

# **Scout Event Leader Instruction**

## **Greater Western Sydney Jamboree**

### **Cataract Scout Park, Baden-Powell Drive, Appin**

30<sup>th</sup> September 2016 ~ 3<sup>rd</sup> October 2016

*Registrations Close: 9<sup>th</sup> September, 2016*

#### ***Information about the Camp:***

The Jamboree is held at Bents Basin Conservation Area, commencing Friday evening 30<sup>th</sup> September and ending Monday afternoon 3<sup>rd</sup> October. Camping and catering will be on a Troop basis managed by individual Troops. Transport to and from the event will be everyone's own responsibility unless specific Troop arrangements are made. Consult with your leaders

Activities include Abseiling & Rock Wall, Flying Fox, Theme Bases, plus others. Flying Fox and rock activities require the wearing of an approved harness and helmet which will be provided and must be worn.

**Where applicable for Districts/Rovers/Venturer Units, the completed Jamboree Activity Base Application and Risk Awareness forms MUST be submitted by the 9<sup>th</sup> September.**

A minimum of 18 bases must be completed to gain the Jamboree Award. There will be good camping certificates for those troops who earn them & also a Gateway competition for "Theme" & "Traditional Scout" gateways.

#### ***Information about Registrations:***

- *Scouts:* \$40.00 plus your Troop catering costs
- *Venturers, Rovers and Leaders:* \$30.00 plus your Troop catering costs

Final closing date for all applications is the 9<sup>th</sup> September 2016.

Leaders enter *all* registrations on-line in the Scout Event GWS Region system (EMS) at [www.events.greaterwestscouts.com.au](http://www.events.greaterwestscouts.com.au). Each Section/Group/Crew/Unit must send the following into the Region Office by the 9<sup>th</sup> September at the latest.

1. Printed EMS Invoice Cover Page and correct payment.
2. Copy of printed E-Permission (E1) for each applicant which MUST be filled in correctly and signed fully. Leaders must check to verify completeness.

#### ***E1's:***

This will be our first event where we enter E1 information online into the E-Permission. Leaders will need to collect participant's names, membership number and email address. **If participant is under 18 years old parents correct email address will need to be collected.** Leaders will enter this into EMS which will generate an email to the email address with a unique code where they/parents can go in and complete the E1 information on line. Once correctly completed they click the digital signature and they will receive an email with the E-Permission form which they should check for accuracy, **sign** and give to the leaders, with payment. Updates can be made in the E-Permission up to 48 hours before event commencement, but a new copy will need to be printed and given to the leaders to go to the Region.

#### ***Cancellations:***

Refunds will only be given in the event of illness or other similar cause. Requests must be made in advance or on the day of registrations at the Jamboree. A \$5 administration fee will apply to *all* refunds. Anyone not turning up with no explanation will forfeit their full registration.

#### ***General:***

All standard rules for Scout camping must be followed which apply to both uniformed members and any parent helpers. All members must be registered members of the association. All adults must have completed the Working With Children Check and have that number confirmed with the association.

#### ***For further Information:***

Robin Garrett –GWS Regional Commissioner (Scouts): 0405-103-331 or 4577-2662

# Instruction for Leaders

## Initial Steps:

The leaders obtain copy of E1 Part 2 and update it relevant to their troop/unit/crew such as adding their catering cost to the camping cost, due dates, transport arrangements and where meeting.

Leaders then distribute this information to everyone in their troop/unit/crew.

Leaders also obtain information from those intending to go, such as name, membership number and valid email address of either participant 18 and over, or email address of youth member's parents. **Email must be correct as they will not receive the email with the link and unique code to complete the E-Permission.**

## Entering Information into EMS:

Once the leaders have the information on who is going, they need to log into EMS and create a registration.

Access EMS with

[www.events.greaterwestscouts.com.au](http://www.events.greaterwestscouts.com.au), If you do not already have a login, create one.

Once in select the Jamborette event and choose registrations.

