

# Scout Events Leader Instruction

## Cataract Woonona

(Multi Region Joey Mob Holiday)

Cataract Scout Park, Baden-Powell Dr, Appin,

29<sup>th</sup> October 2016 ~ 30<sup>th</sup> October 2016

Registrations Close: 09<sup>th</sup> September, 2016

Early Bird Close : 31<sup>st</sup> August 2016.

### Information about the Camp:

“Woonona” an aboriginal word meaning “Place of young wallabies”. In our case a large mob holiday. This is the inaugural Cataract Woonona, hosted jointly by Greater Western Sydney Region, Southern Metropolitan Region and Hume Regions.

Activities will include Water Slide, Archery, Gang Show, Circus Acts, Flying Fox, Horizontal Bungee, Pioneering, Science, Camp Fire and Themed bases.

**Every Joey Mob** should make up a Mob Sign about the size of a single Bed Sheet in the theme of Bindi and the Chocolate Factory.

### Administration

This event will be administered by the GWS Region Office. We prefer that all paperwork be scanned and emailed to [woonona@joeyscouts.com.au](mailto:woonona@joeyscouts.com.au)

### Eligibility to Attend

**Joeys :** Must have a current Scout Member # and be registered in the Joey Section as of 1<sup>st</sup> October 2016 and able to have a Parent or Guardian attend.

**\* Only 1 parent or guardian may attend and no siblings**

**Parent:** Hold a current Scout Member, OR complete M5 Volunteer Declaration.

**Guardian :** (not Joey Parent), Hold a Working With Children Check number and complete A2 Adult Helper Form.

M5 and A2 Forms can be downloaded from the Scouts NSW Website from <http://www.nsw.scouts.com.au/leaders/scouts-nsw-forms>

### Registration

Registrations will be managed online via the GWS Scout Events website <http://events.greaterwestscouts.com.au> . See the following pages for instructions.

- Joey Scouts – \$105 (in own tent)
- 1 Parent / Guardian – No Charge
- Extra Parent/Guardian – \$50 / per person **(DO NOT ADVERTISE)**
- Bunkroom surcharge – \$10 / per person
- Base Workers – No charge
- Wheelchair accessible accommodation – no additional charge.

Early Bird  
Special  
\$5 off

Final registrations must be submitted and received by the GWS Region Office by 9<sup>th</sup> September 2016. All money must be received / confirmed in the state account by 16<sup>th</sup> September 2016.

Early Bird registrations must be received by 31<sup>st</sup> August to qualify for a \$5 discount.(only applies to Joey)  
Note that male & female participants must be in separate accommodation unless they are with immediate family only.

### Catering

This camp is fully catered. Starting Saturday morning tea through to Sunday lunch.

### Cancellations:

Refunds will only be given in the event of illness or other similar cause.

Refund requests received by 15<sup>th</sup> October will receive Full refund except for a \$5 administration fee.

Refund requests received after 15<sup>th</sup> October and before event will receive 50% refund.

Refund requests received on or after 22<sup>nd</sup> October will forfeit their full registration.

### Further information

- Brian Zarth – Greater Western Sydney Region – 0403781446 – [joeys@greaterwestscouts.com.au](mailto:joeys@greaterwestscouts.com.au)
- Cathie Spiker – Hume Region - 0418569436 – [cathie.spiker@mac.com](mailto:cathie.spiker@mac.com)
- Lionel Pascoe – Southern Metropolitan Region – 0417075227 – [lpas5190@bigpond.net.au](mailto:lpas5190@bigpond.net.au)

The Scout Events web site is effectively an online E1 Activity Notification Form. The key benefit being that the online form validates itself as it's completed by the Parent, reducing the need to return the form to complete missing details. It also provides reports using data entered directly by the parent. It also carries out invoicing, tracks payments and validates membership currency.

### The Registration Process.

Step 1) 1 Leader per mob will need to register with Scout Events.

