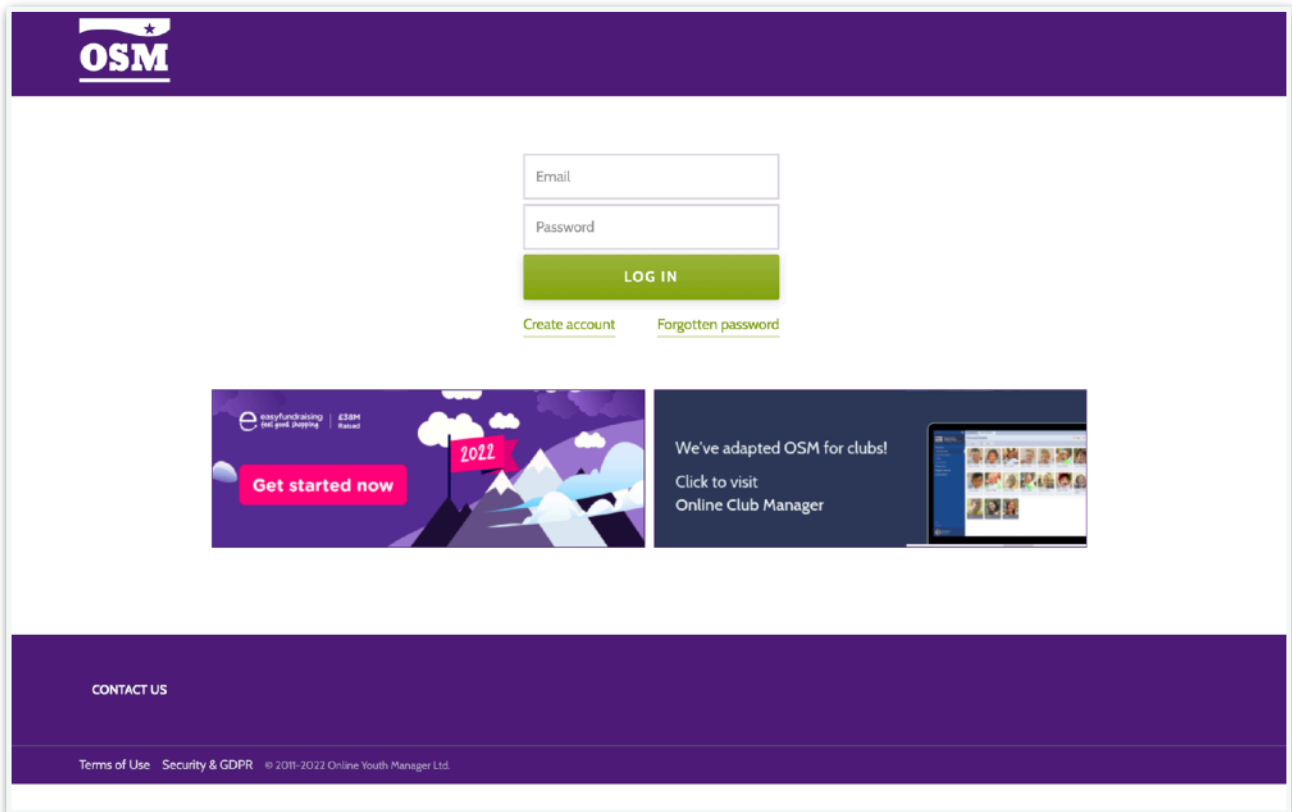
North Yorkshire Scouts

Activity Information Form

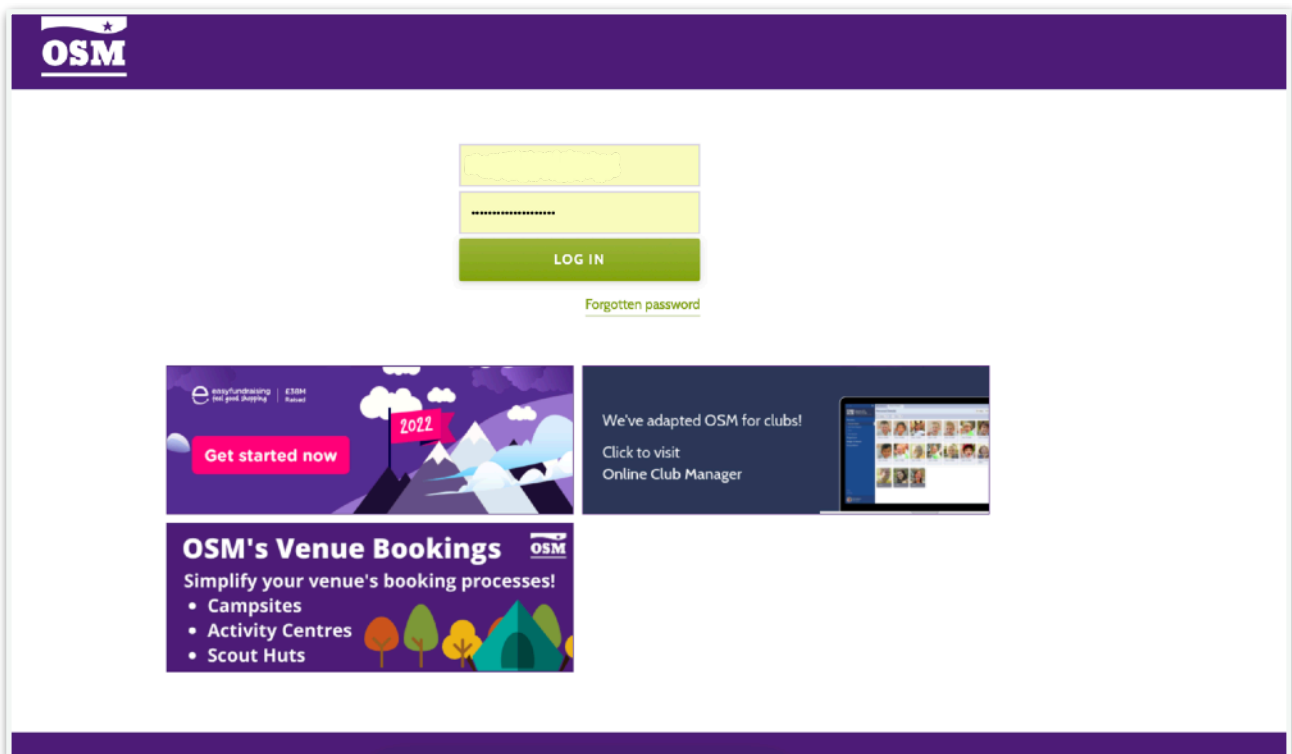
Online Scout Manager – Parent Portal

