

# Scouts | Terrain – How to: Propose Ideas



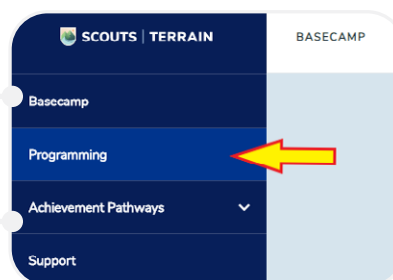
## Proposing an idea in Programming

### Step 1

Log in to Scouts Terrain using the explanation in the Log In one-pager or following the prompts at <https://terrain.scouts.com.au>

### Step 2

Navigate to the navigation bar (top, left hand side of the screen)



### Step 3

Click on Programming tab

### Step 4

Select the **propose idea** button on the top right of the screen

Ideally you will come together in your Patrol or Project Patrol to come up with ideas. Individuals can also propose ideas direct into the propose ideas function.



### Step 5

Enter all details needed so the Unit Council can consider this activity. This includes;

1. What is the activity called?
2. An explanation/ description of what the activity is (unpack as a Patrol what is involved)
3. Why this activity should be included in the Program Cycle
  - What do you want to achieve?
  - Why this idea?
  - When should this occur? Is there a specific time or date?
4. Who should organise this activity? You can type in a youth member or adult in the Unit and it there name will come up to allocate to the activity

**Note:** An organiser in the system supports this individual having the ability to edit and manage this program item. While this doesn't always need to be the Lead for the activity it makes sense to assign the Lead in the Scout, Venturer Scout and Rover Scout Sections so they have the ability to manage the planning of that activity in the system



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1. Allocate what Challenge Area you believe this belongs to. To find out more about the Challenge Areas refer to page 67 of the Scouts Australia Program Handbook or on the Program Resources website <https://pr.scouts.com.au>

Which challenge area does this activity belong to?

The tick indicates this is the Challenge Area you have said this activity fits into

Community Challenge

Outdoors Challenge

Creative Challenge

Personal Growth Challenge

Upload supporting files (optional)

e.g. photos of brainstormed ideas, flyer to an event or invitation

Upload any files that help further planning - maybe you have draw what you want to do, maybe you have written out a small scedule etc attach it

2. You may choose at this time to upload any supporting materials. This could be a photo, sketch of the activity, write up of what you want to occur etc.

3. Now press the **send idea to unit council** button

SEND IDEA TO UNIT COUNCIL

This idea will now show in the Proposed Activities list for Unit Council members and the Program Cycle for the Unit can be built from there

UPCOMING ACTIVITIES **PROPOSED ACTIVITIES** CONCLUDED ACTIVITIES

