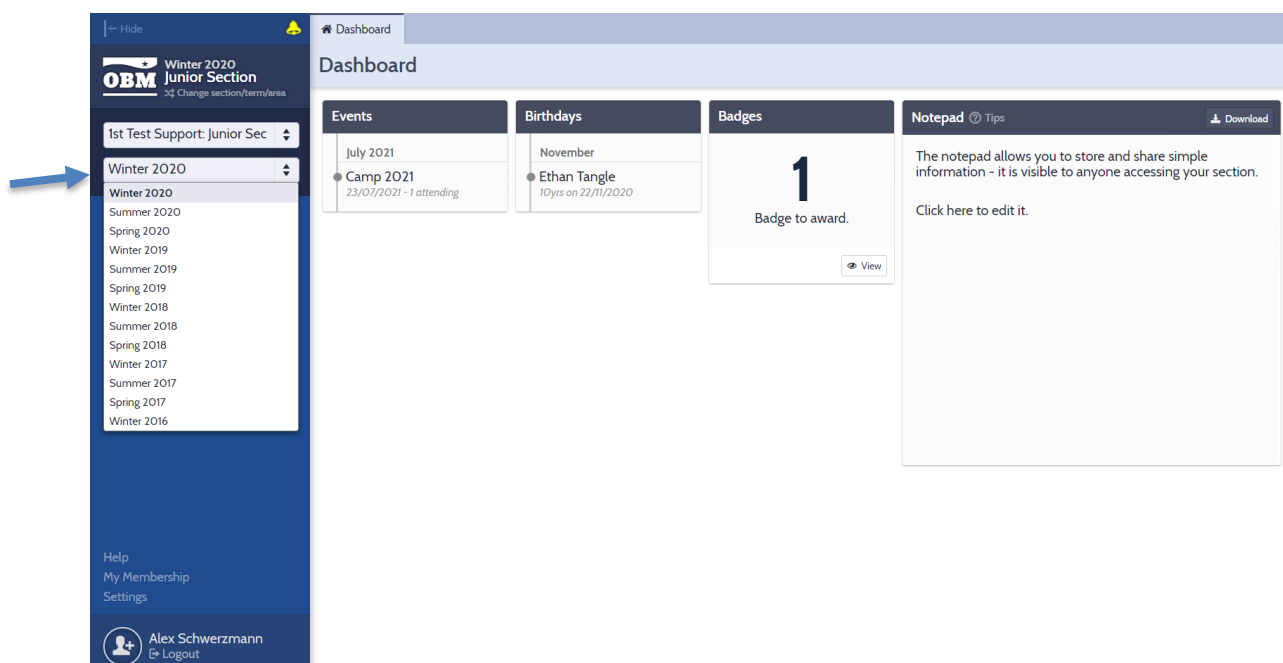


## How to Reinstate a previous Youth Member Record on OBM

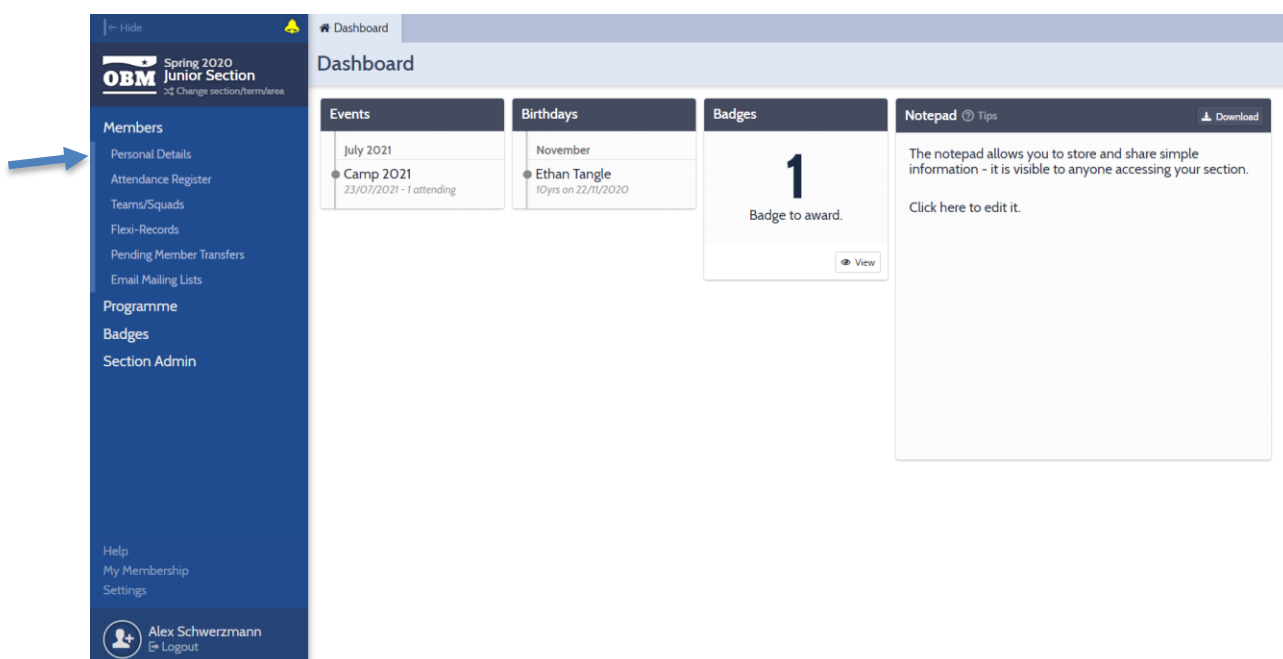
*This guide should be used to reinstate an existing record for a youth member on OBM, that has been previously removed into the same section they were removed from. This will only work if you have access to the section in which that the youth member last showed in.*

