Scouts | Terrain – How to:
Plan Activities

Planning an activity in the program

Step 1
Login to Scouts Terrain using the explanation in the login 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

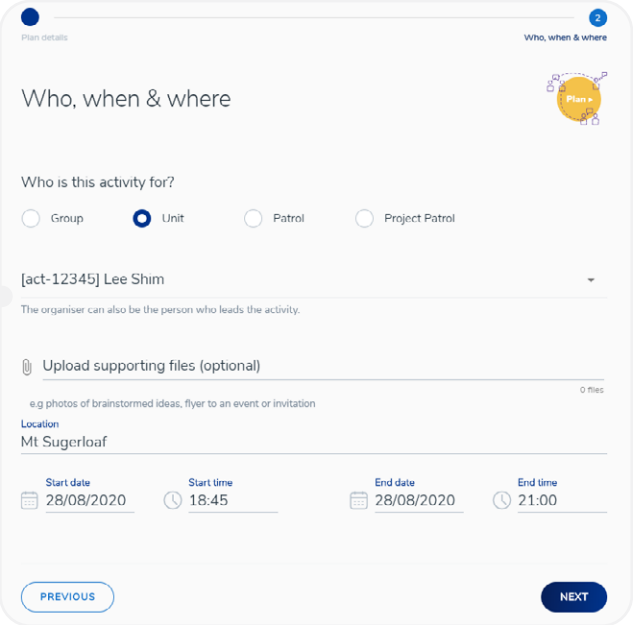
Note: It is worth adult Leaders and Youth Members alike knowing the different steps in relation to Programming and whose role it is to do what during which section. Refer to the Program Planning - section specific sheets found under the weekly program tab at pr.scouts.com.au

Step 4
Plan an activity by either;

1. Pressing on the Plan Activity button

–Or–

1. Going to the proposed activities tab
2. Pressing view on an activity under the action heading
3. Pressing the assign organiser button on the bottom right of the page



Step 5
Go through all of the entry fields in the **plan details** page;

1. What is the activity called?
2. An explanation/ description of what the activity is
3. Why this activity should be included in the Program Cycle?
4. Who should organise this activity?
5. Which Challenge Area the program item belongs to

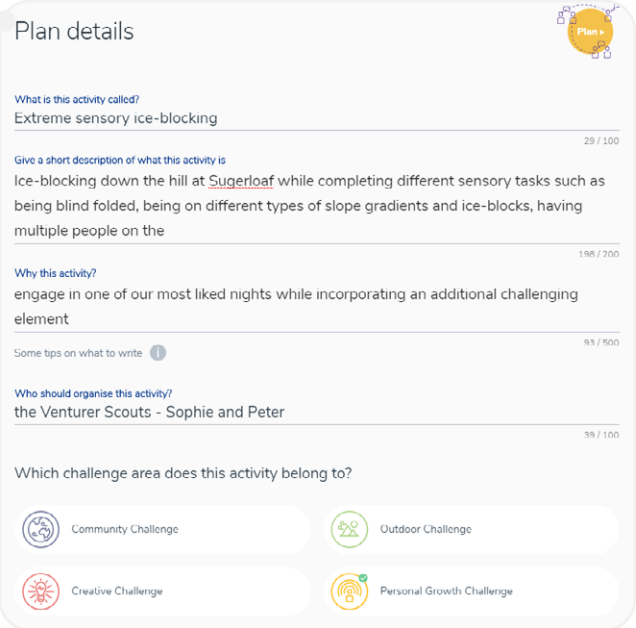
   Note: An organiser in the system supports this individual having the ability to edit and manage this program item. While this doesn't always need to be the Lead for the activity it makes sense to assign the Lead in the Scout, Venturer Scout and Rover Scout Sections so they have the ability to manage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

Step 6

Go through all of the entry fields in the **who, when & where** page;

1. Is this activity for the Patrol, Unit or Group
2. Who will the Organiser of the activity be?
3. Upload supporting files if there are any
4. Add the location or start and end point
5. Add the proposed date and time
   Note: You will need to select AM or PM before setting the time otherwise the time will reset to what was initially selected before the time was entered
6. Press Next
7. Double check your entry, make sure it has as much information as possible currently known about the activity to help the Lead further plan. Edit any components if need be. Once you have finished press the add to calendar button.

This activity will now be added to the program calendar.



Step 7

Click on the program entry in the calendar or go to the bottom of your calendar page and you will have a list of activities you are the assigned organiser for

Step 8

Click complete plan in the calendar entry or on the list below the calendar

Step 9

Enter all fields in the **activity details** page;

1. Select who is going to lead – this could be the organiser listed, another youth member or multiple youth members
2. Select who is going to assist if applicable – this could be the organiser listed, another youth member or multiple youth members
3. Add the schedule for this activity, night, camp
   Note: this is where the youth member or adult depending on section can plan the program for the night in a time based step by step approach including opening, briefings, games, activities, review and closing. You can also plan multiple activities or games at once if the Unit is doing activities in Patrols or running rotational basis.
   This is key as a Program Idea is not actually a programmed night, event or camp more planning and preparation needs to go into each Program Idea listed by the Unit to turn it into a successful program.
4. What elements of the Scout Method do you believe you will engage in throughout this activity
5. An equipment list needed for the activity, night, camp etc.
6. Any notes needed for consideration for the activity
7. Attach any files that have been created or may be needed for the activity. These can be viewed from the organiser or leads Scouts I Terrain profile during the activity or event to keep on track.
8. Press the “next” button.
9. Review your Plan and make sure all components including a schedule for the program evening, event or camp you are happy with. Edit components if need be. Once you are happy then press the complete plan button.
   Note: 1. If you need to export the activity to another Groups Scouts I Terrain account or print the activity to have a hard copy run sheet can be done by clicking on the program item in the calendar and then scrolling to the bottom to select export or print.
   2. The attendance and allocating final Participates, Assists and Leads happens in the program activity once the program has occurred. This is the ONLY way to allocate Participates, Assists and Leads. have a read of the concluding a Program activity how to for more information