1. Click Register

The screenshot shows the 'Create New Account' page on the Scout Event website. At the top right, there are links for 'HOME', 'LOGIN', and 'REGISTER'. A callout box labeled '1. Click Register' points to the 'REGISTER' link. The main form is titled 'Create New Account' and includes a note '\* indicates required field' and a link '? Why create an account?'. The form is divided into two columns: 'Personal Details' and 'Scouting Details'. The 'Personal Details' section includes fields for 'Email Address \*', 'First Name \*', 'Surname \*', 'Postal Address \*', 'Suburb \*', 'NSW' (dropdown), 'Post Cod', 'Phone Number', and 'Date of birth \*' (with dropdowns for day, month, and year). The 'Scouting Details' section includes 'Scout Member Number', a dropdown for '--- No Group ---', and a dropdown for 'Youth - Joey Scout'. Below these is a 'Security' section with 'Password \*' and 'Confirm password \*' fields, and a reCAPTCHA 'I'm not a robot' checkbox. A callout box labeled '2. Enter Your Details' points to the 'Email Address \*' field. At the bottom of the form is a green 'REGISTER' button with a checkmark, and a callout box labeled '3. Click Register' points to it. The footer contains 'Scout Event 1.21 - © 2014-2016 Scouts NSW | Greater Western Sydney Region', 'Privacy Policy', 'Site Credits', and 'Contact Site Administrator'.

Thanks Fred, your account has been created successfully

We have sent an email to [fred@knurke.com.au](mailto:fred@knurke.com.au)

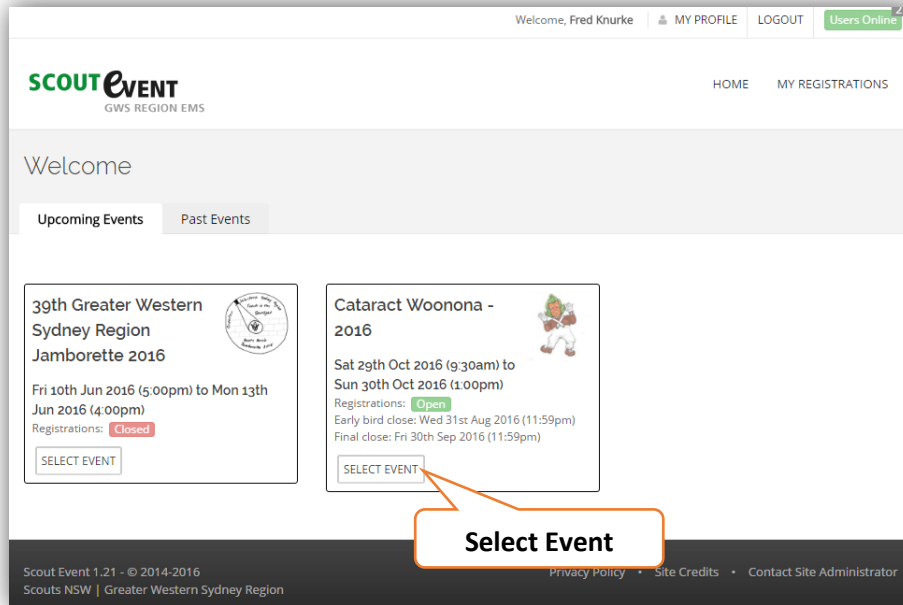
Please click the **ACTIVATE ACCOUNT** button within the email.

If you have not received your email within a few minutes, please check your spam/junk mail folder - the email will have come from [ems@greaterwestscouts.com.au](mailto:ems@greaterwestscouts.com.au)