When you click on the link from the website you will arrive at this page. Click **Log In**:

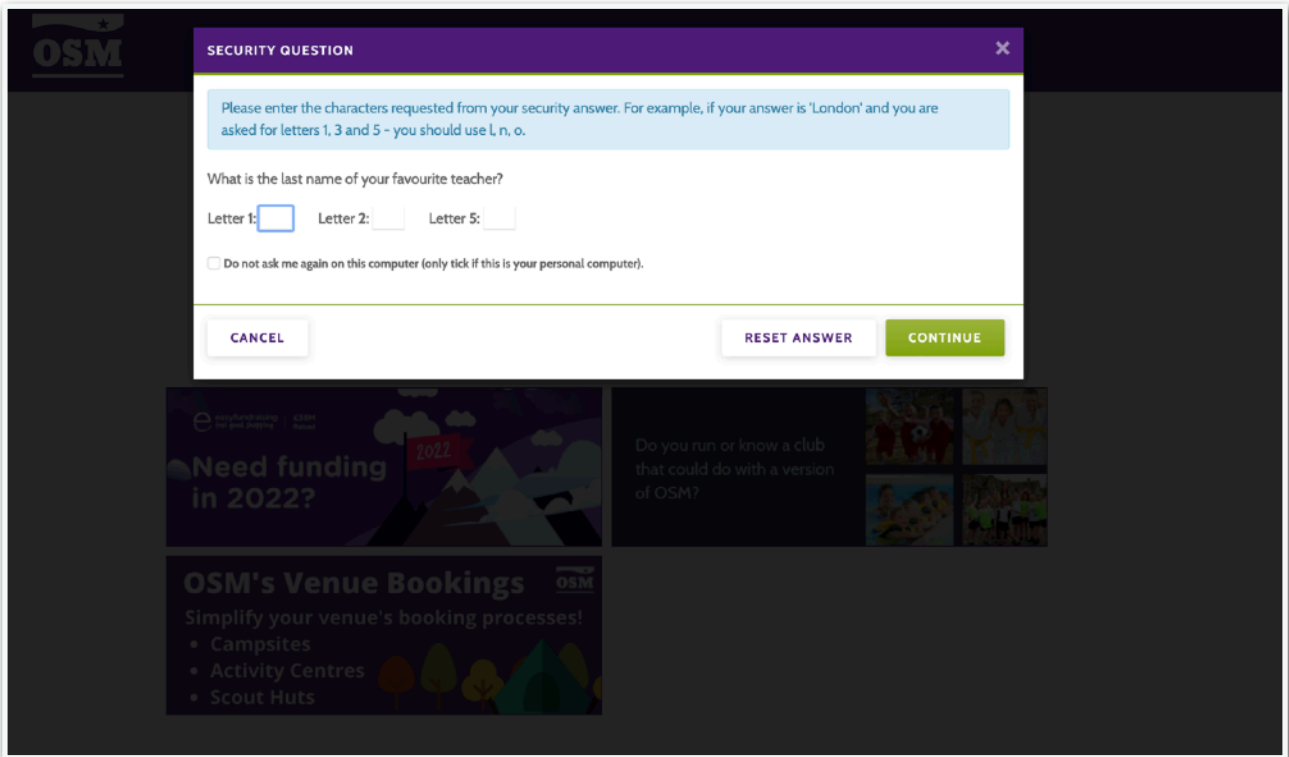
Whether you got to OSM via the email or website link you will see this login page:



