

GILWEROO REGISTRATIONS

Registration of attendees for Gilweroo 2011 is to be done using the Event Online Bookings software that has been used successfully this year for the Mt Dandenong Region Fantastic Race and various Cohen Shield events. It has been provided courtesy of the Manningham District.

There are two levels of Registration.

The initial Summary Registration details your Leaders and Adults along with Patrol Names and Sizes. This must be completed at the time of your payment.

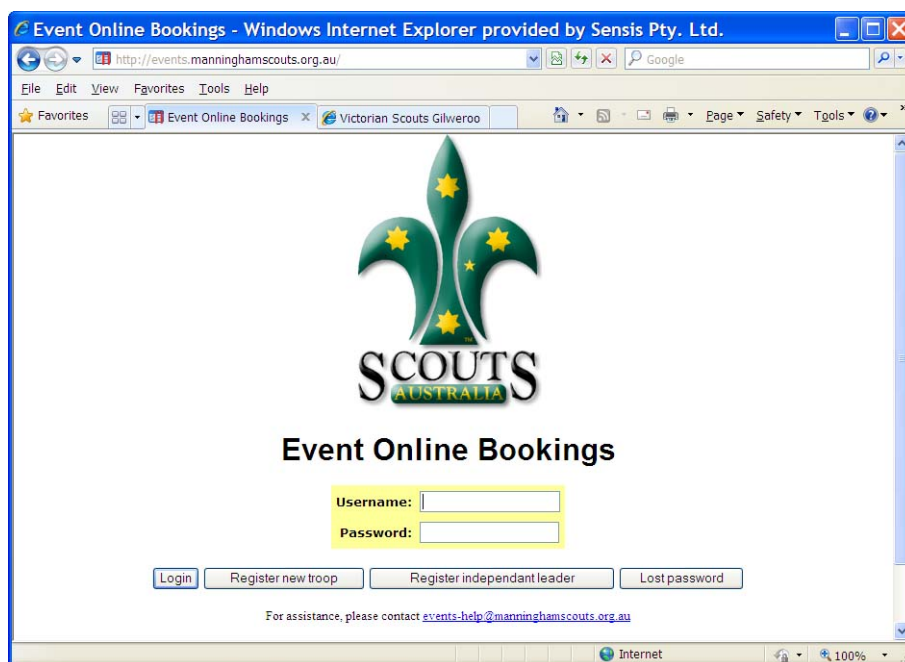
The final Registration is an update to this initial set of information and includes all the names and details of the Scouts attending. This must be completed by the Sunday prior to Gilweroo but can be done in lieu of the Summary Registration if you have all the information prepared at that time.

In both situations, the data entered can be updated up to the cut-off date, which is the pre-Gilweroo Sunday evening.

Please read these notes before logging into the system and entering your Troop details:

When entering patrol registration details you are required to enter each patrol name, its size and the scouts in that patrol. Venturers are entered as one or more Patrols. Leaders, Rovers and other adults are all entered in the Leader section of the site.