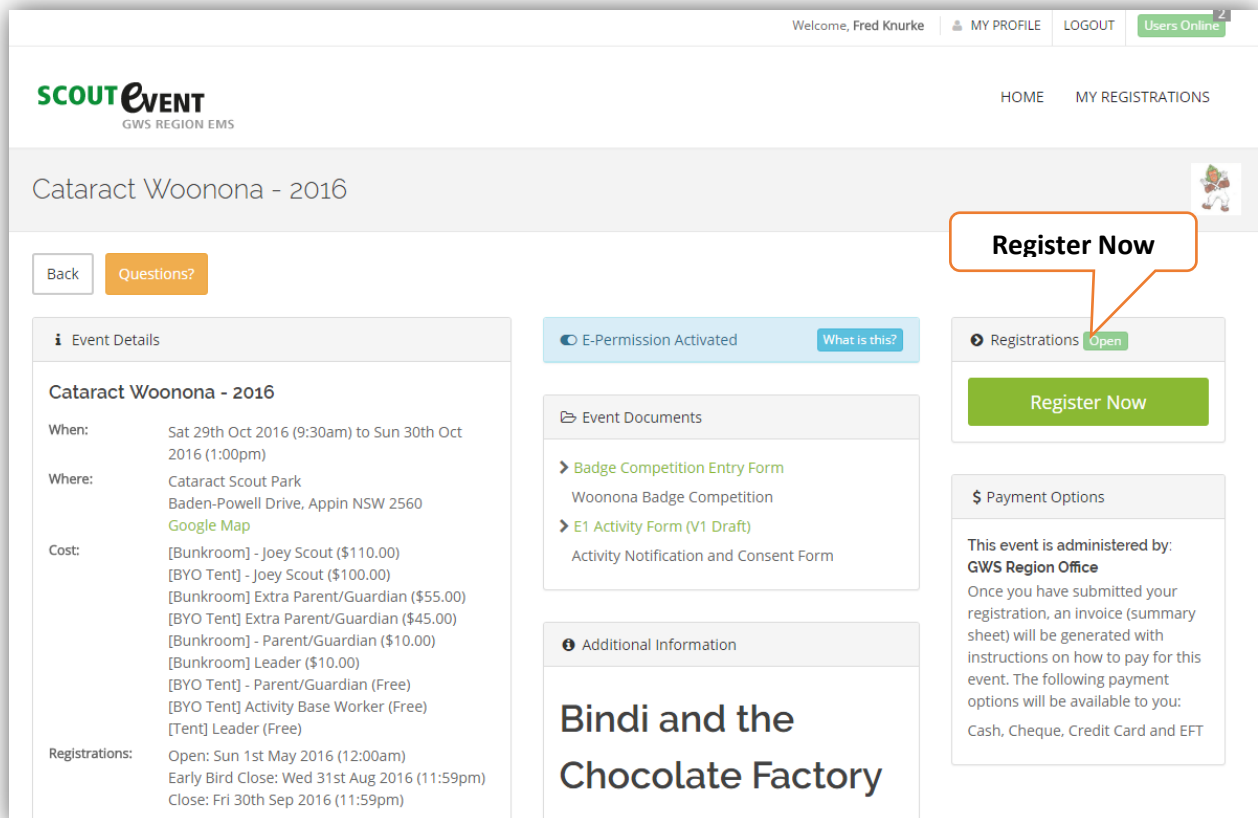


Then click on **Activate Account** in your email to Activate the new account

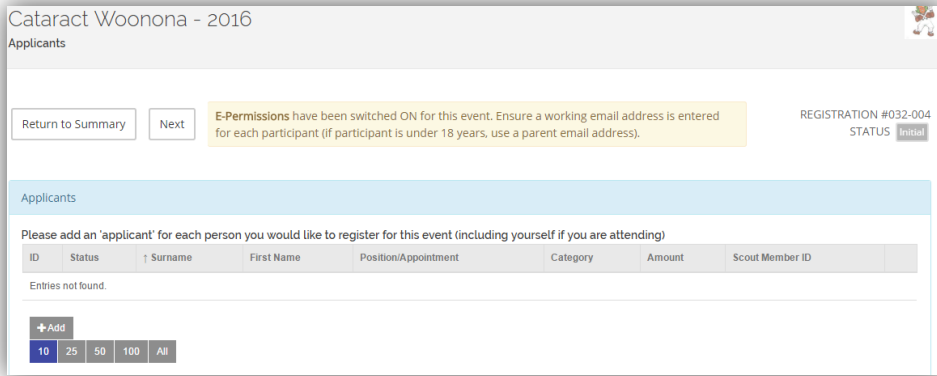
## Step 2) Select Event (click on [Select Event] on Cataract Woonona)