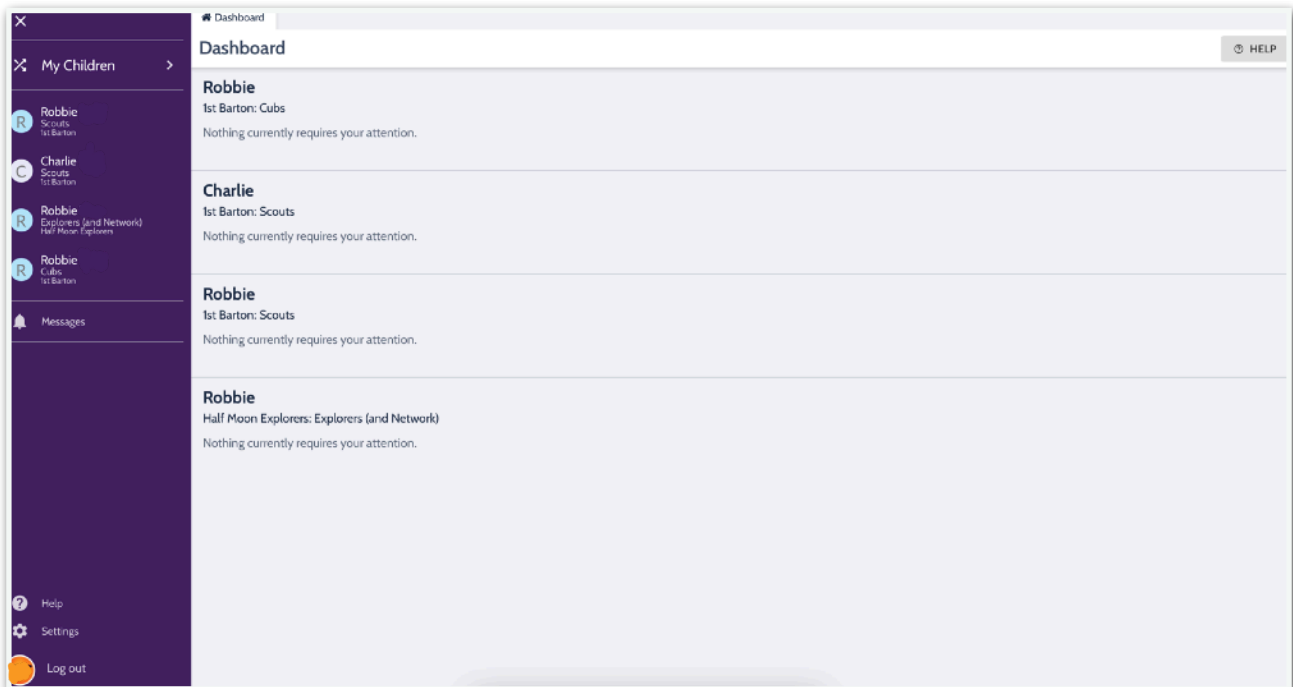
You then enter your login details. You do have the option to click the link if you have forgotten your password.



