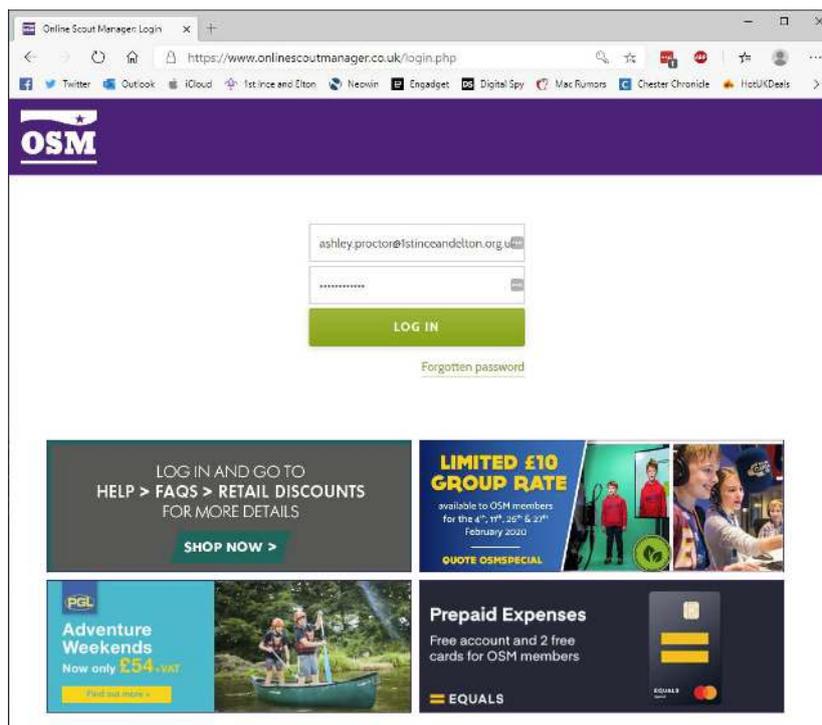


Accessing the new “Badges at Home” feature in Online Scout Manager

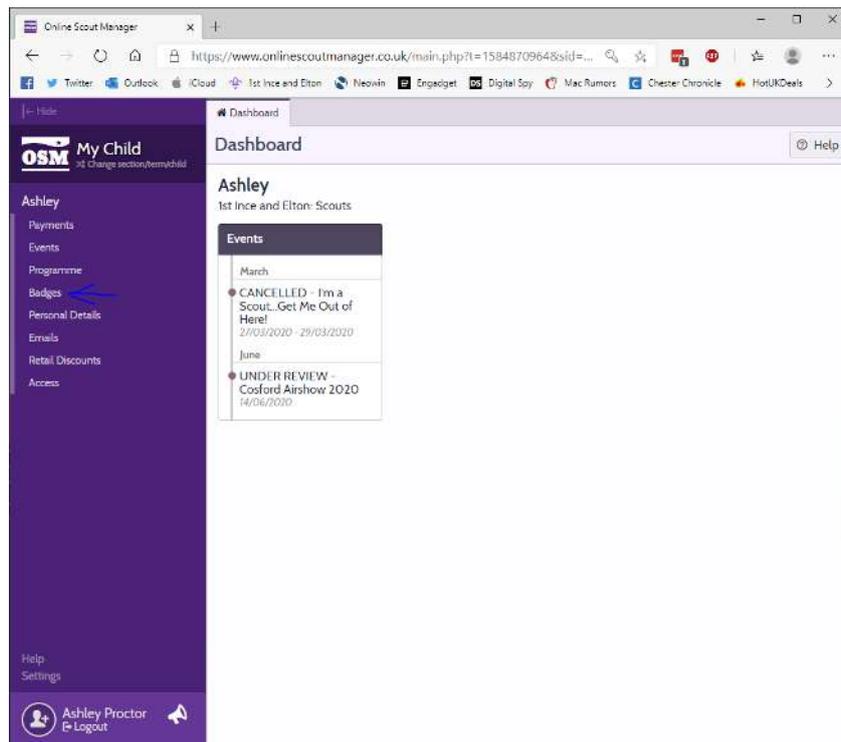
1. Go to the main Online Scout Manager website (<https://www.onlinescoutmanager.co.uk/>) and click the “Log In” button on the top right.



