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 earnt 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 <u>www.events.greaterwestscouts.com.au</u>. 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: SCOUTEVENT HOME MY REGISTRATIONS Once the leaders have the information on who is going, they need to log into EMS and Welcome create a registration. Upcoming Events Past Events Access EMS with www.events.greaterwestscouts.com.au, If you NEE 39th Greater Western Sydney Joey Fun Day 2016 - Colours Adult Recognition Awards 1 1 Presentation Dinner 2015 egion Jamborette 2016 do not already have a login, create one. Sun 15th May 2016 (9:30am to 3:00pm) 0 tions: 100000 by Fin 29th Apr 2016 (12:00 Fri soth Jun 2016 (5.00) Jun 2016 (4.00pm) Sat 22nd Oct 2016 (6 30pm to 10 00 ta Cont Once in select the Jamborette event and SELECT EVENT SELECT EVENT choose Register Now. 39th Greater Western Sydney Region Jamborette 2016 Once in registrations, select +Add to begin entering applicants. Return to Summary Next 2000 ID Status 7 Sumame First Name 10 25 50 100 AT Fill in the application details and remember **Applicants** to make sure the email address is correct. If the applicant is under 18 years old, use the Save & New Save Save & Return Return parents email address. First Name* appl first name Surname* appl surname Make sure the membership number is ~ Formation* Greater Western Sydney Region correct otherwise you will not be able to ~ Position/Appointment* Youth - Scout submit the batch of applications. If this is a Gender* Male ~ new member, use 0 but you must have the Scout Member ID* 😨 117223 completed Y1 to go with the registrations. Email Address* garrettri2118@vahoo.com Camping Location* Scout Lines **~** Click "Save & New" to save the application Category* Scout - \$45 ~ 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.

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Applicat	nts									
Please	add an 'ap	plicant' for each pers	on you would li	ke to register for this even	t Gincluding yourself	if you are att	ending)			
ID	Staturs	† Sumame	First Name	Position/Appointment	Category	Amount	Scout Member ID			
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0006	Initial	Troop2 Applicant1	Appl1	Youth - Scout	Scout Early Bird	\$40.00	117223	• View	∕Edt	Remove
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If you have any comments for the event co-ordinator or the payment administrator (GWS Reg enter them in these boxes. Once done. click Save to save the comments the go on.

39th Greater Western Sydney Region Jamborette 2016

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Confirm Submission		he is a good fellow Comments for Administrator (GWS Region Of they are good too.	Contract: Robin Garrett 6 Baden Powell Flace Windon Hills YoW 2153	Where: Example a conservation Area Greenable NeW 2745, Australia Greenable NeW 2745, Australia Greenable NeW 2745, Australia Greenable NeW 2745, Australia Greenable New 2745, Australia Found Scale, Biolet J & Anno
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	Thank you Rob	bin		
submitting this registration until you have entered them all. E-Permissions are active for this event Do you want to submit now? NO YES	Vour registration has b Vour registration has b Click on the following link: email copy has also been s Download Registration S Vour registration details hu	been submitted to download your registration summary sh sent to: scoud-ligneaterwestscouts.com.au summary orb() ave also been saived into your 'My Registrat	E-Permission E-Permission from emails were succes Appl Troop2 Applicant1 (game Appl Troop2 Applicant2 (game Appl Troop2 Applicant3 (game Sore).	isfully sent to the following participants: hypHsichurch.org - SUCCESS ✔ bypHsichurch.org - SUCCESS ✔ tryBMsichurch.org - SUCCESS ✔
This is the email that the parents/applicant will receive. Note the blue link to the E- Permission system and the unique login	40th Greate Scout Event (O To Appl 1 Appl	er Western Sydney Region Jambo WSI <email@eventsgreaterwestscouts.co 11 Surname</email@eventsgreaterwestscouts.co 	orette - E-Permission Form for Appl 1 Appl 1 : mau>	Jurname
code they need to get into it.			Scout Event (GWS H Apd 1, You have been registered by Robin Garrett to attend the fo Oddh Greater Western Sydney Region Jamborette Babien Powell Drike, Apon Pri fen Jun 2017 (Tami) to Mon 12th Jun 2017 (Tami) Click on the following text to compete your perso My E-Permission LOGIN PASSOO 2027 73 Your login passeotis it rear Presse note: E-Permission forms now use electronic signu print and sign the form.	Region) Rowing event: Region Commonline. Form CE: exercisive/ atures. Participants are no longer required to use ask Robin Garrett or click on the following
			If you would like to know more about this event, then pleas link: https://events.oreatenvestscouts.com.au/event/56 Records	e ask Robin Garrett or click on the following

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 unsubmitted 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 West	ern Syd	Iney 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

Applicar	nts	Edit			
STATUS	ID	NAME	MEMBER ID	CATEGORY	AMOUNT
Greater We	estern S	Sydney Region			
Initial	0003	GARRETT, Robin	117223	Leader - \$35.00	\$35.00
Total: \$35.0	0				

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.

👗 Summ	ary						Download Invoice (PDF) Help
Applicant	s ve	w				Invoice To	tal: \$45.00
STATUS	ID	NAME	MEMBER ID	CATEGORY	AMOUNT	1.0000	
Greater West	ern Syd	Iney Region				1 Event:	summary
Submitted	0001	APPL 1 SURNAME, Appl 1	117223	Scout - \$45.00	\$45.00	40th Gr	eater Western Sydney Region
Cancelled	0002	APPL 2 SURNAME, Appl 2	117223	Scout - \$45.00	\$0.00	Jambor	ette
Total: \$45.00						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.

REGISTRATIC	N CONTACT	D.	EVENT:		
Robin Ga Greater W 6 Baden P Winston H Phone: 04 Email: sco	rrett lestern Sy owell Pla ills NSW 05-103-3 uts@grea	ydney Region ce 2153 31 aterwestscouts.com.au	39th Greater 1 Bents Basin Sta Greendale NSW Fri 10th Jun 201 COORDINATOR: Matt Thompson	Western Sydney Region Jambore the Conservation Area 12745, Australia 16 (5:00pm) to Mon 13th Jun 2016 (4 - communications@greaterwestsco	ette 2016 I:00pm) uts.com.au
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Submitted	0010	TROOP2 APPLICANT 3, Appl3	A 0	Adult Early Bird - \$30.00	\$30.0
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Email Address

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

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

1) Applicants 🔒

🚨 E-Permissi

Applicant #

Enjoy the Jamborette.