



Girl Guides of Canada – Guides du Canada Launches Adult Online Registration

Introduction

An adult online registration system has been created to facilitate the application process for both applicants and administrators across the country. It merges two previously separate aspects of the application process, the INQA form and the A1 form, into one online form. The registration system can be found [here in a direct link](#).

In addition to the adult online application form, there is an administrators' site that allows designated administrators from each province (Provincial Staff) to view new applications from their own province, using iMIS web staff view. This information will also be automatically populated on iMIS desktop (the system we currently use) as well.

The application process

To begin the process, applicants will need to enter their email address. The system will search to see if there is an existing MBR, PMBR, TMBR, GIRL, Youth or FAM account with the same email address in iMIS.

If the applicant has an existing Family Account (FAM) from registering a girl online and uses this same email address, the system will find the FAM account and link it to the new INQA that is created by the application. In this scenario, the applicant will see a message on screen saying that their account has been found and that they will receive an email. By clicking on the link in the email, they will be brought to the first page of the application form (Profile Information) and some of their details that are already in iMIS will be pre-filled on this page.

If the applicant has an existing profile in iMIS as an active MBR or PMBR, after they enter their email address, the system will recognize that they are already members or currently having their application already processed as long as they use the same email address that we have on file. They will see an error message on screen and they will not be able to proceed.

If the applicant has no existing FAM, MBR or PMBR accounts in iMIS and/or is new to Guiding, after they enter their email address and iMIS does not turn up any matching records, the applicant will be directed to the first page of the application to complete. If the applicant has an existing INQA in the system the applicant will be able to complete the form again as the system does not check for INQAs. The system will also create a new FAM account that will be linked to their new INQA.

If the applicant was a previous MBR (or GIRL, Youth, TMBR, PMBR) but no FAM account, after entering their email address, the system will allow them to proceed directly to the first page of the application (Profile information), just like a new member. When they get to the third page – Previous membership and experience – they will be asked to enter information that pertains to their previous membership. The system will try and use this information to find their previous membership record and will link the records for review by the provincial administrator. The system will also create a new FAM account that will be linked to their new INQA. The new INQA account will show the previous membership details including membership number if entered in the change log. The old record (MBR/Girl/YMBR/TMBR) will get updated to link with the new FAM account.

After the applicant completes all the required pages, and submits the form they will see a message on screen informing them that a GGC representative will be in touch. This also triggers an automatic email message that confirms their application is received and will be processed.

Guiders, spread the word and tell your friends that they can now register to become an Adult Member online.