

Londo Monopoly Run 2019

Scouts SMS User Guide

Friday 1st to Sunday 3rd March



To simplify event administration and ensure reduce the amount of paperwork we are using an online booking system called Scouts EMS. This system allows groups and participants to register and submit information securely without the need for any forms.

The system is used for many events across the country and has been tested to ensure it meets our own requirements. It's very simple to use, but as this will be new to most groups in Harrogate we have written a step-by-step guide. This will walk you through the booking process and assist with later admin.

If you have any questions about the booking process you can email ddc.hands@harrogatescouts.org.uk.

Group Registration

To register a group, click on the group registration button on the website. You will be directed to the registration form on the Scouts EMS system as shown.

Please complete all the requested information.

The contact information should be for the leader responsible for the booking.

Event information will be sent by email to this address so please ensure it is correct.

A screenshot of a web browser showing the "CREATE GROUP - HANDS WINTER CAMP" registration form. The form is titled "CREATE GROUP - HANDS WINTER CAMP" and includes a sub-header "This page is for leaders to add a Group, not for parents." Below this, there is a section "Already Registered?" with a note: "Please use this form to register your details. Afterwards you can add your Group members and you will be emailed a link to log in and access their registration! Please fill in every box, it will not work otherwise". The form contains several input fields: "Group Name", "Your Name", "Your Email", "Your Phone Number", "Secondary Contact", and "Secondary Email". At the bottom of the form, it says "Event Management System | Created and owned by Avion TSL Version v3.8.100".

When the form is completed you will be presented with a group ID and passcode. You will be sent these details by email along with a direct link to manage your booking. Please note this may take a few minutes to arrive.

Participant Registration

All participants (Scouts, Explorers and Leaders) need to be registered on the booking system. There are two options available depending on what fits best with your existing booking process:

Leader Registration

Parents register through the group's normal method such as OSM. When a parent books a place the leader then registers them on the booking system and requests the health form is completed.

Direct Parent Registration

Parents register directly on the booking system using the custom link sent by the booking leader. Groups therefore don't need their own booking process such as OSM or paper forms.

We expect most groups will find the leader registration option is best

Please note that both options are "paper free". All bookings must be processed directly through the booking system.

Booking Instructions – Leader Registration

1) Register participants using your standard process, such as OSM or paper forms. Once you have confirmed participants you can then proceed to step 2. To ensure that places are booked before the event is full it is recommended to register participants on the booking system straight away rather than waiting for responses from your whole group.

2) Log into the Scouts EMS system using the email link sent when you registered your group. When you log in you will be presented with the dashboard as below.

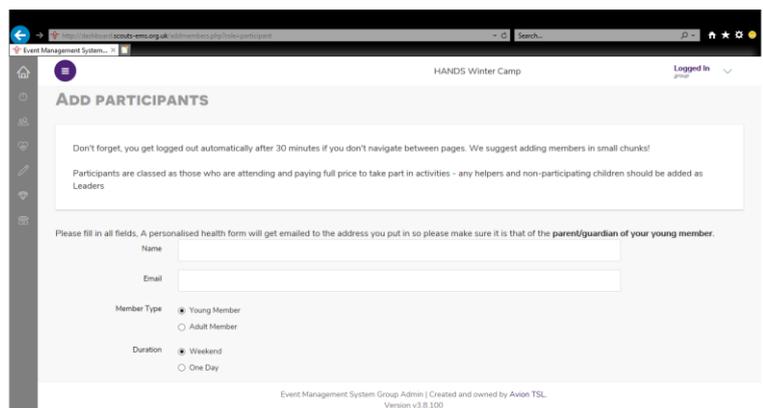
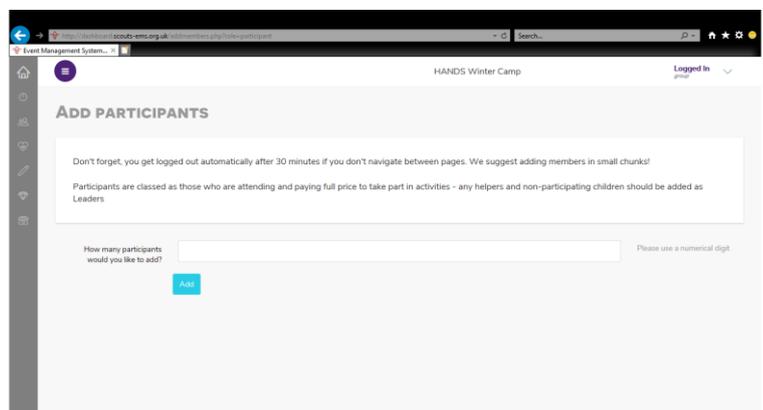
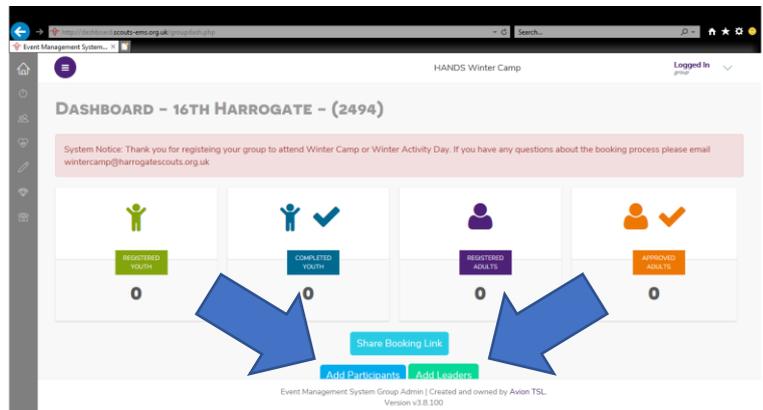
Click on the add participant or add leader button (depending on who you are adding).