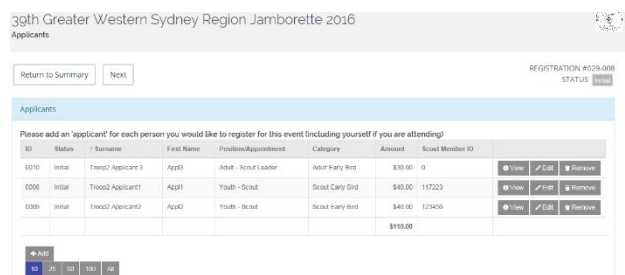
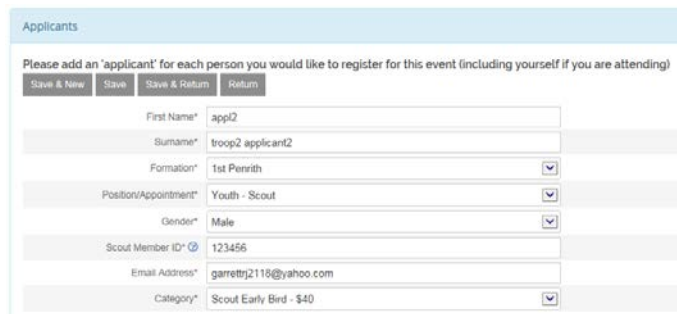
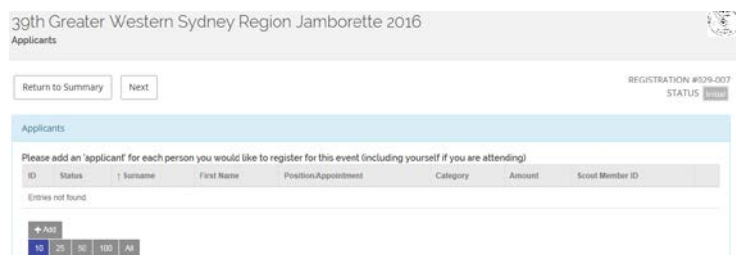
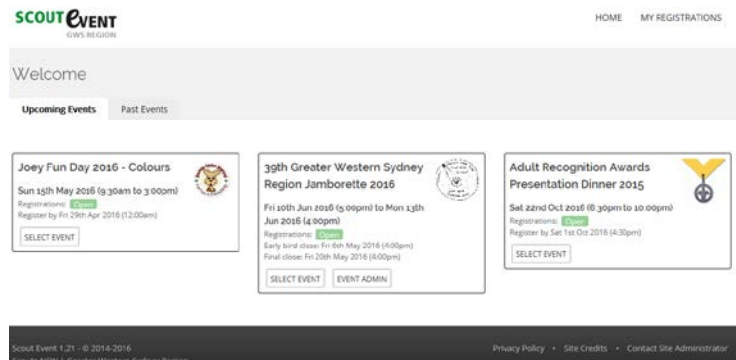
Once in registrations, select +Add to begin entering applicants.

Fill in the application details and remember to make sure the email address is correct. If the applicant is under 18 years old, use the parents email address.

Make sure the membership number is correct otherwise you will not be able to submit the batch of applications. If this is a new member, use 0 but you must have the completed Y1 to go with the batch.

Click "Save & New" to save the application and open a new registration screen to enter the next application. Once all applications have been entered, click "Save & Return".

Once you are at the screen with all the applications listed, click Next to go to the next step.



If you have any comments for the event co-ordinator or the payment administrator (GWS Region Office), enter them in these boxes. Once done, **remember to click Save to save the comments** then click Next to go on.

On the summary screen you will see all the applications for this registration batch. Any membership numbers that are incorrect will show a red triangle next to them. The total amount due will also show.

When all the information has been confirmed, click the Submit button then acknowledge the Confirm Submission window and the results will be shown including the E-Permission Form emails.

39th Greater Western Sydney Region Jamboree 2016  
Registration

Return to Summary Next

Save

Registration # 8

Comments for Event Coordinator (Robin Garrett) he looks good and is a good fellow.

Comments for Payment Administrator (GWS Region Office) They look good too.