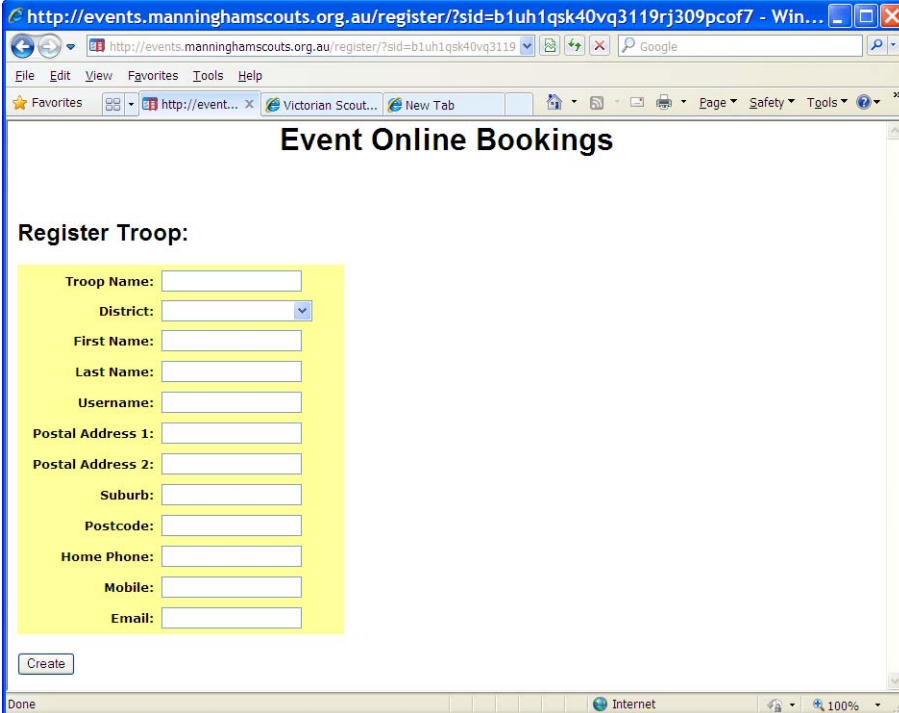
To access the Registration Site, go to <http://events.manninghamscouts.org.au> and you will be presented with the Login screen.



If you have used this system for another event, you will already have a **Username** and **Password** which you can use to login. If you cannot remember your Password, click the **Lost password** button.

New User

If you are new to this system, select **Register new troop**. You will be presented with the Register Troop screen.



The screenshot shows a web browser window with the URL <http://events.manninghamscouts.org.au/register/?sid=b1uh1qsk40vq3119rj309pcof7>. The page title is "Event Online Bookings". Below the title, there is a section titled "Register Troop:" containing a form with the following fields:

- Troop Name:
- District:
- First Name:
- Last Name:
- Username:
- Postal Address 1:
- Postal Address 2:
- Suburb:
- Postcode:
- Home Phone:
- Mobile:
- Email:

At the bottom of the form is a "Create" button.

- **Troop Name** – Enter your group or troop name as it appears on your original booking. You can check your invoice for this. If you cannot find this detail, please contact admin@gilweroo.com.au.
- **District** – Select your District Name from the drop down list. If your district is not listed, please contact admin@gilweroo.com.au.
- **First Name & Last Name** – Represent the person who is being registered as the main contact for your troop/group.
- **Username** – Please enter a unique username that you will use to login to this system.
- **Postal Address 1, Postal Address2, Suburb and Postcode** – comprise the main Postal Address for this contact.
- **Home Phone** – This is a number on which Gilweroo admin can contact you in the event that we need to clarify any details of your booking or registration.
- **Mobile** – This is a mobile number that we can use to contact you.
- **Email** – This field is vital. Most Gilweroo information is disseminated via email.

