

Scout Event Leader Instruction

Greater Western Sydney Jamborette

Cataract Scout Park, Baden-Powell Drive, Appin

9th to 12th June 2017

Registrations Close: 12th May 2017

Information about the Camp:

The Jamborette is held at Cataract Scout Park, commencing Friday evening 9th June and ending Monday afternoon 12th June. 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/Unit/Crew arrangements are made.

This year we are combining with South Metropolitan Region's "Gathering" at Cataract and joining in each other's activities as well as some of Cataracts activities. Both Region's badges can be earned by participating in the other Regions activities located in their own areas.

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 Jamborette Activity Base Application and Risk Awareness forms MUST be submitted by the 12th of May.

A minimum of 18 bases must be completed to gain the Jamborette Award. There will be good camping certificates for those troops who earn them & also a Gateway competition for "Theme" & "Traditional Scout" gateways. An additional gateway trophy will be awarded to the gateway voted by the Scouts as the best.

Information about Registrations:

- *Scouts*: \$45.00 plus your Troop catering costs
- *Venturers, Rovers and Leaders*: \$35.00 plus your Troop catering costs

Final closing date for all applications, **with payments**, into Region office is the 12th May 2017.

Leaders enter *all* registrations on-line in the Scout Event GWS Region system (EMS) at www.events.greaterwestscouts.com.au. Each Section/Group/Crew/Unit must send the following into the Region Office by the 12th May at the latest.

1. Printed EMS Invoice Cover Page and
2. correct full payment of Jamborette fee. Catering costs you keep within your Troop etc.

E1's:

There will be no paper E1 or E-Permission. Electronic E-Permission signatures will be trialled this Jamborette. As last year, we enter E1 information online into the E-Permission. Leaders will need to collect participant's names, membership number and correct 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, and the leader, will receive an email with indicated that it is completed. If they want they can download a copy of the completed form. They will need to give to the leaders the full payment for the Jamborette. Updates can be made in the E-Permission up to 48 hours before event commencement. Paper E-Permissions do not need to be sent to the Region Office. Leaders can download PDF copies of E-Permissions for their information if they want.

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 Jamborette. 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: Tracey Stopps –GWS Regional Commissioner (Scouts): 0414-816-944.

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 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.**

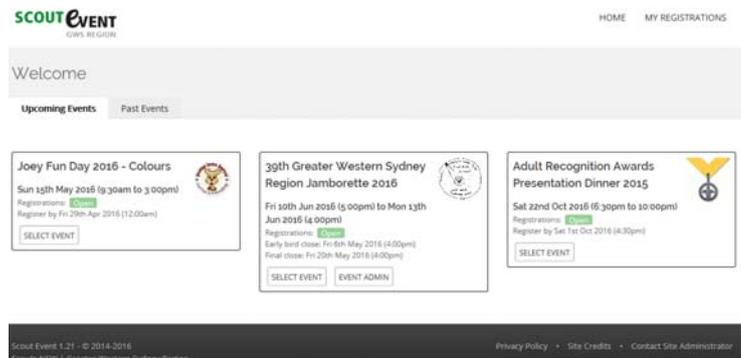
Entering Information into EMS:

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

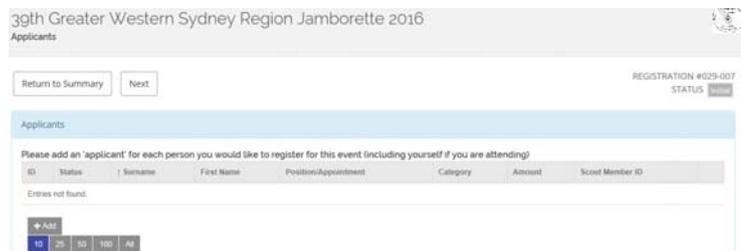
Access EMS with

www.events.greaterwestscouts.com.au, If you do not already have a login, create one.

Once in select the Jamborette event and choose Register Now.



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.