39th Greater Western Sydney Region Jamboree 2016  
Registration Summary

Return to My Registrations Cancel Registration REGISTRATION #029 008 STATUS Issue

Applicants Summary

STATUS	ID	NAME	MEMBER ID	CATEGORY	AMOUNT
Initial	0008	TROOP2 APPLICANT1, App1	117223	Scout Early Bird - \$40.00	\$40.00
Initial	0009	TROOP2 APPLICANT2, App2	129456	Scout Early Bird - \$40.00	\$40.00
Initial	0010	TROOP2 APPLICANT 3, App3	6	Adult Early Bird - \$30.00	\$30.00
<b>Total due:</b>					<b>\$110.00</b>

Submit Registration

Please check that you have entered all details correctly before clicking Submit.

Submit

Event Summary

39th Greater Western Sydney Region Jamboree 2016

Where: Fri 10th Jun 2016 (5:00pm) to Mon 13th Jun 2016 (4:00pm)  
Bents Basin State Conservation Area  
Greendale NSW 2745, Australia  
(Google Map)

Registration

Comments for Event Coordinator (Robin Garrett): he is a good fellow  
Comments for Administrator (GWS Region Office): they are good too.

Contact Details

Please check that we have your contact details correct:  
Contact: Robin Garrett  
6 Baden Powell Place  
Winston Hills NSW 2153

Confirm Submission

Have you checked all the details are correct?

Are you sure you want to submit this registration?

No Yes

Thank you Robin

Success! Your registration has been submitted

E-Permissions

E-Permission Form emails were successfully sent to the following participants:

- App1 Troop2 Applicant1 (garrettrj@idschurch.org) - SUCCESS ✓
- App2 Troop2 Applicant2 (garrettrj2118@yahoo.com) - SUCCESS ✓
- App3 Troop2 Applicant 3 (garrettrj@idschurch.org) - SUCCESS ✓

Click on the following link to download your registration summary sheet (invoice). An email copy has also been sent to: scouts@greaterwestscouts.com.au

Download Registration Summary (PDF)

Your registration details have also been saved into your 'My Registrations'.

This is the email that the parents/applicant will receive. Note the blue link to the E-Permission system and the unique login code they need to get into it.

39th Greater Western Sydney Region Jamboree 2016 - E-Permission Form for App12 Troop2 Ap...

GWS Region EMS <no.reply@greaterwestscouts.com.au> Today om 15:37  
To: App12 Troop2 Applicant2

Scout Event (GWS Region EMS)

Hi App12,

You have been registered by Robin Garrett to attend the following event.

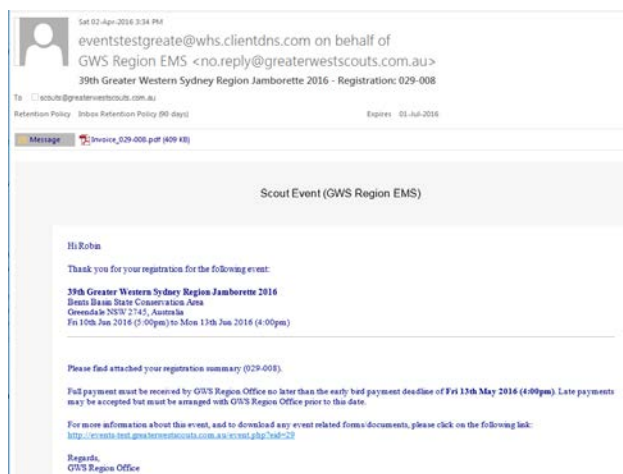
**39th Greater Western Sydney Region Jamboree 2016**  
Bents Basin State Conservation Area  
Greendale NSW 2745, Australia  
Fri 10th Jun 2016 (5:00pm) to Mon 13th Jun 2016 (4:00pm)

Click on the following link to complete your personalised E-Permission Form online.

