

iMIS - Making it work for you!

Tips on submitting your paperwork to your iMIS home

- Faxing in paperwork is great – provided the printing is done in black ink. If black ink is not used, a good portion of it comes through very light so that not all personal info may be legible enough to be entered.
- Make sure to print legibly!
- Unit Guiders should be forwarding their own paperwork. It is not necessary for the district commissioner to wait for all of her units' paperwork to come to her before submitting it to the iMIS home. This can really slow down the whole process.
- Senior Branches girls need to fill out the *A.3-Senior Branches Registration* form, or the A.3R, if she is a returning youth member. They should specify whether they are a Jr. Leader, a Cadet, or a Ranger. If their iMIS home is a Senior Branches Unit, they can also be entered as helping in a girls unit.
- With the Forms Retention procedure, we require **every** year to have on file the girl's registration forms for the current year.

To make the District Commissioners life easier

- When you are sending in applications for new Members, please write the name and/or iMIS number of the district and unit the Potential Member (PMBR) is helping in. This way the data clerk knows where to place her!
- When a unit closes, remember that Guiders may still be attached to the unit. You need to let the data clerks know if these members have either left Guiding or transferred into another unit.

A few words about the *IR.1-Image Release* form

- Reasons why *IR.1* was not entered into iMIS:
 - It was not submitted
 - It was submitted – parents signed the form, but did not check off either of the YES or NO boxes
 - It was submitted – parents checked off both the YES and NO boxes
- Before forwarding an *IR.1* to your iMIS home, check the form to see that either YES or NO has been checked off (not both), and that the form has been signed!
- It is easier to submit or re-submit an *IR.1* than to ask the data clerk why it was not entered. There is just too much paperwork to look through which takes a lot of time. Then they have to use additional time to e-mail or phone you to explain why it was not entered, and as you will need to resubmit it anyway!
 - An *IR.1* must be submitted for every Member, **ONLY** once as a girl and once as an adult. An e-mail or phone call from the Guider or parent is not sufficient, the data clerks need to see and then file the document.
 - If sending the *IR.1* separately at a later date, please add the iMIS number of the Member on the top right hand corner of the form

Why a Contact Guider is Necessary for Every Unit

- When Provincial Office is mailing information, like the Spring Registration Campaign packages, to units who do not have a "Contact Guider" they are put aside until all the other units' packages are ready to mail out. The office staff then has to go through and randomly select one of the Guiders in these units to receive them, slowing the process and making them the last to be mailed out.

- Something else these units miss out on are direct emails from national and provincial committees, who periodically forward information Canada/province wide to Contact Guiders. If one of the Unit Guiders is not listed as “Contact Guider”, that particular unit may not receive this information. (If none of the Guiders in a unit have email, the information is mailed out.)
- We also noted that some units have two Contact Guiders listed. When you receive unit or district rosters, be sure review them to ensure that the information is correct, that one Unit Guider is designated as Contact Guider, and advise your iMIS home of any changes.

Recognition for Trainings

- When you do face-to-face training or e-series training, and have completed a module, it is recorded in your iMIS profile. For e-series training a certificate can be printed off at the end of the module, or the National Learning Library will e-mail it to you.
- The National Office updates the iMIS files monthly for e-series training based on information from the Learning Library. It will not immediately be reflected on your iMIS record, so we suggest that you forward a copy of your certificate(s) to your iMIS input site as soon as you have completed the modules for them to be input manually – especially when you have taken Safe Guide Training.
- When you take first aid training you should send a copy of your certificate to your iMIS home. This training will then appear on your profile so your commissioner will know you hold current first aid and wouldn't need to see a copy of it when she signs your *C.2a* or *C.7a*. One less document to send with event forms!

Spring Registration Campaign, time re -register your girls

- When re-registering a girl, use the *A5.R-Girl Renewal* form, which you will receive in the mail from Provincial Office in early spring.
- The forms will be printed for all the girls in a unit, listing all the information currently in iMIS and are much easier for the data clerk to use. They already contain the girl's iMIS number, which means she does not have to search each girl by name and only has to look at the changes/corrections written on them, because she knows that all the other information is already correct.
- It also is easier for parents since they just have to read through the information and update anything that has changed. This means you are more likely to get the forms back in a timely manner!
- For new girls who want to join the unit either now or in the fall, have their parents fill out the *A.5-Girl Registration Form* and submit it with the girl renewal forms for the rest of the girls in your unit.
- Please DO NOT send home type d council rosters or girl rosters. The data clerks do not have time to go through and compare all the information to see what has changed and what is the same. Please request all rosters from your iMIS home.
- Please DO NOT send health forms or page 2 of the A.5 or A.5R forms for girls as they are used only by Guiders and are not entered into iMIS.