# **Guide to Setting up a Direct Debit**

This document will guide you through the process to set up a new direct debt 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:

To:		
	Please set up a subscription	
	Hi,	
	Please could you set up a subscription for Explorer Subs for Robbie.	
	You can log in here: Log in to Online Scout Manager for Robbie	
	Thank you.	
	Email sent at 07/02/2022 19:08 by Half Moon Explorers: Explorers (and Network) via 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:

	ୁନ୍ତି Scou	ts	
1st Barton	Websites and Info	Quick Links	Contact Us
COVID-19 Information Boot Exchange The Barton Bungle Log in Privacy Policy Trustee Declaration Form Reports Group Constitution Near Miss Reporting	The Scouts Scout Store North Yorkshire Scouts Activity Information Form Online Scout Manager Parent Portal	Joining Beavers Cubs Scouts Explorers Become a volunteer	Barton Village Institute. Silver St, Barton. Richmond DL10 6LQ <b>079775500060</b> bartonscouts@gmail.com Cubs: Monday 18:30-2000 Beavers: Thursday 18:30-21:00



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:

OSM	
Ernail Password	
LOG IN Create account Forgotten password	
Click to visit Online Club Manager	
CONTACT US	
Terms of Use Security & GDPR © 2011-2022 Online Youth Manager Ltd.	

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.

OSM	SECURITY QUESTION	×					
	Please enter the characters requested from your security answer. For example, if your answer is 'London' and you are asked for letters 1, 3 and 5 - you should use L, n, o.						
	What is the last name of your favourite teacher?         Letter 1:       Letter 2:         Letter 5:						
	CANCEL RESET ANSWER CONTINUE						
	e traditional and the second s						
	OSM's Venue Bookings of Simplify your venue's booking processes! • Campsites • Activity Centres of						

## And you are in!

×	# Dashboard	1
X My Children >	Dashboard © HELP	4
Robbie Scouts Staten	Robbie 1st Barton: Cubs Nothing currently requires your attention.	
Charile Scouts Its Barton Robbie Explorers (and Network) Haf Moor Explorers	Charlie Ist Barton: Scouts Nothing currently requires your attention.	
Robbie Cubs Ist Barton	Robbie	
🌲 Messages	Ist Barton: Scouts Nothing currently requires your attention.	
	Robbie Half Moon Explorers: Explorers (and Network) Nothing currently requires your attention.	
<b>()</b> Неір		
🗘 Settings		
Cog out		

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:

≡	Robbie 🛛 🗙	# Deshboard	
×	Payments	Dashboard	
R		Robbie 1st Barton: Cubs Nothing currently requires your attention.	
C R		Charlie Ist Barton: Scouts Nothing currently requires your attention.	
R		Robbie Ist Barton: Scouts Nothing currently requires your attention.	
		Robbie Half Moon Explorers: Explorers (and Network) Nothing currently requires your attention.	
<b>⊘</b> ≎			

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

≡	Robbie 🗙	# Dashboard Payment	s - Explorer Subs ×					
×	Payments	Payments - Expl	orer Subs - Robbie	e, Explorers (and	d Network)	- Half Moon Explorer	;	CREATE SUBSCRIPTION
_		Please create a subscription b	clicking 'Create Subscription' abo	ve. You will be notified of new	v payments and cha	ged automatically. You can cancel the su	oscription at any time.	
R		Description		Due	Amount			
		February 2022		15/02/2022	£10.00			
C		March 2022		15/03/2022	£10.00			
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### Next click add account:



Complete your bank details:

Half Moon Explorer Unit   Set up a Direct Debit with Holf Moon Explorer Unit   Online Scout Manager   First name   Cast name   Click here to use a company name   Your sort code   G.g. 12345678   Click here to enter IBAN   Post code   Stort typing your post code and choose from the list   Click here to enter your address manually   Email	Half Moon Explorer Unit   Set up a Direct Debit with Holf Moon Explorer Unit   Online Scout Manager   First nome   Cast nome   Click here to use a company nome   Your word code   Your word code   Your word code   Git here to enter IBAN   Post code   Stort typing your post code and choose from the list   Click here to enter your address monucily   Email   Content none person is required to outhorise Direct Debits
Set up a Direct: Debit with Half Moon Explorer Unit         Online Scout Manager         First name       Last name         Online Scout Manager         Click here to use a company name         Your sort code       Your account number         og. 10-20-30       og. 12245678         Click here to enter IBAN         Post code         Stort typing your post code and choose from the list         Click here to enter your oddess manually         Email	Set up a Direct Debit with Half Moon Explorer Unit     Chilne Scout Manager     Rist name     List name     Click here to use a company name     e.g. 10-20-30     e.g. 12345678     Click here to enter IBAN     Post code     Start typing your post code and choose from the list      Click here to enter your address monucity     Email     Image:
Online Scout Manager         First name       Last name         Click here to use a company name         Vaur sort code       Your account number         e.g. 10-20-30       e.g. 12345678         Click here to enter IBAN         Post code         Stort typing your post code and choose from the list         Click here to enter your addess manually         Email	Chiline Scout Monager         First name       Last name         Click here to use a company name         Click here to use a company name         e.g. 10-20-30         Click here to enter IBAN         Post code         Stort typing your post code and choose from the list         Click here to enter your address manually         Email         Other than one person is required to outhorise Direct Debits
First name       Last name         Click here to use a company name       Image: Click here to use a company name         Click here to use a company name       Main account number         cs.p.10-20-30       Image: Click here         cs.p.10-20-30       Image: Click here         Click here to enter IBAN       Post code         Stort typing your post code and choose from the list       Click here to enter your address manually         Email       Image: Click here to enter your address manually	First name       Last name         Click here to use a company name       Click here to use a company name         reg.10-20-30       Your account number         reg.10-20-30       reg.12345678         Click here to enter IBAN       Post code         Stort typing your post code and choose from the list       Click here to enter your address manually         Email       Click here to enter your address manually         More than one person is required to authorise Direct Debits
Click here to enter IBAN Post code Start typing your post code and choose from the list Click here to enter your address manually Email	Click here to enter IBAN Post code Start typing your post code and choose from the list Click here to enter your address manually Email More than one person is required to authorise Direct Debits
Click here to enter your address manually Email	Click here to enter your address manually Email More than one person is required to authorise Direct Debits
	Email           Image: More than one person is required to authorise Direct Debits
	More than one person is required to authorise Direct Debits

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

Set up a Direct Debit with Half Moon Explorer Unit         Online Scout Monager         First name       Last name         Online Scout Monager         Click here to use a company name         Your sort code       Your account number         e.g. 10-20-30       e.g. 12345676         Click here to enter IBAN         Post code         Stort typing your post code and choose from the list         Click here to enter your address marually         Email         Out that no one person is required to authorise Direct Debits
Set up a Direct Debit with Half Moon Explorer Unit          Online Scout Manager         First name         Last name         Cilick here to use a company name         Your sort code       Your account number         e.g. 10-20-30       e.g. 12345678         Cilick here to enter IBAN         Post code         Stort typing your post code and choose from the list         Cilick here to enter your address manually         Email         Image: More than one person is required to authorise Direct Debits
Online Scout Manager         First name       Last name         Cilist here to use a company name         Your account number         e.g. 10-20-30         E.g. 10-20-30         Cilist here to enter IBAN         Post code         Start typing your post code and choose from the list         Cilist here to enter your address manually         Email         Image: Mark the one person is required to outhorise Direct Debits
First name       Last name         Click here to use a company name         Your sort code       Your account number         e.g. 10-20-30       e.g. 12345678         Click here to enter IBAN       Post code         Stort typing your post code and choose from the list       Click here to enter your address manually         Email
Click here to use a company nome Your account number e.g. 10-20-30 Click here to enter IBAN Post code Start typing your post code and choose from the list Click here to enter your address manually Email More than one person is required to authorise Direct Debits
Your sort code     Your account number       e.g. 10-20-30     e.g. 12345678       Click here to enter IBAN     Post code       Start typing your post code and choose from the list     Click here to enter your address manually       Email
e.g. 10-20-30  Click here to enter IBAN  Post code  Stort typing your post code and choose from the list  Click here to enter your address manually  Email  More than one person is required to authorise Direct Debits
Click here to enter IBAN Post code Stort typing your post code and choose from the list Click here to enter your address manually Email More than one person is required to authorise Direct Debits
Stort typing your post code and choose from the list Click here to enter your address manually Email  More than one person is required to authorise Direct Debits
Click here to enter your address manually Email More than one person is required to authorise Direct Debits
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More than one person is required to authorise Direct Debits

## Click confirm and you are done!

$\equiv$	Robbie 🛛 🗙	R Dashboard Payments - Explorer Subs ×				
2		Payments - Explorer Subs - Re	obbie, Explorers (and	d Network) - Half Moor	Explorers	CANCEL PAYMENT AUTHORITY
_			Due	Amount		
R		February 2022 ( Vis Subscription)				
		March 2022 ( Wa Subscription )				
G						
R						
R						
			Direct Debit Created		×	
		т	he direct debit has been create	ed successfully.		
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If you have any problems setting up or transferring a DD, please drop us an email on bartonscouts@gmail.com.