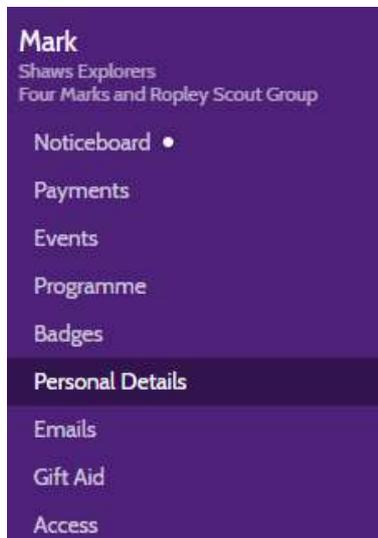


OSM Guide

Once you have logged onto OSM you will be presented with a main screen and a left-hand sidebar where you will see the menu options available:



As you select various options from the sidebar you will notice that additional tabs are created across the top of the page.



Updating Personal Details in OSM

Select **Personal Details** from the left sidebar:

Personal Details

Edit Primary Contact 1

First Name

Last Name

Address 1

Address 2

Address 3

Address 4

Postcode

Email 1

Email 2

Please update both **Primary & Secondary** parental/guardian contact information

Emergency Contact & Doctors Surgery Details

These are only used if there is an emergency whilst on an activity or at camp.

<h3>Emergency Contact</h3> <p><input type="button" value="Edit"/></p> <p>First Name <small>not set</small></p> <p>Last Name <small>not set</small></p> <p>Email 1 <small>not set</small></p> <p>Email 2 <small>not set</small></p> <p>Phone 1 <small>not set</small></p> <p>Phone 2 <small>not set</small></p> <p>Relationship ... <small>not set</small></p>	<h3>Doctor's Surgery</h3> <p><input type="button" value="Edit"/></p> <p>First Name <small>not set</small></p> <p>Last Name <small>not set</small></p> <p>Surgery <small>not set</small></p> <p>Phone 1 <small>not set</small></p> <p>Phone 2 <small>not set</small></p> <p>NHS no. <small>not set</small></p>
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Member address and contact details

Member		Edit
Address 1	The Scout Hut	
Address 2	Uplands Lane	
Address 3	Four Marks	
Address 4	Hampshire	
Postcode	GU34 5AF	
Email 1	help@FourMarksScouts.org.uk	
Email 2	not set	
Phone 1	01420 561708	
Phone 2	not set	

Essential Information

Essential Information	
Medical details	<input type="text"/>
Allergies	<input type="text" value="None"/>
Dietary requirements	<input type="text" value="None"/>
Tetanus (year of last jab)	<input type="text" value="Yes"/>
Swimmer	<input type="text" value="Yes"/> <small>Can swim 50 metres unaided.</small>
Religion	<input type="text" value="CofE"/>
Other useful information	<input type="text"/>

Additional Information

Additional Information

Nationality	<input type="text" value="British"/>
Ethnicity	<input type="text" value="White"/>
Additional Needs	<input type="text" value="None"/>
Religion	<input type="text" value="CofE"/>
School	<input type="text" value="A long Time Ago"/>
Dietary Requirements	<input type="text" value="None"/>
Medication	<input type="text" value="None"/>
I have read the Covid Code of Conduct and fully understand (Yes/No)	<input type="text" value="Yes"/>
I give consent for my son/daughter to return to Scouting post Covid lockdown (Yes/No)	<input type="text" value="Yes"/> 

Consents

Consents

Photographs	<input type="text" value="Yes"/> 	I give consent for photos/videos of my child to be taken, stored and shared internally in the meeting location, local press, Scout websites and social media. I understand that if I later withdraw consent, previously published photos will not be able to be removed. (Regardless of this consent, the group/unit is not responsible for photos taken by other parties.)
Sensitive information	<input type="text" value="Yes"/> 	I give consent for the storage and processing of sensitive personal information, including medical details (these are required for the safety of your child). I understand these may be shared with other Scout groups/organisers if/when my child moves sections or attends external events.
Sharing contact details	<input type="text" value="Yes"/> 	I agree to the Group sharing my phone number and name with other parents and members of the Group via a closed group via communication platforms, for example WhatsApp.

Once You have updated any relevant details please confirm as shown at the top of the screen

 Please make any changes needed and click the button below to confirm that the details for Mark are correct.

GIFT AID DECLARATION

We also encourage you to complete a Gift Aid Declaration as this also enables us to keep Subscriptions as low as we can by reclaiming 25p in each pound from HMRC.

To do this please navigate to the Gift Aid section from the left-hand side bar: [Gift Aid](#)

Click on Make Donation

Gift Aid - Mark, Shaws Explorers - Four Marks and Ropley Scout Group [Decline Gift Aid](#) [Make Declaration](#)

Gift Aid allows charities to claim 25p from the government for every pound donated. Please allow us to claim Gift Aid on your subscriptions as it will increase our income at no cost to you.

Declarer	No declaration made
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Enter All the mandatory Data & then click continue:

Gift Aid

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference.

I understand that the group will be given 25p for every £1 that I give for membership fees.

I confirm I would like all past (within the last 4 years), present and future donations to be included for Gift Aid for Four Marks & Ropley Scout Group.

Title Required

Tax payer's name Required

House name/number Required

Post Code Required

Agreement I agree to the statements above. Required

[Continue](#)

Note: You can update or remove the Gift Aid declaration should you need to.

Gift Aid - Mark, Shaws Explorers - Four Marks and Ropley Scou... [Remove Gift Aid Declaration](#) [Update Declaration](#)

Gift Aid allows charities to claim 25p from the government for every pound donated. Please allow us to claim Gift Aid on your subscriptions as it will increase our income at no cost to you.

Unsubscribing from OSM

To unsubscribe from OSM navigate to the 'Access' tab on the left sidebar: [Access](#)

Select 'Remove Your access'

Access - Mark, Shaws Explorers - Four Marks and Ropley Scout Group [Remove Your Access](#)

You are the only parent with access to Mark.

You can remove your access by clicking "Remove Your Access" at the top of the page.