### Go to the youth section and the term that the record last appeared in

In the top left-hand corner, navigate between the different sections that you have access to. This will refresh your page on to a new dashboard. Then proceed to 'Change section/term' in the top left-hand corner of the page next to the OBM logo, and two grey drop down options will appear – click on the second drop down menu in which a list of terms exist, and select the term that the youth member last appeared in.



Then go to 'Members' along the left-hand side of the page, and in this drop down you will see 'Personal Details' – click on this and it will open a new tab for you.



## Selecting the record to reinstate

**Important!** This part is split in to two, depending on the view that you have selected. The 'Picture View' is where all records are listed in boxes, and 'Grid View' is similar to a spreadsheet layout.

### 'Picture View':

1. Click on the record of the young person that you wish to reinstate. The lower half of their box will change from a white background to a blue highlight, and a small tick box will be marked. **Top tip!** It is possible to highlight multiple records at the same time to carry out the same action by selecting the tick box next to each young person's name that you wish to reinstate.
2. On the right-hand side of the screen, select 'Return to section' from the list of actions.

The screenshot shows the 'Personal Details' page in 'Picture View'. The main area displays a grid of member cards. The card for 'Alex Junior Brigade' is selected, indicated by a blue highlight and a checkmark. The right-hand side panel shows the 'Manage' menu with the 'Return to section' option highlighted by a blue arrow.

### 'Grid View':

1. Click on the tick box to the left-hand side of the young person's record that you wish to reinstate. The entire row will change from a white background to a yellow highlight. **Top tip!** It is possible to highlight multiple records at the same time to carry out the same action by selecting the tick box next to each young person's name that you wish to reinstate.
2. On the right-hand side of the screen, select 'Remove' from the list of actions.

The screenshot shows the 'Personal Details' page in 'Grid View'. The main area displays a table of member records. The row for 'Alex Junior Brigade' is highlighted in yellow. The right-hand side panel shows the 'Manage' menu with the 'Remove' option highlighted by a blue arrow.

	Team/Squad	Date of Birth	Primary Contact 1	First Name	Last Name	Relatio
<input type="checkbox"/>	Leaders	27/03/2003 17 yrs + 2 mths				
<input type="checkbox"/>		11/02/2009 11 yrs + 8 mths				
<input type="checkbox"/>		01/01/2010 10 yrs + 10 mths				
<input type="checkbox"/>		02/05/2010 10 yrs + 6 mths				
<input type="checkbox"/>		19/08/2010 10 yrs + 2 mths	a	s		dad
<input type="checkbox"/>		22/11/2010 9 yrs + 11 mths				
<input checked="" type="checkbox"/>		06/12/2010 9 yrs + 11 mths	Alex Senior	Brigade		Father
<input type="checkbox"/>		01/01/2011 9 yrs + 10 mths				
<input type="checkbox"/>		06/08/2011 9 yrs + 2 mths				
<input type="checkbox"/>	BB red team	02/05/2012 8 yrs + 6 mths				

### **That's it, you've done it!**

The member has now been reinstated to active membership. The member will now show in 'Members' and 'Personal Details' in the current term.

This same process can also be used to transfer a youth member in to another section to make their record active again.

If you require any assistance with the removal process you can contact the Support Team on 01442 231681 option 4 or [support@boys-brigade.org.uk](mailto:support@boys-brigade.org.uk)