Setting up Channels, Folders & Files on your Group Teams “Hall” site.

Step 1. You need to be an Owner on the site (GL) or added as an Owner by GL.

Add the District Commissioner as an owner as he/she will be an integral part of helping the Group when the Group may be struggling.

The suggested headings are for GLs/LICs, leaders and committee members to help them understand what it takes to run a Group, especially when new to a role. There are State websites to back up the headings.

**Do not** “Add Members” **until** you have loaded all the Channels, Folders & Files because once you add members they automatically get an invitation to view the site.

**Channels, Folders & Files** can be added or deleted, similar to Excel & Word. Click on the 3 dots for actions that can be taken for each.

Step 2. **Download the Sample files** from the Resources website below. You will need to download them all to your PC in order to later individually upload them to Folders in your HALL.

Go To <https://sydneynorthregionscoutsresources.weebly.com/> or via the Sydney North Region Scout website. <https://sydneynorthscouts.com/sections/scouts/scout-resources/> Copy/paste

The Region and Districts will find champions to help get you up and running.

Step 3. **Adding Channels** (By any Owner)

Open your State Office365 email then click on the 9 dots in the top left hand corner.

Then click on the “Teams” box & your Group name will show as a HALL. ( No ? Contact State IT)

Then click on the 3 dots on this HALL line and then click on **Add Channel**.

Enter the name of the Channel and then go down to select if it will be **Standard or Private.**

* “**Standard - Everyone on the team has access”** (then tick the box below on the Hall screen)

\***Automatically show this channel in everyone’s channel list”** Names added later

.or **Private - Specific team mates have access** then “Skip” and add names later

**Headings. Because Leaders & DCs come & go we aim to have these headings as a standard**

**Hall - 1st Your Group name** go to the 3 dots on this line to “Add Channels”

Channels below are in yellow & then Folders

General Folder suggestions common to all sections. eg NYP, Bushwalks, Campsites, Boating, Community,

to add Folders click on the Channel & then go up to **Files**, then **+ New** & add **Folder**.

1.Joeys. 2. Cubs. 3. Scouts. 4. Venturers etc one for each Section – numbered. Teams will sort by Number or Alpha

Annual Report Presentation **then upload the sample on Website** or your files

Building a Better Scout Group then Upload the file (on Resources Website above)

Group Committee.

Add these Folders within Group Committee

Annual Membership Fees then upload your file or the sample on Website

Council Leaders meeting minutes then upload **your** files

Committee PSG meeting minutes  then upload **your** files

Fundraising events then upload **your** files

Hall. Fire and Electrical Inspections then upload **your** files

Hall. Building Inspections etc P10, P9, then Upload the file (on Website above)

Hall. Ownership or Lease details. then upload **your** files

Hall. Termite Inspections then upload **your** files

Treasurer, cashbook, invoices, budget

Add these **Folders** within “Treasurer ”

Bank Statements then upload **your** files

Current cashbook, Invoices, Budget then upload **your** files

Previous cashbooks, Invs, Budget then upload **your** files

Term deposits, Building Loans then upload **your** files

**The following are files uploaded from the Website to “Group Committee”, no sub folders**

Annual Checklist. Cashbook Audit, Fees collection, ARP Upload file on Website

Equipment list for Insurance sample Upload yours or on Website

Key register for hall sample Upload yours or on Website

Budget sheet for the year. Sample Upload yours or on Website

Hall Hire add 2 Folders Permanent Hire. Casual Hire. Upload yours or on Website

Membership of the Group then upload your file or sample on website

add 1 folder Membership Statistics Monthly Upload file on Website

Recruitment and Promotions then Upload the file (on Website above)

Term Programs all to see

2 Folders Current year programs Previous year programs

**The following are files Uploaded to “Term Programs”, no sub folders. See Website**

Advantages of a written program then Upload the file (on Website above)

Term programs Joeys, Cubs, Scouts, Venturers etc samples Upload file on Website

Term Programs summary All Sections Upload file on Website

Three Year Planning Upload file on Website or your State suggestion

Step 4. Adding links to other websites. Scouts NSW etc

Click on the “General” channel & go to the + sign on the top line. Click on the + and it will open up a page. Click on “Website”, type in a name and paste the http link.

Step 5. NOW you can “Add Members” on the 1st HALL line. Members automatically notified.

Go to HALL line & click on the 3 dots, “Add Member”. You need to add every member that you want to see any part of this HALL as allocation of members to other Channels comes from here.

Type in member’s State email and it should appear.

Go to the RHS and arrow down and select Moderator. GLs and DCs are Owners and maybe 1 other.

If email does not show then you will have to investigate if they have a valid State email.

**Other emails. gmail** etc Email addresses should be in your email data base or cut and paste. Once entered, the new line will show an edit pencil and you can type in the real name, click on the “tick”, and then “Add”. You can only do this when adding a new member at the beginning.

This applies especially to members with email addresses which are not in their name.

Step 6. Now you can go to the various Channels and add any of these members.

Later, members can be added & deleted

Step 7. Invite all the members to an online meeting, share the Hall screen and discuss how it all works. **Your screen** will have **all** Channels showing but others will only have Channels that they have been allocated to by you.

Invite all members to an online meeting every year and see what is being loaded and used.