3) Enter the number of participants you are registering. This is just the number you would like to register now so you can come back later to add more.

4) Provide the requested information for each participant you are registering.

When you submit the form an email will be sent to the email address for each participant with a direct link to complete the health form and other booking information.

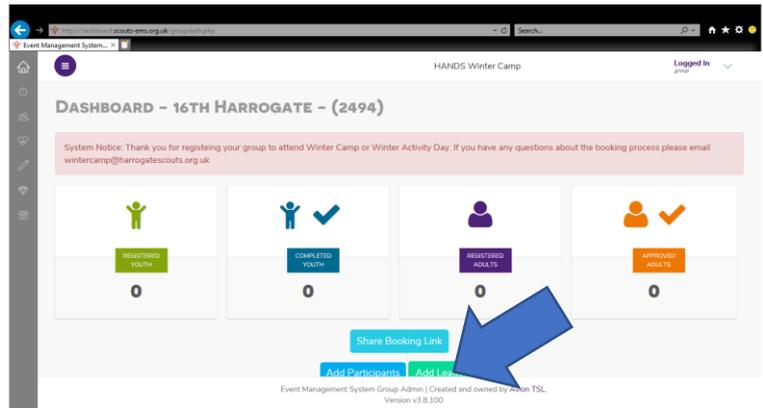
You may need to advise parents at the time of booking that they will later receive the electronic booking form.



Booking Instructions – Direct Parent Registration

This option is best for groups who do not use OSM for their own events.

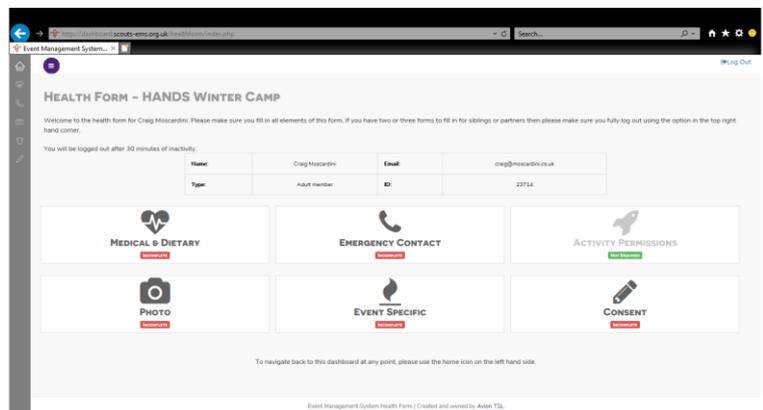
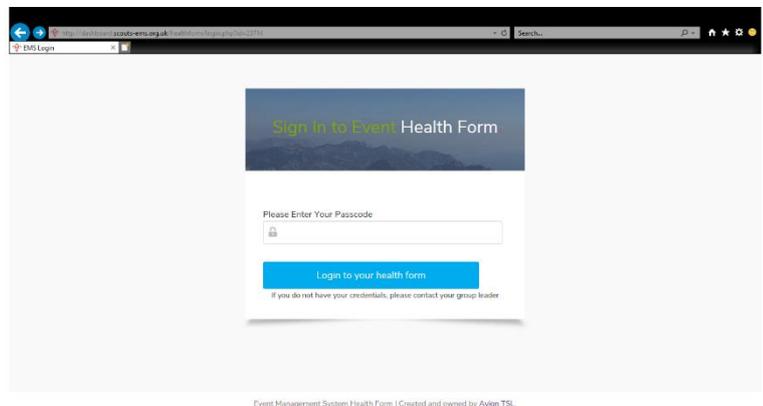
- 1) Login to the dashboard and click “Share Booking Link” to retrieve your customised booking link.
- 2) Send this link to parents either by email or on paper. Parents can click the link to register for the event.
- 3) Leaders can track bookings from the group dashboard so don't need to run their own system (OSM or paper forms)



Participant Health Form

This section is completed directly by parents (or leaders registering themselves).

- 1) Login using the link and password provided by email
- 2) From the dashboard click on each of the 6 areas to fill in the required information. Note that the final consent option cannot be completed until all other areas are complete



This is a summary of what information is collected:

Medical & Dietary – Basic participant information about the participant medial

Emergency Contact – Contact information for the participant and next of kin

Activity Permissions – Consent to take part in certain activities. Note this is not required for leaders

Photo – A photo is required for each participant to assist with identification

Event Specific – There is currently no event specific information request

Consent – Parent consent and submit completed health form

Booking Administration

The dashboard provides an up to date view of your booking status, including the number of participants, health form return status, and payments due.

You can navigate around the booking system using the menu on the left of the page.

The options (in order) include:

Home – Link to the Scouts EMS website

Dashboard – Booking overview showing number of registered participants

Registrations – Full list of registered participants and leaders

Health Info – A summary of important participant information

Consent – A list of all participants who haven't yet completed the online health form.

Payments – Information about payments required and instructions for sending payment

