

# Durham Scout Event Booking System



## **Register on the system**

You'll need basic info about yourself as well as your membership number. There is an option to choose your job allocation (known as Allotted Task). You will create a login for the system. This will be new for each event you attend and will allow you to login and change any details if needed.

You will receive an invoice, please pay this promptly.

## **Current Tasks**

Once logged in the home page will show the current tasks (this mostly relates to groups), this will be updated as we get nearer to the event and will inform you when you can complete your medical form, which will all be done online.

## **Medical and Permission Form**

This is much easier to do on a tablet or laptop than your phone.

Follow the link in the email and login to the system (you don't need to sign up) or just login and use the link on the home page under current tasks.

Then complete the information!

## **Ordering T-Shirts**

T-shirts will be ordered using the store, access the store through the shop icon in the top right hand corner or the home page or you can follow the link under your current tasks.