+ Applicants

Save & New Save Save & Return Return

First Name* appl first name

Surname* appl surname

Formation* Greater Western Sydney Region

Position/Appointment* Youth - Scout

Gender* Male

Scout Member ID* 117223

Email Address* garrettrj2118@yahoo.com

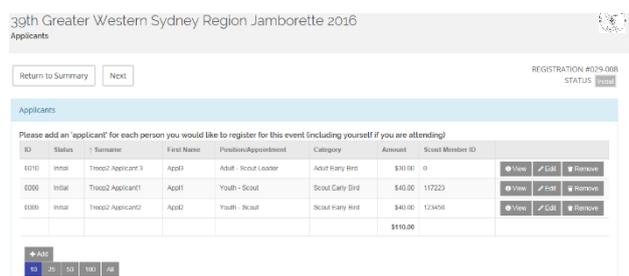
Camping Location* Scout Lines

Category* Scout - \$45

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 registrations.

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](#)

Registration

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 **Final**

Applicants Summary **Full**

STATUS	ID	NAME	MEMBER ID	CATEGORY	AMOUNT
1st Period					
Final	0008	TROOP2 APPLICANT1, Appl1	117223	Scout Early Bird - \$40.00	\$40.00
Final	0009	TROOP2 APPLICANT2, Appl2	123456	Scout Early Bird - \$40.00	\$40.00
Final	0010	TROOP2 APPLICANT 3, Appl3	0	Adult Early Bird - \$50.00	\$50.00
Total due:					\$130.00

Submit Registration

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

Submit

Registration **Full**

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

Contact Details **Full**

Please check that we have your contact details correct:

Contact: Robin Garrett
6 Baden Powell Place
Winston Hills NSW 2153

Event Summary

39th Greater Western Sydney Region Jamboree 2016

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

Confirm Submission

Have you checked all the details are correct?
Are you sure you want to submit this registration?

No further changes can be made to your registration once it has been 'Submitted'. If you have more participants to register for this event, you will need to add them into a new registration for this event later, or you can postpone submitting this registration until you have entered them all.

E-Permissions are active for this event

Do you want to submit now?

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 (garrettjr@idschurch.org) - SUCCESS ✓
- App2 Troop2 Applicant2 (garrettjr2118@yahoo.com) - SUCCESS ✓
- App3 Troop2 Applicant 3 (garrettjr@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.

40th Greater Western Sydney Region Jamboree - E-Permission Form for Appl 1 Appl 1 Surname

Scout Event (GWS) <email@events.greaterwestscouts.com.au>
To: Appl 1, Appl 1 Surname

Scout Event (GWS Region)

Hi Appl 1,

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

40th Greater Western Sydney Region Jamboree
Cataract Scout Park
Baden Powell Drive, Appin
Fri 9th Jun 2017 (12am) to Mon 12th Jun 2017 (12am)

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

My E-Permission Form

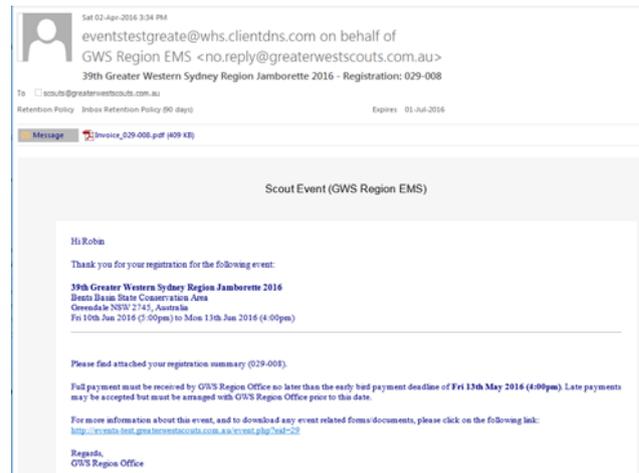
LOGIN PASSCODE:
22X7Y

Your login passcode is case sensitive!

Please note: E-Permission forms now use electronic signatures. Participants are no longer required to print and sign the form.