## Step 3) Click on



Step 4) Click **+Add** to add each Joey, leader & parent/guardian




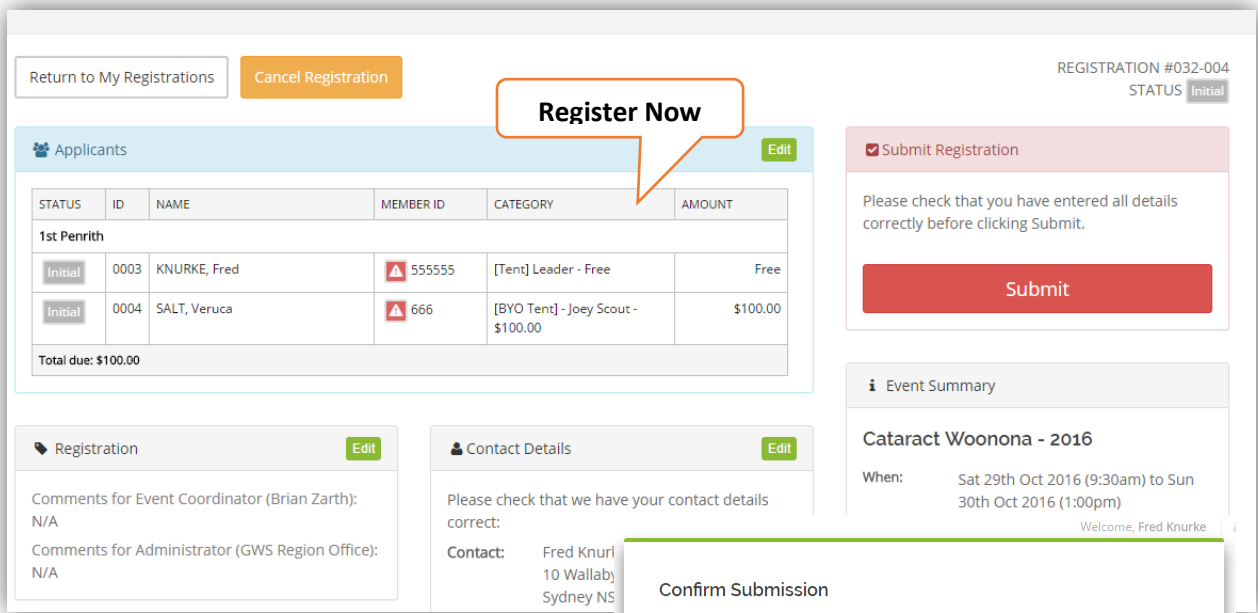
Step 5) Complete the information for every person attending, including the Parent / Guardian and your leaders / helpers  
 (If the participant is under 18, you should use the parent email address)

Click on **Save & New** to save and add another applicant  
**Save** to save and stay on this page  
**Save & Return** to save and return to applicants list  
**Return** to return without saving this entry.

Step 6) When your list is complete click on **Return to Summary**

ID	Status	↑ Surname	First Name	Position/Appointment	Category	Amount	Scout Member ID	
0003	Initial	Knurke	Fred	Adult - Joey Scout Leader	[Ten] Leader	\$0.00	555555	View Edit Remove
0004	Initial	Salt	Veruca	Youth - Joey Scout	[BYO Ten] - Joey Scout	\$100.00	666	View Edit Remove
						\$100.00		

Step 7) Once you have all your applicants entered click 



Return to My Registrations Cancel Registration REGISTRATION #032-004 STATUS Initial

**Register Now**

**Applicants** Edit

STATUS	ID	NAME	MEMBER ID	CATEGORY	AMOUNT
<b>1st Penrith</b>					
Initial	0003	KNURKE, Fred	▲ 555555	[[Tent] Leader - Free	Free
Initial	0004	SALT, Veruca	▲ 666	[BYO Tent] - Joey Scout - \$100.00	\$100.00
<b>Total due: \$100.00</b>					

**Submit Registration**

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

**Submit**

**Event Summary**

**Cataract Woonona - 2016**

When: Sat 29th Oct 2016 (9:30am) to Sun 30th Oct 2016 (1:00pm)

Welcome, Fred Knurke

**Registration** Edit

Comments for Event Coordinator (Brian Zarth): N/A  
Comments for Administrator (GWS Region Office): N/A

**Contact Details** Edit

Please check that we have your contact details correct:

**Contact:** Fred Knurke  
10 Wallaby  
Sydney NSW

Step 8) Confirm your submission

Step 9) Click  if ready.

Step 10) Please wait.....

Do you want to submit now?

**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. If you need to register additional participants later, you will need to create a new registration for the same event.*

**E-Permissions are switched ON for this event**

Clicking YES will send an email to each participant email you have entered. The email will contain a unique link for them to login and complete their **E-Permission Form** online.

Fred, you will receive a copy of each completed form and be able to view the status for all E-Permissions in your registration at any time (Go to: My Registrations).

In the registration page, you can also change an applicants email address, resend the E-Permission login email or download an E-Permission form (or forms for all your participants in 1 PDF!).

Do you want to submit now?

Step 11) Thank you.....

