



Scouts
Greater Western Sydney Region

How to apply for Jamborette

Step 1 – Work out who is coming.

Send a message out to your group to work out who is attending the camp. Get people to come back to you with plenty of notice to allow them to be registered on EMS well before the closing date. Many groups use CareMonkey to gauge initial interest, or you can use the bulk registration sheet available from our online application page.

Step 2 – Check anyone over the age of 18 as of the start of Jamborette meets the Scouts NSW Child Protection Requirements.

This means that they have completed either an A1 (Application for Adult Membership), A2 (Application for Adult Helper), A12 (Application for Scout Fellowship) or YA1 (Rover Scout Application). Venturers over the age of 18 need to have emailed member services on info@nsw.scouts.com.au with their Working with Children (WWC) number and expiry date as well as permission to conduct a police check.

Anyone over the age of 18 who meets our Child Protection Requirements will have the text “This member is authorised by the Office of the Children’s Guardian to work with Children and Young People” appear at the bottom of their summary page on ScoutLink.

Step 3 – Create your registration

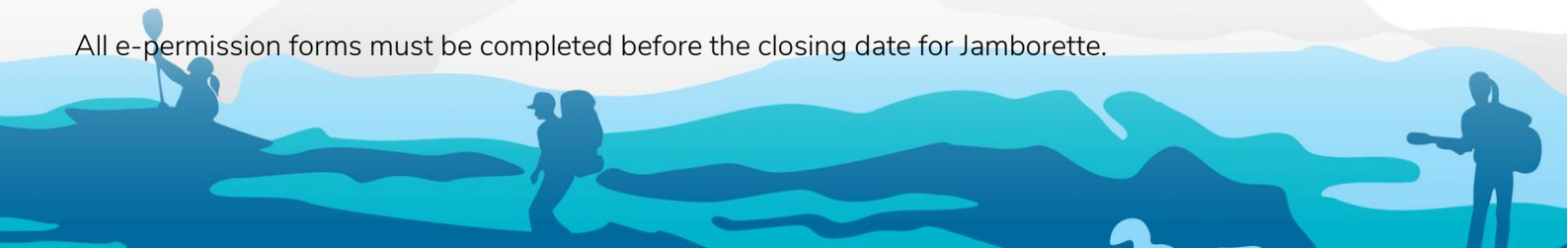
On EMS (events.greaterwestscouts.com.au) click on the event for Jamborette and create a new registration for the members of your group who are attending the event. While you can have people create their own registrations or create many registrations for a group, it is easier to manage for both you and us if you create one registration per section or group. When you complete your registration, you will be given the opportunity to modify the cost of the event, emergency contact details and travel arrangements for your group.

You can add or remove members as often as you like until you press the submit button. Once you press submit, the system will generate e-permission forms and send these out to the e-mail addresses you registered your members with. It will also generate an invoice that you will need to pay for that registration.

Step 4 – Get your parents to complete the e-permission form and pay.

Check regularly that your parents have completed the e-permission form for their child/children and themselves. You will also need to collect payment from the parents ahead of the closing date to be able to pay for the event.

All e-permission forms must be completed before the closing date for Jamborette.



Step 5 – Pay the Invoice

Using the invoice you received when you submitted your registration, make a payment to the GWS Region Office via Cash, EFT, Cheque, or Credit Card for the amount on the invoice. We do not accept part payments, so you must pay the full invoice in one payment.

You can pay for multiple invoices with the same cheque or transaction.

- For Cheques, please clearly write all invoice numbers the cheque covers on the back of the cheque.
- For Cash, please ensure you have a clearly written note with all invoices it covers to provide with your in person payment.
- For EFT or Credit Card transactions, please make sure you email gws.region@nsw.scouts.com.au with a copy of your receipt and include all invoice numbers in the email. Where possible, please also include all invoice numbers in the reference field.
- For online payments, you can go to your registration page at events.greaterwestscouts.com.au and pay using our secure credit card facilities.

All payments must be made by the closing date for Regionette. If you remove people from your application after the closing date, you will still be charged for them.

Questions

If you have any questions on registrations for Regionette, please contact the Jamborette Admin team on steve.wallace@nsw.scouts.com.au for assistance.