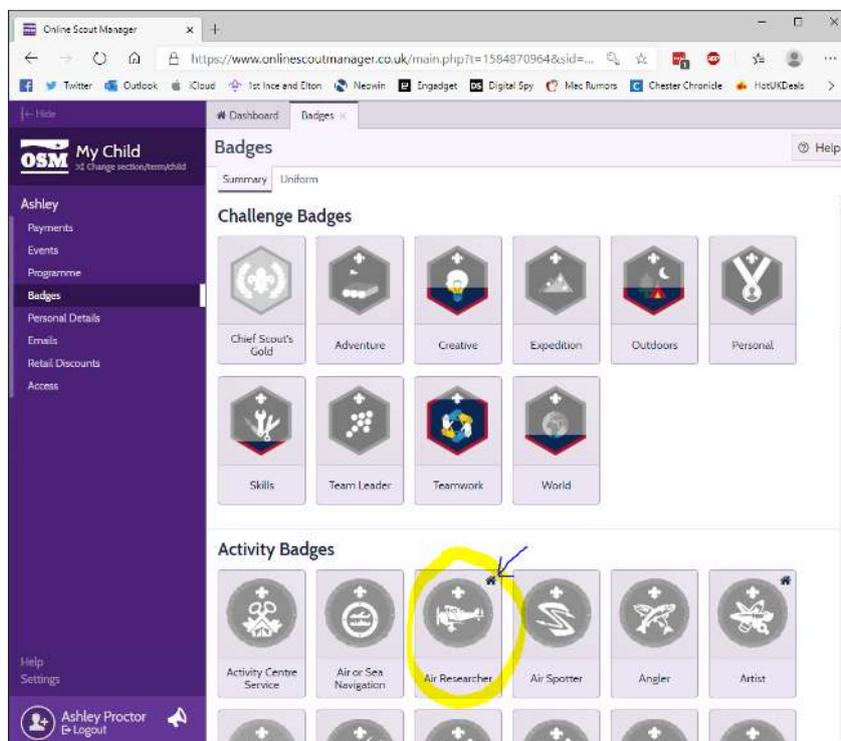
2. On the Login page, enter your username and password in the relevant fields and then click the “LOG IN” button. *If you’ve forgotten your password, use the “Forgotten password” link underneath the log in button to initiate a password reset.*



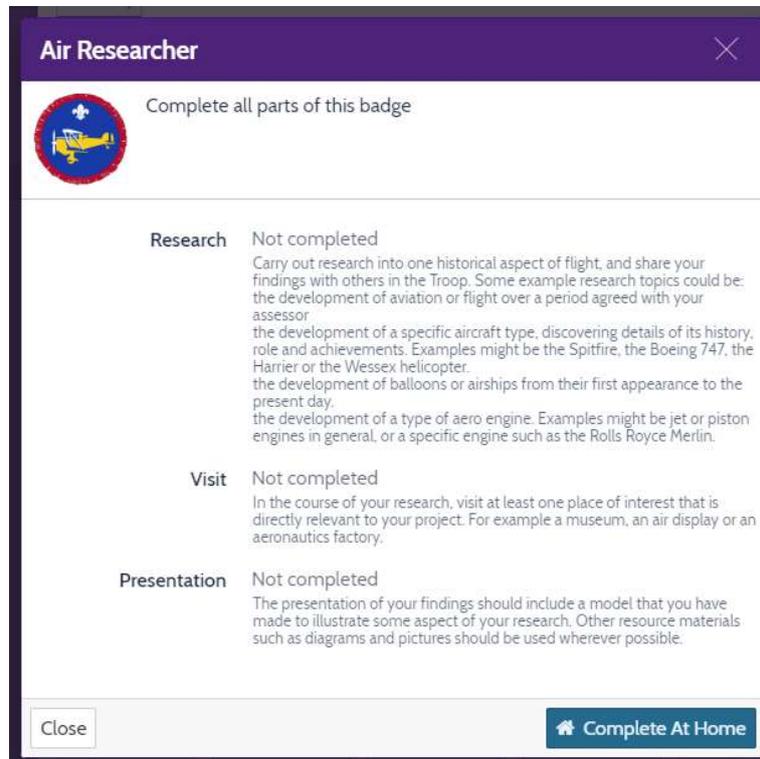
3. You should now see the Parent Portal dashboard. From the menu on the left, choose “Badges”.



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.

