

# Durham Scout Event Booking System



## Register your group on the system

Scout and Explorer Groups need to be registered separately.

You'll need basic info about the group and the leader in charge, your preferred drop & pick up times and the number of people attending.

You will receive an invoice based on your estimated participant numbers, please pay this within two weeks otherwise we will withdraw your booking.

If you need to increase your numbers, email us at [confido@durhamscouts.org.uk](mailto:confido@durhamscouts.org.uk)

## Registration Details

In the top right click on 'My Registration' then 'Edit My Registration Details'

Here you can see the group registration details. You can edit the details of the leader in charge (Primary Contact).

These details should be for the primary contact person on site during the event.

## Ordering T-Shirts

T-shirt ordering will be completed by parents/carers when they complete the medical form. When sending out any instructions to your parents/carers, please remind them to complete this step at the same time.

Anyone without a t-shirt size being chosen by the deadline will be allocated an adult large.

## Current Tasks

Once logged in the home page will show your current tasks, this will be updated as we get nearer to the event with any additional information you may need.

## Medical Form Deadline

Once the deadline for medical forms has passed, you will not be able to view/download completed forms. If you wish to have your own copy, please do so prior to the deadline.

**Note:** There is no expectation for you to have your own local copy.

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## **Job Roles (Allotted Task)**

All adults attending Confido are assigned a job role to support the smooth running of the event.

Please speak to your volunteers and ensure you enter their preferred role into the booking system. A guide to these role and what to expect can be found on the Confido page of the [county website here](#).

## **Event Build Team**

These events simply couldn't happen without our amazing build team volunteers.

If any of your adults would like to join us on the build team on Thursday and/or Friday daytime, you can let us know in the participant information screen. When entering their allotted task and membership number, you can change the duration to "Whole Event + Build". There is no additional charge for this. Setting their preference here, means the volunteer only needs to fill in their details/medical form once.

Please speak to your volunteers and check if they are interested.

## Non OSM Users

### **Adding Participant Details**

In the top right click on 'Participants' then 'Enter/Amend Participant Details' Here you can enter and edit the young people and leaders on the booking. Please enter these as soon as possible, but you have until 11th September to edit these.

For the young people and leaders you will need to enter their name, date of birth and accessibility requirements.

For leaders you will also need their membership number, mobile number and preferred Job Allocation (known as Allotted Task).

If leaders children are attending, who are under scout age, you can add them as Non-Participating Children.

### **Medical and Permission Forms**

The medical and permission forms are completed by parents/carers online and are sent out via the system.

You will need to enter parents and leaders email address and send the forms. In the top right click on '**Participants**' then '**Manage Medical and Permission Forms**'. Then enter all the emails and click 'Save and Send Emails' at the bottom of the page.

You will be able to see who has completed the form and view them here. You can also send reminder emails if needed. Any relevant medical details and dietary requirements are collected as part of this form.

To send a medical form reminder, navigate back to this page, click 'select outstanding', then send emails without save.

The medical forms will close after the deadline and will not allow parents/carers to complete it even with their unique link. No form, means no attendance so please check these regularly.

## OSM Users

The booking system has a sync with OSM feature which allows you to pull the details of participants directly from your event in OSM.

If you are using the OSM sync feature, you must link it with your section before adding any participant data.

### **OSM Users: Adding Participant Details**

In the top right click on 'Participants' then 'Enter/Amend Participant Details'. Here you can link your booking to your OSM Event which will automatically populate names and DOB. When consent forms open, OSM will populate parent/carer contact email addresses ready for sending.

Any changes made in OSM should automatically filter into our booking system overnight, OSM numbers cannot exceed your estimated participant numbers. If you need to add more participants, please email us at [confido@durhamscouts.org.uk](mailto:confido@durhamscouts.org.uk)

For the young people and leaders you will need to enter their accessibility needs manually.

For leaders you will also need their membership number, mobile number and preferred Job Allocation (known as Allotted Task).

If leaders children are attending, who are under scout age, you can add them as Non-Participating Children manually. For these attendees we also ask who the responsible adult on site is for them.

### **Medical and Permission Forms**

The email addresses will auto populate from your OSM link. From the medical and permission form page, click 'select outstanding' on the bottom right, then send emails without saving.

You will be able to see who has completed the form and view them here. You can also send reminder emails if needed. Any relevant medical details and dietary requirements are collected as part of this form.