Step 12) Click on  **MY REGISTRATIONS**

Welcome, Fred Knurke MY PROFILE LOGOUT Users Online 1

**Thank you Fred**

**Success!**  
Your registration has been submitted

**E-Permissions**

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

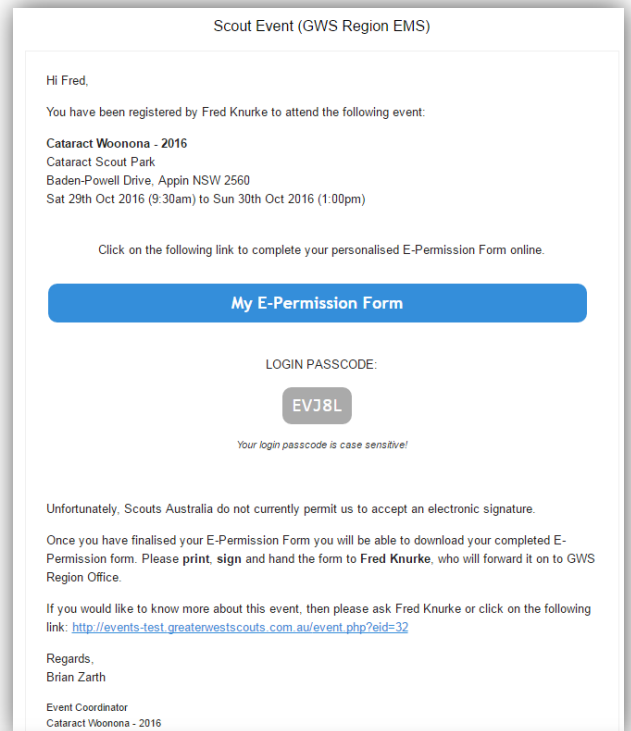
- Fred Knurke (fred@knurke.com.au) - SUCCESS ✓
- Veruca Salt (mrsalt@nutfactory.com.au) - SUCCESS ✓

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

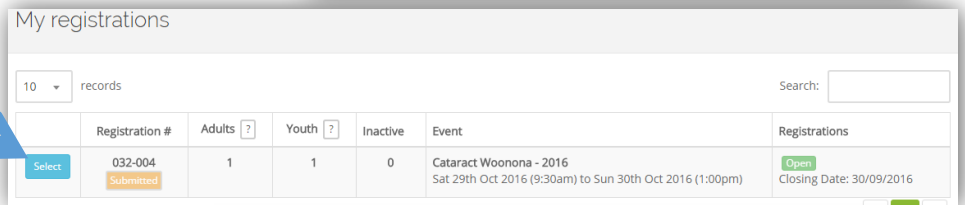
[Download Registration Summary \(PDF\)](#)

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

Step 14) Each Applicant will receive an email like this one.....



Step 13) Click



Step 14) Registration Summary

Cataract Woonona - 2016  
 Registration Summary

Return to My Registrations | Download Invoice (PDF) | Manage E-Permissions 0 / 2

REGISTRATION #032-004  
 STATUS Submitted

**Applicants**

STATUS	ID	NAME	MEMBER ID	CATEGORY	AMOUNT
Submitted	0003	KNURKE, Fred	555555	[Tent] Leader - Free	Free
Submitted	0004	SALT, Veruca	666	[BYO Tent] - Joey Scout - \$100.00	\$100.00

Total due: \$100.00

**Event Summary**

**Cataract Woonona - 2016**

When: Sat 29th Oct 2016 (9:30am) to Sun 30th Oct 2016 (1:00pm)  
 Cataract Scout Park  
 Baden-Powell Drive, Appin NSW 2560  
[Google Map](#)

**Export ALL E-Permission Forms (PDF)**

Applicant #	Surname	First Name	Email Address	Status	Resend Email	Download PDF	Edit
0003	Knurke	Fred	brian@zarth.com.au	0%	Resend Email	Download PDF	Edit
0004	Salt	Veruca	brian@zarth.com.au	0%	Resend Email	Download PDF	Edit

**Applicants**

ID	Status	Surname	First Name	Position/Appointment	Category	Amount	Scout Member ID	Cancel	View
0003	Submitted	Knurke	Fred	Adult - Joey Scout Leader	[Tent] Leader	\$0.00	555555	Cancel	View
0004	Submitted	Salt	Veruca	Youth - Joey Scout	[BYO Tent] - Joey Scout	\$100.00	666	Cancel	View

Total due: \$100.00

Step 15) Once your Joey's, Parents and leaders have submitted their E-Permission forms and money to you, then scan them all and email them all to [woonona@joeyscouts.com.au](mailto:woonona@joeyscouts.com.au).  
 If any joey's or parents change their mind, just cancel them and your invoice will be updated. Cancellation fees only apply once the forms and money has been received by the Region Office.