[My E-Permission Form](#)

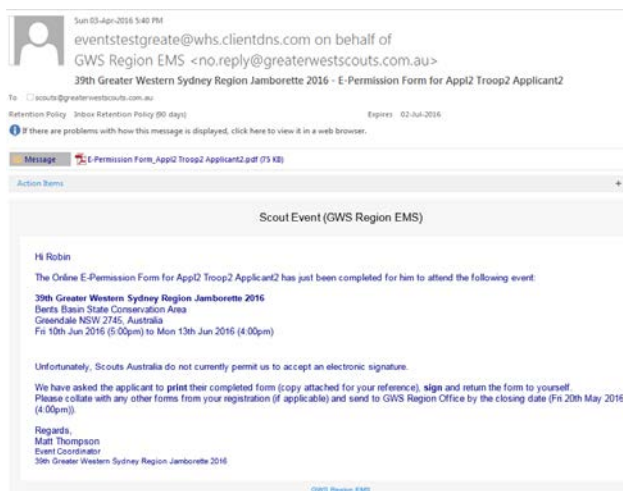
LOGIN PASSCODE:  
Q5G5V  
Your login passcode is case sensitive!

This is the email you will receive with the cover page/invoice for the batch.



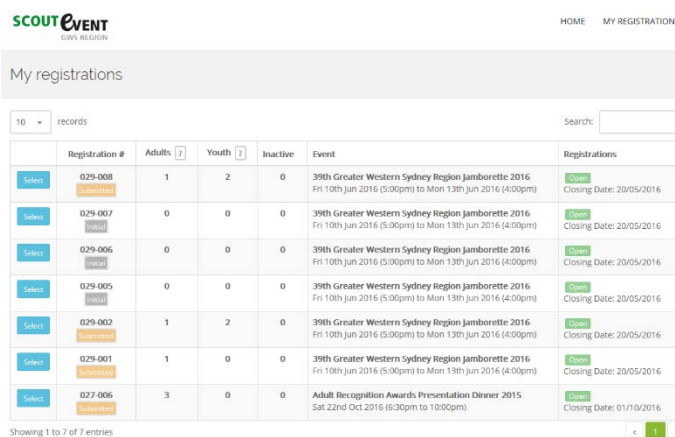
**Completed E-Permissions and Finishing Off:**

Once the parents/applicant log into E-Permission with their unique code, then complete the details it will send you this email advising you that it has been done with a copy of the E-Permission (E1) signature page for your information. The parent/applicant need to give you the signed E-Permission along with the money covering our camping cost plus your catering cost.

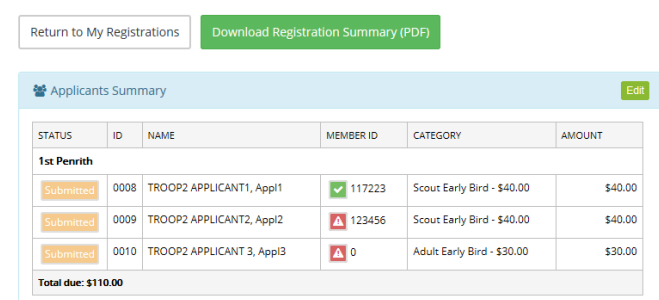


If you go back into EMS and click “My Registrations” on the top right, you will be able to see all the registration batches you have created for active events.

Click the Select button on the left of the batch you want.....



... and you will see the list of applicants you created in that batch. If you click the Edit button, you will be able to go in and view any of the details. Here you can even cancel an applicant registration if for some reason they are no longer going.



If you do this you will need to save and click next till you see the registration batch summary with the cancelled applicant showing as well as the new total due. Then you will need to "Download Registration Summary (PDF)" for the batch and print out the new cover sheet/invoice with the new amount due.

Once you have all the applications entered, signed E-Permissions (E1's), draw a cheque for the total amount due as shown on your latest invoice and send/carry them all into the GWS Region office by the due date.

Payment can be made by credit card, cash, cheque or EFT Transfer if the group is setup to do this.