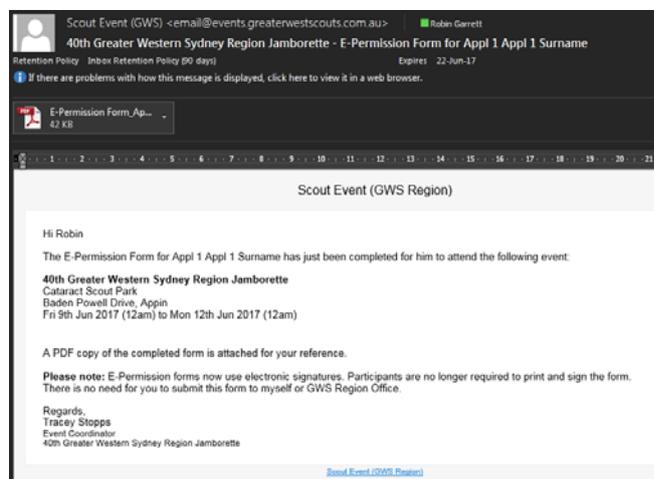
If you would like to know more about this event, then please ask Robin Garrett or click on the following link: <https://events.greaterwestscouts.com.au/events/56>

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



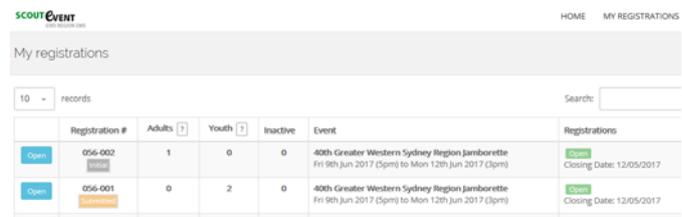
Completed E-Permissions and Finishing Off:

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 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 **Open** 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 **View** button (for submitted batches), you will be able to go in and view any of the details. If you have un-submitted batches the button will be an **Edit** one. Here you can even cancel an applicant registration if for some reason they are no longer going.

Summary

Applicants [View](#)

STATUS	ID	NAME	MEMBER ID	CATEGORY	AMOUNT
Greater Western Sydney Region					
Submitted	0001	APPL 1 SURNAME, Appl 1	117223	Scout - \$45.00	\$45.00
Submitted	0002	APPL 2 SURNAME, Appl 2	117223	Scout - \$45.00	\$45.00
Total: \$90.00					

Summary

Applicants [Edit](#)

STATUS	ID	NAME	MEMBER ID	CATEGORY	AMOUNT
Greater Western Sydney Region					
Initial	0003	GARRETT, Robin	117223	Leader - \$35.00	\$35.00
Total: \$35.00					

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.

Summary

Applicants [View](#)

STATUS	ID	NAME	MEMBER ID	CATEGORY	AMOUNT
Greater Western Sydney Region					
Submitted	0001	APPL 1 SURNAME, Appl 1	117223	Scout - \$45.00	\$45.00
Cancelled	0002	APPL 2 SURNAME, Appl 2	117223	Scout - \$45.00	\$0.00
Total:					\$45.00

Invoice Total: \$45.00

Event Summary

40th Greater Western Sydney Region Jamborette

When: Fri 9th Jun 2017 (5pm) to Mon 12th Jun 2017 (3pm)

If you have a batch that is still in the initial stage, you can +Add extra applications if you want to. Once the batch is Submitted, then you cannot add applicants but you can Cancel them. If you have extra applicants that want to go after a batch is submitted, simply create a new batch.

Once you have all the applications entered, E-Permissions completed, 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.

39th Greater Western Sydney Region Jamborette 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 Jamborette 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
1st Penrith					
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
Total due:					\$70.00

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 JAMBORETTE 2016 REFERENCE: 029-008 GARRETT AMOUNT DUE: \$70.00

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: 052-000 | 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.jcala@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/remittance slip and activity forms)

You do have the option of downloading all the E-Permissions for your batch/Troop as PDF documents if you wish.

1) Applicants 2) Registration 3) Summary / Invoice 4) E-Permissions

E-Permissions [View all E-Permission Forms \(PDF\)](#) [Help](#)

Applicant #	Surname	First Name	Email Address	Status	Resend Email	Download PDF	Edit
0001	Appl 1 Surname	Appl 1	garretb2118@yahoo.com	100%			

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

Enjoy the Jamborette.