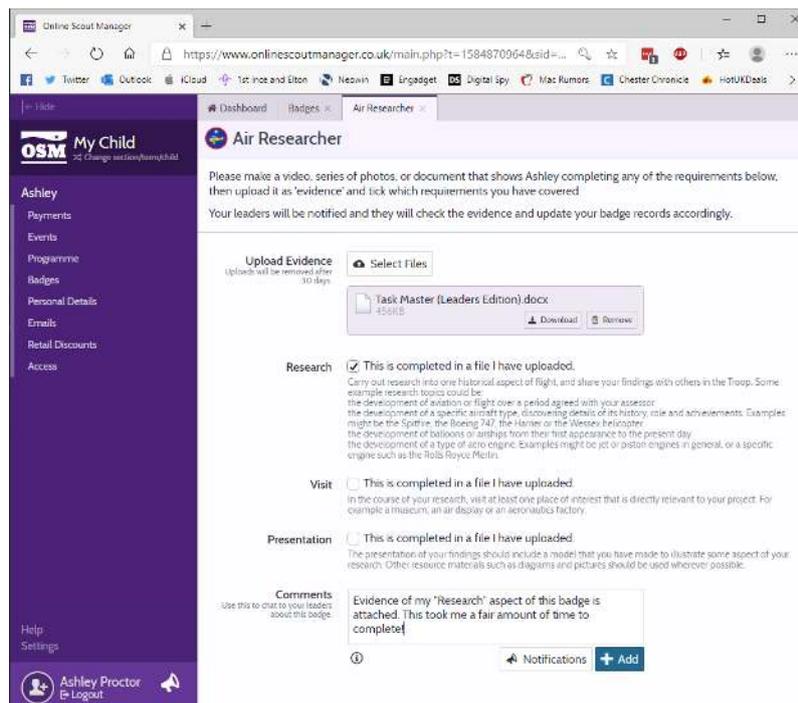


5. Here, you can choose any of the badges that have the “house” symbol to work on at home. To see the badge requirements and/or to provide evidence of completing the badge work, simply click on the badge.



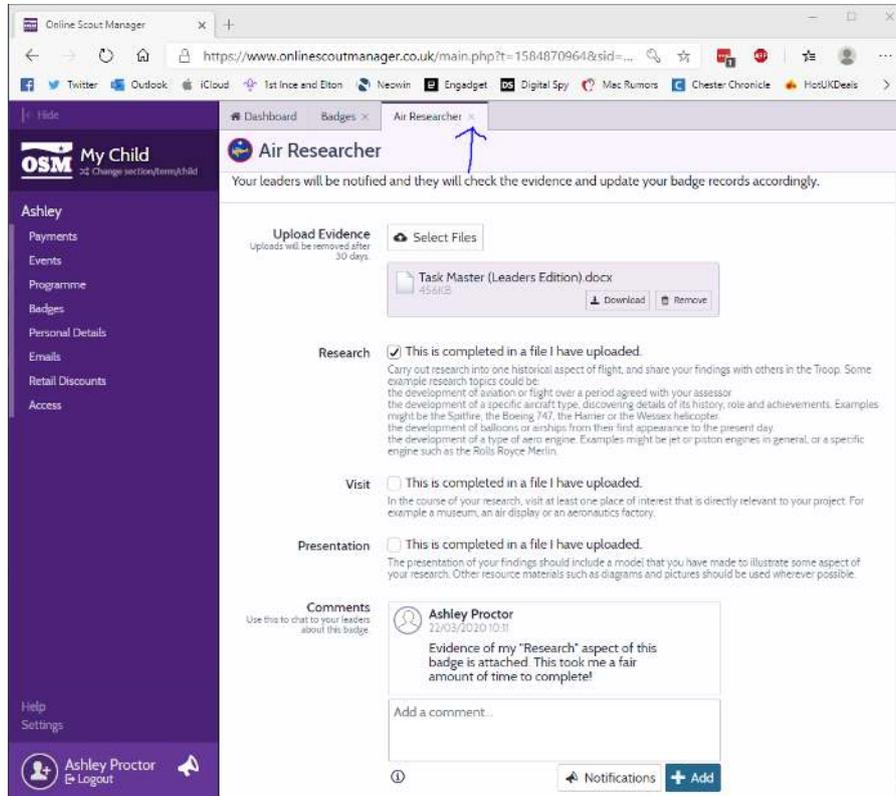
6. To submit evidence of working on this badge, on the above screen, simply click the “Complete At Home” button.

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.



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