

- **How to register a new leader**

New leaders - helpers, officers or captains need to fill in a registration form and get an AccessNI check done. The AccessNI part can be done through the church or through BBNI. (Please ensure you are using the BBNI PIN number.) Find the forms at www.boysbrigadeni.org

- **How to change a leader's role from helper or staff sergeant to officer**

Captains should inform the BBNI support office, by email, about any change of role within their leadership team. eg a helper who becomes an officer. Email: registration@boysbrigadeni.org

- **How to change a leader's role to Captain**

The church should inform the BBNI support office, by email, about a change of captain within the company. Email: registration@boysbrigadeni.org

- **How to register a new Chaplain**

The church should inform the BBNI support office, by email, about a change of Chaplain. Email: registration@boysbrigadeni.org

- **How to renew a leader's registration**

If your 5 year renewal is due, please complete this through BBNI. See 'How to apply for an ACCESSNI check' document on our website.

- **How to register a young helper who is not a BB member**

Fill in Form S06 for young people aged 14 – 17 who are not members of BBNI but solely assist in running a section. Find the form at www.boysbrigadeni.org

- **Retirements/resignations**

A leader who has retired/resigned from a company should inform the BBNI support office by email. Email: registration@boysbrigadeni.org

- **How to change a Battalion office bearer/representative**

The Battalion Secretary or President should inform the BBNI support office about any change of personnel in a Battalion role. Email: registration@boysbrigadeni.org

- **How to transfer leaders to another Company**

The new church needs to treat the transferring officer as a new leader in their BB company.