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.

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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.

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Members Personal Details Attendance Register Teams/Squads Flexi-Records Pending Member Transfers Email Mailing Lists Programme Badges Section Admin	Events July 2021 • Camp 2021 23/07/2021 - 1 attending	Birthdays November • Ethan Tangle 10yrs on 227/1/2020	Badges 1 Badge to award.	Notepad ⁽²⁾ Tips The notepad allows you to store a information - it is visible to anyone Click here to edit it.	▲ Download nd share simple e accessing your section.
Help My Membership Settings Alex Schwerzmann E-Lozout					

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':

 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.

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								Transfer to another section
								Share with another section
Help	Terry	Hugh	John	Grant	Stephanie	Tyler	Julie	Return to section
My Membership	Gubbins	Brennan	Jarvis	Tate	McMinn	Williams	Hunt	Create sibling
Serrings	Leader	Leader	Leader	Leader	Leader	Leader	Leader	
Alex Schwerzmann								

2. On the right-hand side of the screen, select 'Return to section' from the list of actions.

'Grid View':

- 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.

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Programme Badges		Myles Wright	9		01/01/2010 10 yrs + 10 mths				Download	
Section Admin	0	Craig Short	Ð		02/05/2010 10 yrs + 6 mths				Details PDF Record cards	
		Harry Kane	Ð		19/08/2010 10 yrs + 2 mths	a	s	dad	Details spreadsheet	
		Ethan Tangle	Φ		22/11/2010 9 yrs+11 mths	!/11/2010 rs+11mths		Manage		
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My Membership Settings	o 📃	Will Dixon	Ð		06/08/2011 9 yrs + 3 mths				Create sibling	
Alex Schwerzmann	0	Joe Bloggs ✓ Edit	Ð	BB red team	02/05/2012 8 yrs + 6 mths					
E Logout										

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