Return to My Registrations | Download Registration Summary (PDF)

**Applicants Summary** Edit

STATUS	ID	NAME	MEMBER ID	CATEGORY	AMOUNT
<b>1st Penrith</b>					
Cancelled	0008	TROOP2 APPLICANT1, Appl1	✓ 117223	Scout Early Bird - \$40.00	\$0.00
Submitted	0009	TROOP2 APPLICANT2, Appl2	▲ 123456	Scout Early Bird - \$40.00	\$40.00
Submitted	0010	TROOP2 APPLICANT 3, Appl3	▲ 0	Adult Early Bird - \$30.00	\$30.00
<b>Total due: \$70.00</b>					

**39th Greater Western Sydney Region Jamboree 2016** REGISTRATION: 029-008  
SUBMITTED: 2016-04-03 18:11:44

**REGISTRATION CONTACT:**  
**Robin Garrett**  
 Greater Western Sydney Region  
 6 Baden Powell Place  
 Winston Hills NSW 2153  
 Phone: 0405-103-331  
 Email: scouts@greaterwestscouts.com.au

**EVENT:**  
**39th Greater Western Sydney Region Jamboree 2016**  
 Bents Basin State Conservation Area  
 Greendale NSW 2745, Australia  
 Fri 10th Jun 2016 (5:00pm) to Mon 13th Jun 2016 (4:00pm)  
 COORDINATOR:  
**Matt Thompson - communications@greaterwestscouts.com.au**

**REGISTRATION SUMMARY**

STATUS	ID	NAME	MEMBER ID	CATEGORY	AMOUNT
<b>1st Penrith</b>					
Cancelled	0008	TROOP2 APPLICANT1, Appl1	✓ 117223	Scout Early Bird - \$40.00	\$0.00
Submitted	0009	TROOP2 APPLICANT2, Appl2	▲ 123456	Scout Early Bird - \$40.00	\$40.00
Submitted	0010	TROOP2 APPLICANT 3, Appl3	▲ 0	Adult Early Bird - \$30.00	\$30.00
<b>Total due: \$70.00</b>					

**COMMENTS TO EVENT COORDINATOR:**  
he is a good fellow

**COMMENTS TO PAYMENT ADMINISTRATOR:**  
they are good too.

**TERMS & CONDITIONS:**  
Full payment must be received by GWS Region Office no later than the early bird payment deadline of **Fri 13th May 2016 (4:00pm)**. Late payments may be accepted but must be arranged with GWS Region Office prior to this date.

---

**39TH GREATER WESTERN SYDNEY REGION JAMBOREE 2016** REFERENCE: 029-008 GARRETT AMOUNT DUE: \$70.00

**REMITTANCE** PAYMENT METHOD:  VISA  MASTERCARD  AMEX  CASH  CHEQUE  EFT / BANK TRANSFER

Card No: \_\_\_\_\_ Cardholder's Name: \_\_\_\_\_  
 Expiry: \_\_\_\_ / \_\_\_\_ Security Code: \_\_\_\_\_ Signature: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**PAYMENT INSTRUCTIONS:**  
 Cash: Cash payments should be handed in person to Region Office Staff during office hours.  
 Cheque: Cheque payments should be made payable to "The Scout Association of Australia, NSW Branch, GWS Region"  
 Credit Card: Visa, Mastercard and AMEX credit cards are accepted  
 EFT: The Scout Association of Australia, NSW Branch | BSB: 032-000 | Account Number: 001472 | Reference: See above

PLEASE SEND REMITTANCE ADVICE AND PAYMENT TO:  
**GWS Region Office** | 6 Baden Powell Place, Winston Hills NSW 2153 | Phone: (02) 9639 2488 | Email: matt.jacala@gmail.com  
 Office hours: Tues to Thurs - 9.00am to 3.30pm, Friday - 10.00am to 4.30pm (Closed Sat-Mon)  
 \* We accept scanned PDF documents emailed to us for processing (Invoice/remitance slip and activity forms)

You as leaders will be able to see which applicants have completed E-Permissions which should be available by the end of the week. You will also be able to correct email addresses and resend emails to those who need to complete the E-Permission

Enjoy the Jamboree.