You will then be prompted to enter letters from your security question. Again, you can reset if you need to.

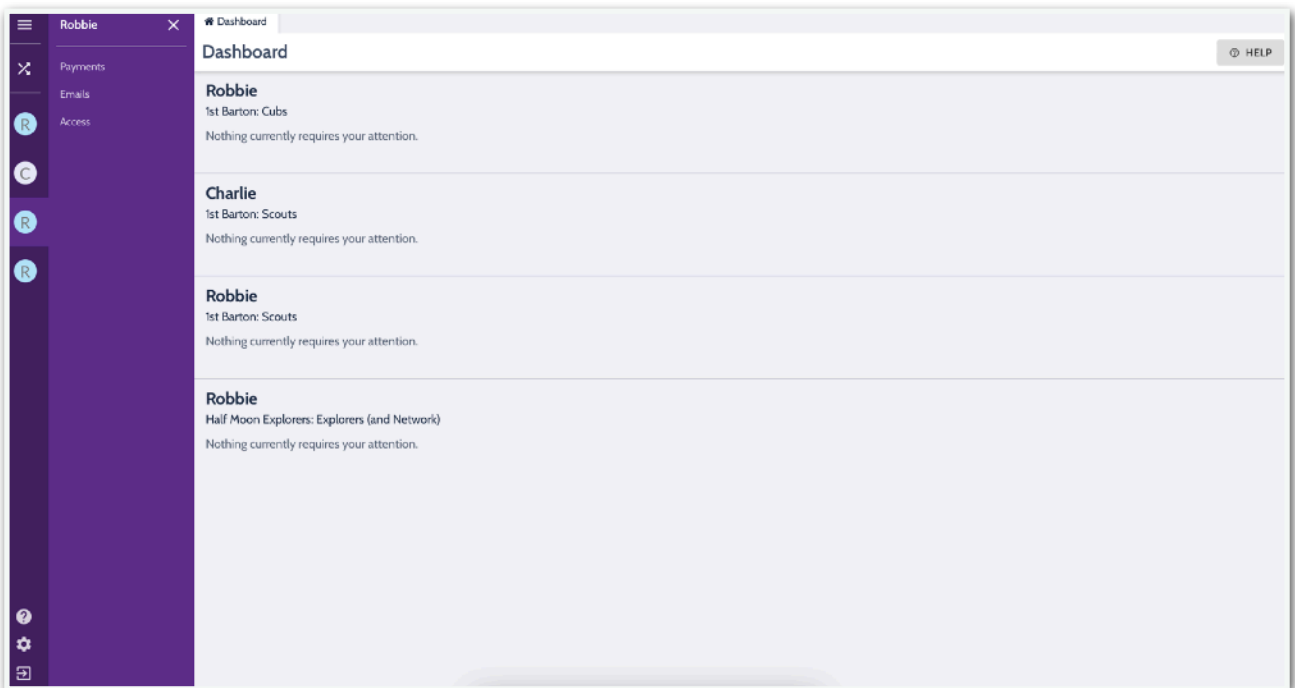


And you are in!

