

# How to submit my child's membership application



Use this resource to assist in submitting a membership application for your child with Scouts WA in ScoutMap.

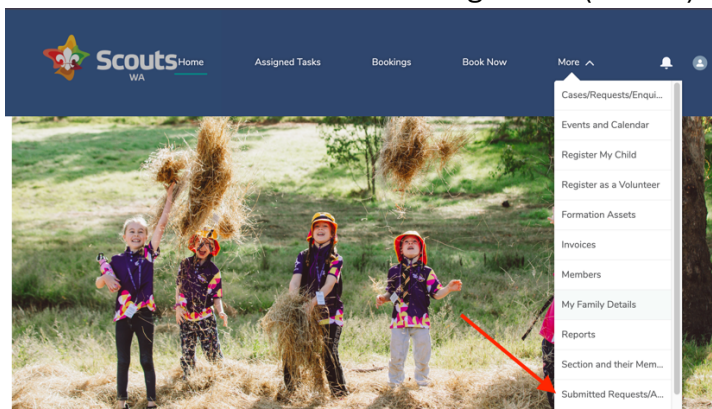
## Membership Application

Follow these steps to complete a membership application for your child:

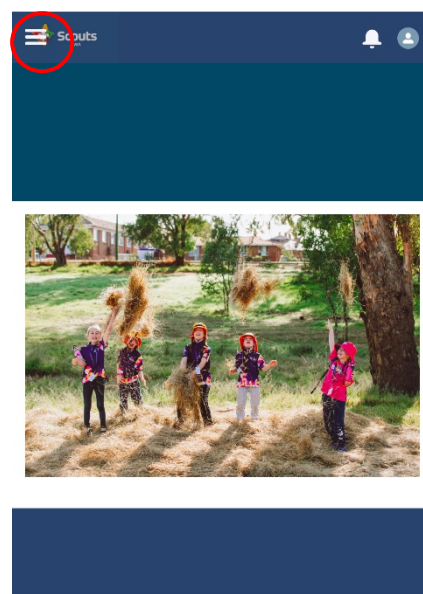
1. Navigate to ScoutMap in your preferred browser and log in.  
<https://scoutmap.my.site.com/scouts/s/login/>

Note: If a pop-up window asks you to 'Connect Authenticator' then follow instructions in the 'How to in to ScoutMap' guide.

2. Click the **Submitted Requests/Applications** option:
  - a. Desktop – under the **More** menu (arrowed)
  - b. Mobile – under the hamburger icon (circled)

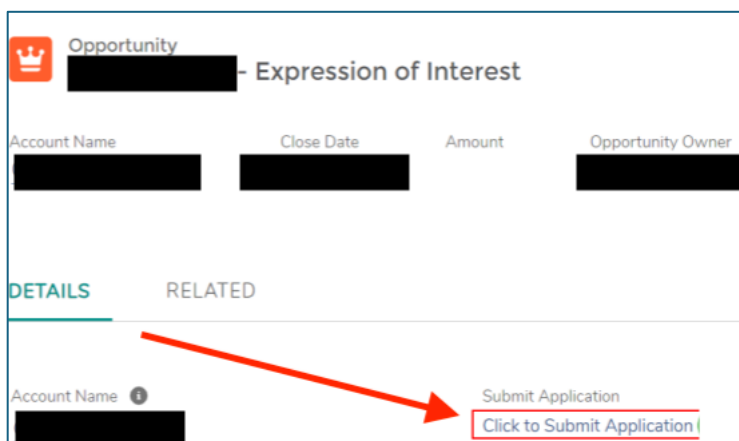


Desktop browser interface



Mobile phone interface

3. Click on the **Expression of Interest** link under the **Opportunity Name** column referring to your child:
  - a. Within the Details tab, click the **Click to Submit Application** link.
  - b. Enter your child's Photo Consent and Medical Details etc into the membership application form.
  - c. Click the **Submit** button.



## Invoice Payment

1. Wait for the 'Welcome to Scouting' email from Scouts WA (sent via ScoutMap).
2. Click on the supplied payment link.
3. Pay with credit card.