

How to guide: The Document Matrix, an overview...

Group Lead Volunteers will automatically be granted a login and access; the details will be emailed to you.

If you wish to delegate access to other volunteers in your Group, you will need to email the IT administrator, and the person will need to request a District account via the request page.

If you have any problems logging in or otherwise require any support, please contact the IT administrator: admin@staffordscouts.org.uk

Your Group's folder...

You will be automatically granted access to your Group's folder.

You won't be able to see other Groups' folders or documents.

All folders are accessible to the District Lead Volunteers, District Chairman and Trustees, as well as Support/IT Administrators.

If you need access to other folders, contact the IT administrator: admin@staffordscouts.org.uk

Inside your folder...

- **Activity Forms & Risk Assessments** – Uploading and saving off-Site activity forms and accompanying activity risk assessments.
- **Health and Safety & Accident Reporting** – for uploading any HQ accident reporting forms.
[Scouts.org: Incident Reporting](https://scouts.org.uk/incident-reporting)

These folders will be archived annually in December.

- **File Storage Area** – It is useful to have a central place for Group documents. You can upload as many files as you like in here and add sub-folders. The District team won't check this folder. This is for internal Group use, as you see fit.

 Name ▾
 11th Stafford Scout Group
 12th Stafford (Berkswich) Scout Group
 15th Stafford (Penkridge) Scout Group
 16th Stafford (Wheaton Aston) Scout Group
 17th Stafford (Gnosall) Scout Group
 20th Stafford (St. Bertelins) Scout Group
 21st West Stafford Scout Group
 4th Stafford Scout Group
 6th Stafford (Trinity) Scout Group
 7th Stafford (Trent Valley) Scout Group
 9th Stafford Sea Scout Group
 District Documents
 District Trustee Board
 Documents for All
 Explorers & Network (14-18)

 Name ▾
 Activity Forms & Risk Assessments
 File Storage Area
 Health and Safety & Accident Reporting