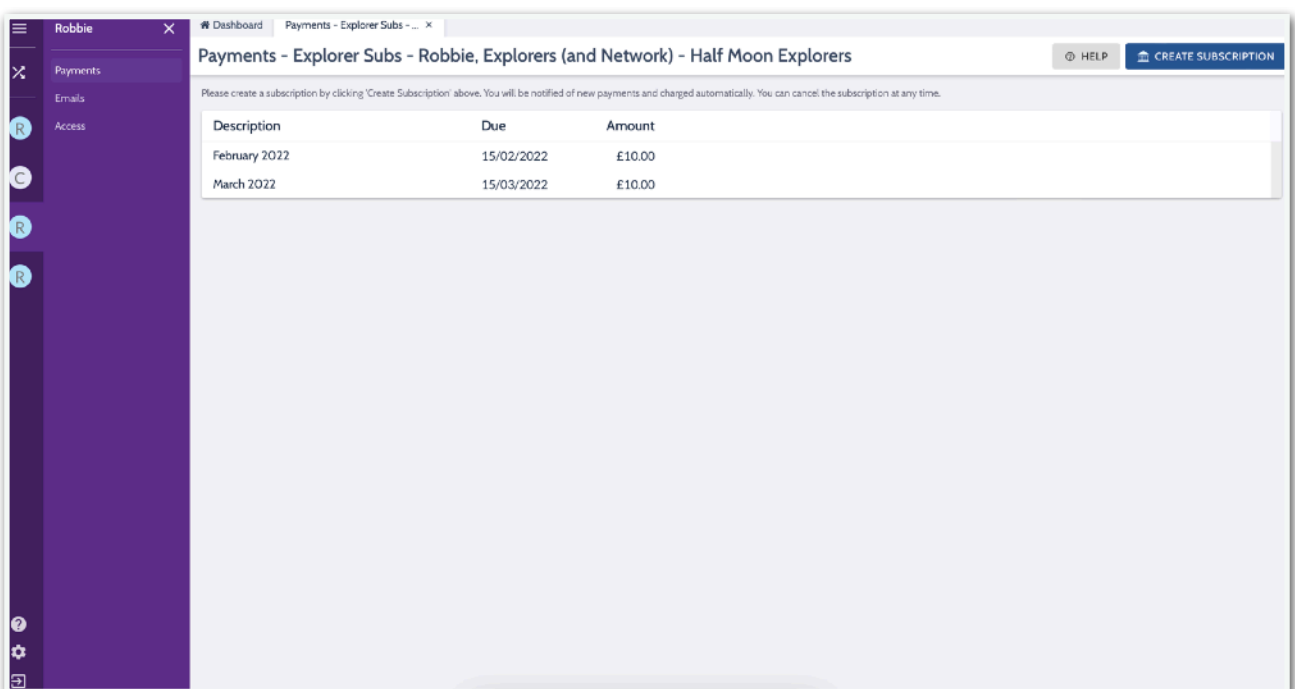


You may see your child(ren) listed in multiple sections. This is usually because they are linking from one section to another, or are a Young Leader in one or more sections. **Don't worry, we can only have one DD set up at a time.**

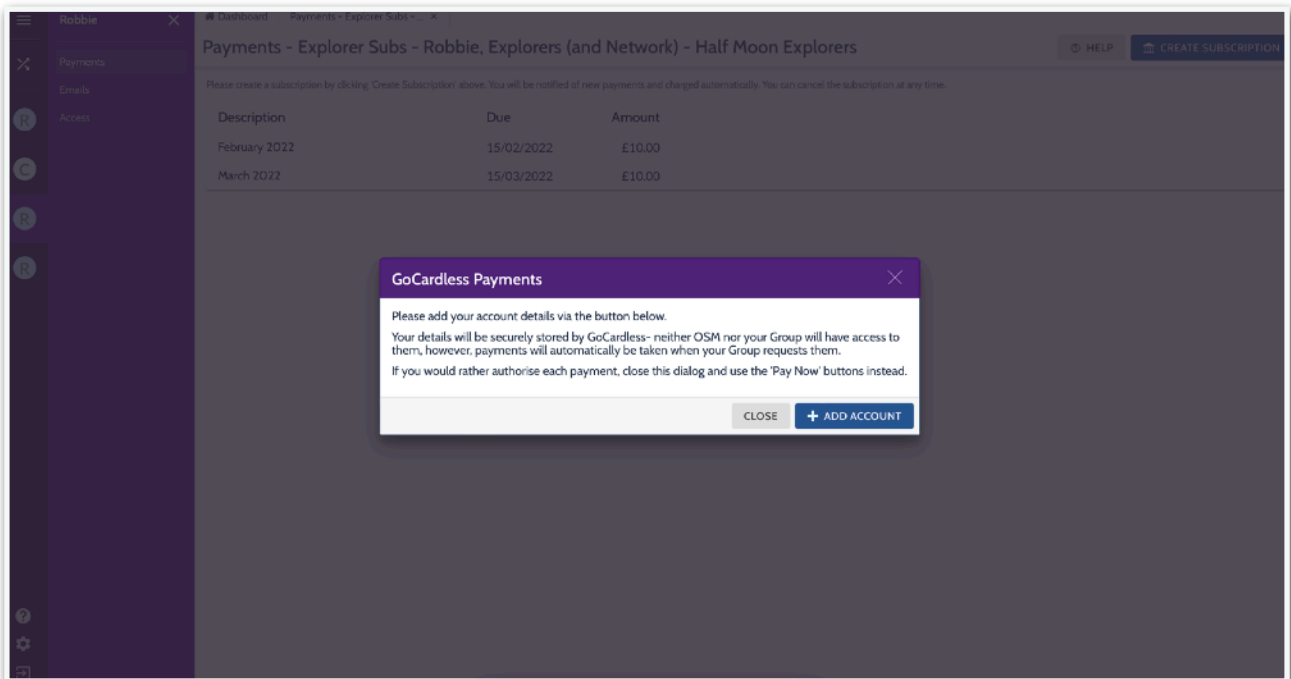
Click on your child's name in the new section you are being asked to set up a DD for:



And you will see this screen detailing future monthly DDs on the plan you are being added to:



Next click **add account**:

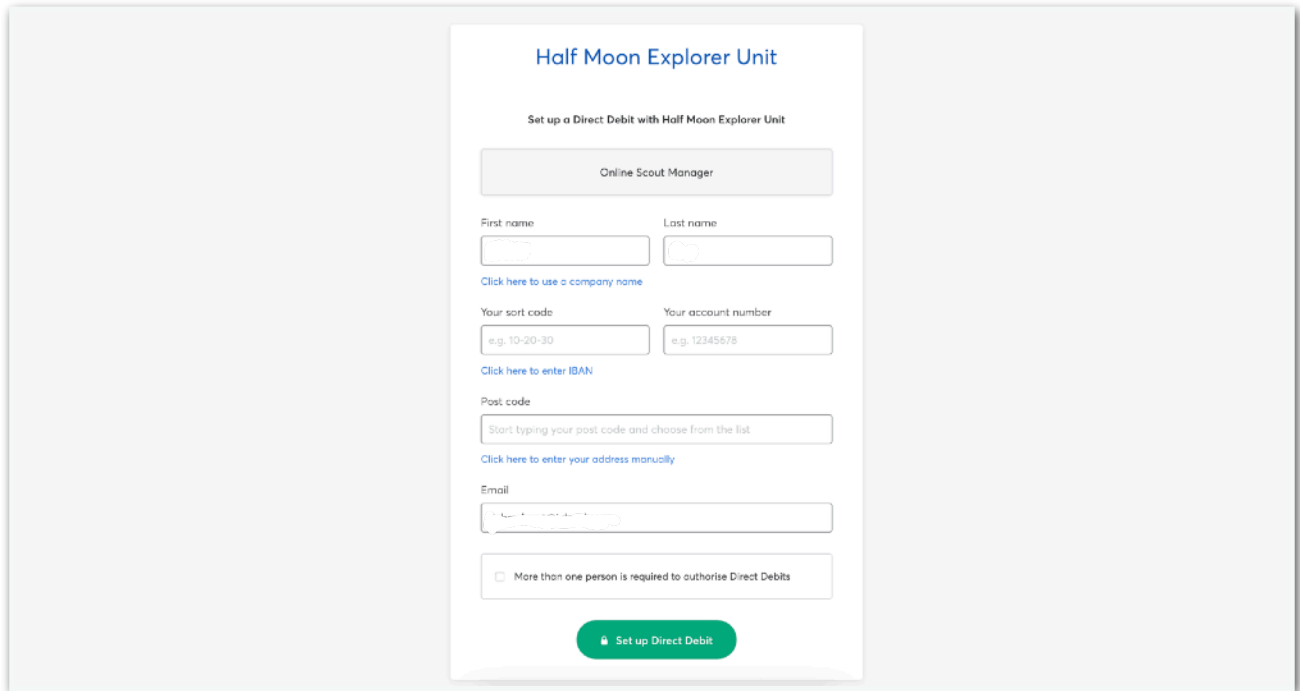


Complete your bank details:

The screenshot shows a form titled 'Half Moon Explorer Unit' with the subtitle 'Set up a Direct Debit with Half Moon Explorer Unit'. The form includes the following fields and options:

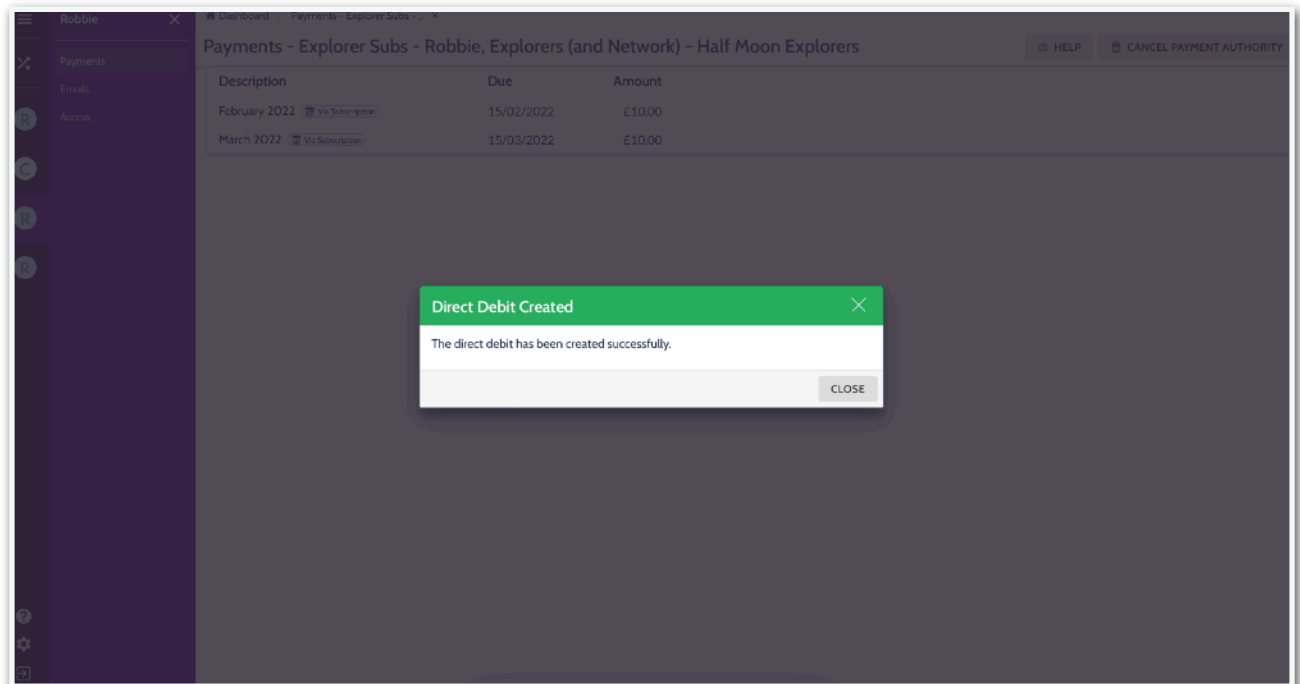
- A button labeled 'Online Scout Manager'.
- Input fields for 'First name' and 'Last name'.
- A link: 'Click here to use a company name'.
- Input fields for 'Your sort code' (with example 'e.g. 10-20-30') and 'Your account number' (with example 'e.g. 12345678').
- A link: 'Click here to enter IBAN'.
- An input field for 'Post code' with the placeholder text 'Start typing your post code and choose from the list'.
- A link: 'Click here to enter your address manually'.
- An input field for 'Email'.
- A checkbox labeled 'More than one person is required to authorise Direct Debits'.
- A green button at the bottom labeled 'Set up Direct Debit'.

Click **Set up Direct Debit**, and you will receive this message:



The screenshot shows a web form titled "Half Moon Explorer Unit" with the subtitle "Set up a Direct Debit with Half Moon Explorer Unit". At the top, there is a button labeled "Online Scout Manager". Below this, the form contains several input fields: "First name" and "Last name" (with a dropdown arrow on the last name field), "Your sort code" (with an example "e.g. 10-20-30"), and "Your account number" (with an example "e.g. 12345678"). There are also links for "Click here to use a company name" and "Click here to enter IBAN". A "Post code" field includes a suggestion "Start typing your post code and choose from the list" and a link "Click here to enter your address manually". An "Email" field is also present. At the bottom, there is a checkbox labeled "More than one person is required to authorise Direct Debits" and a prominent green button labeled "Set up Direct Debit".

Click confirm and you are done!



The screenshot shows a software interface with a dark theme. The main window title is "Payments - Explorer Subs - Robbie, Explorers (and Network) - Half Moon Explorers". A table displays payment details:

Description	Due	Amount
February 2022 Via Subscription	15/02/2022	£10.00
March 2022 Via Subscription	15/03/2022	£10.00

A green notification box is overlaid on the screen with the title "Direct Debit Created" and a close button (X). The message inside the box reads: "The direct debit has been created successfully." and includes a "CLOSE" button at the bottom right.

If you have any problems setting up or transferring a DD, please drop us an email on bartonscouts@gmail.com.