

## Completing your Annual Statistical Return in OBM

**Important!** Before you start to complete the Annual Statistical Return process please check all details of your leaders are correct, and that the following mandatory details have been entered for the young people within your Company:

- First and last name
- Date of birth
- Registration Date (joined BB)
- Started Section Date
- Gender

These details must have been entered for all young people; otherwise you will be unable to complete the Annual Statistical Return process.

Once all these details have been entered and checked on OBM please follow the rest of the instructions in this guide

### Where do I locate the Annual Statistical Return?

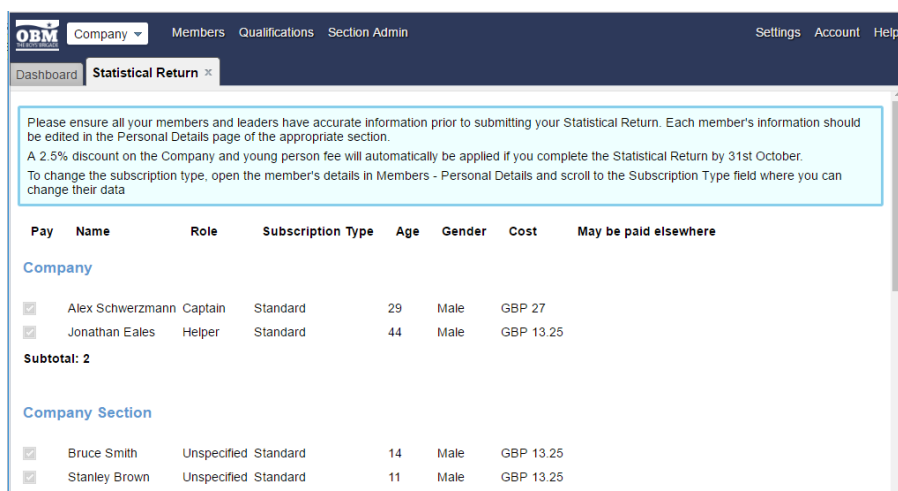
In the top left hand corner go to the white drop down to ensure you are in the **'Company'** area. Then proceed to **'Members'** menu, and in this drop down you will see **'Statistical Return'** – click on this and it will open up a new tab for you.

### Reviewing the details

This will then open up an overview of your Annual Statistical Return, listing all leaders and young people by their Section.

At this stage, please go through the list of everyone to make sure you have included them all. If any details are missing that are required on the Annual Statistical Return then the word "Missing!" will appear in an orange flag. These details **must** be added in otherwise you will not be able to progress with the Annual Statistical Return. To add in any missing details you will need to go in to the Personal Details record for the individual.

Once all these details are correct, you should go to the bottom of the page and put a tick in the confirmation box and click 'Submit Statistical Return'.



The screenshot shows the OBM web interface for the 'Statistical Return' section. At the top, there is a navigation bar with 'Company', 'Members', 'Qualifications', and 'Section Admin' menus, and 'Settings', 'Account', and 'Help' links. Below the navigation bar, there is a 'Dashboard' and a 'Statistical Return' tab. A large blue box contains the following text: 'Please ensure all your members and leaders have accurate information prior to submitting your Statistical Return. Each member's information should be edited in the Personal Details page of the appropriate section. A 2.5% discount on the Company and young person fee will automatically be applied if you complete the Statistical Return by 31st October. To change the subscription type, open the member's details in Members - Personal Details and scroll to the Subscription Type field where you can change their data'. Below this box is a table with the following columns: 'Pay', 'Name', 'Role', 'Subscription Type', 'Age', 'Gender', 'Cost', and 'May be paid elsewhere'. The table is divided into two sections: 'Company' and 'Company Section'. The 'Company' section lists two members: Alex Schwerzmann (Captain, Standard, 29, Male, GBP 27) and Jonathan Eales (Helper, Standard, 44, Male, GBP 13.25). The 'Company Section' section lists two members: Bruce Smith (Unspecified, Standard, 14, Male, GBP 13.25) and Stanley Brown (Unspecified, Standard, 11, Male, GBP 13.25). A 'Subtotal: 2' is shown below the 'Company' section.

Pay	Name	Role	Subscription Type	Age	Gender	Cost	May be paid elsewhere
<b>Company</b>							
<input checked="" type="checkbox"/>	Alex Schwerzmann	Captain	Standard	29	Male	GBP 27	
<input checked="" type="checkbox"/>	Jonathan Eales	Helper	Standard	44	Male	GBP 13.25	
<b>Subtotal: 2</b>							
<b>Company Section</b>							
<input checked="" type="checkbox"/>	Bruce Smith	Unspecified	Standard	14	Male	GBP 13.25	
<input checked="" type="checkbox"/>	Stanley Brown	Unspecified	Standard	11	Male	GBP 13.25	

On doing so you will get a confirmation window, showing the total amount due based on the leaders and young people you have confirmed, this amount also includes the Company registration fee and the 2.5% discount where applicable for returns completed by 31<sup>st</sup> October. Click 'Submit Statistical Return'.

### **Paying your Annual Statistical Return**

**Important!** If you realise that the invoice is not correct at this stage, you can click on 'Delete & start again'. This will take you back to the stage where you reviewed all details of everyone in the Company.

Based on the invoice being correct, on this page you then have two options in terms of making your payment:

- You can pay online using a debit or credit card, this will process the card through our merchant Barclaycard, taking you off to the Barclaycard website and once the payment is complete will return you to OBM. This process will complete the statistical return process quickly and efficiently, taking payment, issuing a receipt and providing you with your insurance certificate straight away. With this method you do not need to send anything to BB Headquarters.
- Alternatively, you can download your invoice/remittance and make your payment via bank transfer or cheque. Payments via bank transfer are quick and easy through internet banking if you have this setup, all the details you need including sort code and account number are provided on the remittance.
- Otherwise you can send a cheque in with the remittance to BB Headquarters by post.

### **Printing your Insurance Certificate**

If you have paid online using a debit or credit card, your Insurance Certificate will be ready to download straight away from the 'Statistical Return' page.

If you have paid by bank transfer or cheque, once BB Headquarters has received your payment we will mark the invoice as paid and send an email to confirm receipt of the payment. You will then be able to login to OBM, and go to the 'Statistical Return' page to print off your insurance certificate.

Please note that your receipt is also available to download from the 'Statistical Return' page.

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

If you require any assistance with the Annual Statistical Return process you can contact the Membership Team on **01442 231681** (option 4) or [membership@boys-brigade.org.uk](mailto:membership@boys-brigade.org.uk)

Don't forget that there are OBM Support Sessions available outside of our normal hours (9am-5pm, Monday to Friday), and these times can be found in the Help section under News & Announcements (in the top right hand corner of your screen in OBM).