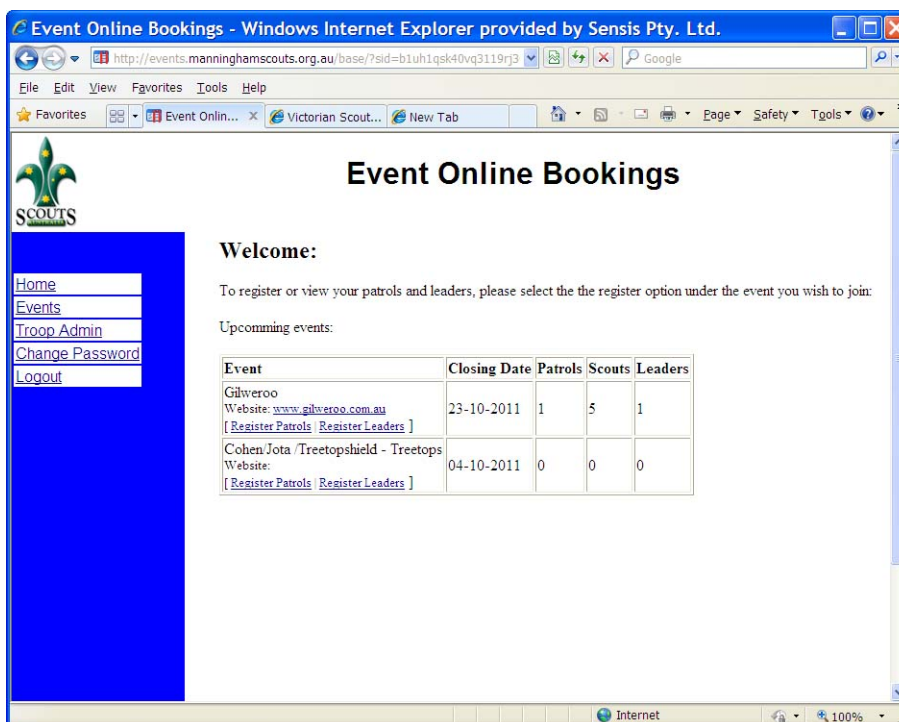
When you have entered all the relevant information, click the **Create** button and you will be sent your initial password via email.

Youth Registrations

All youth registrations are entered using Patrol Registration. Venturers are registered in one or more patrols that will not participate in the Gilveroo activities.

Patrol Registration

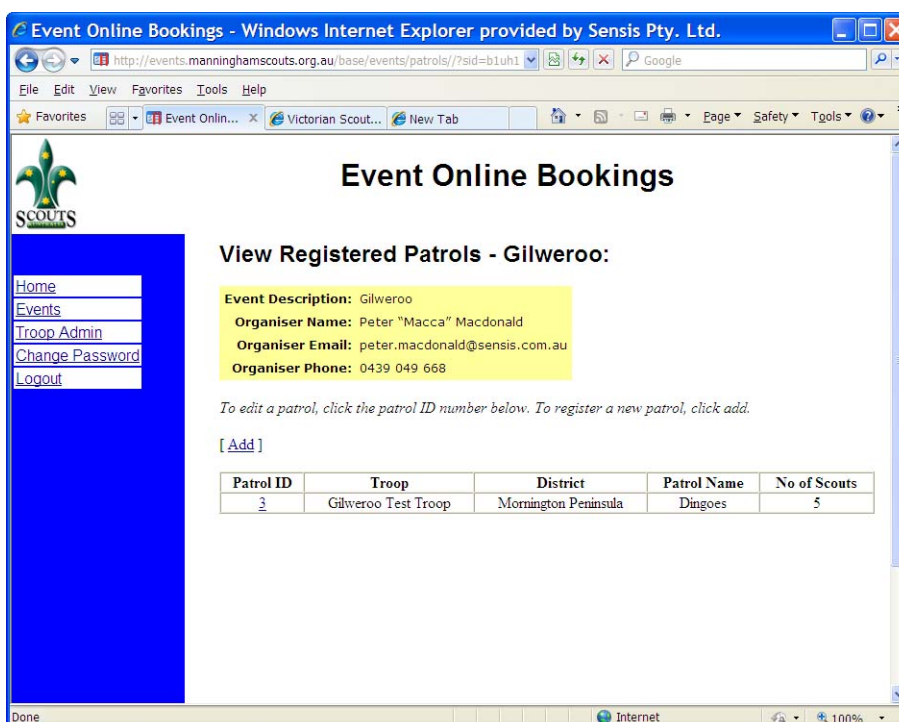
Once you have successfully logged into the system, you should begin by registering your youth (Scouts and Venturers) into Patrols by selecting [**Register Patrols**] from the Gilveroo event.



The screenshot shows the 'Event Online Bookings' page in Internet Explorer. The page title is 'Event Online Bookings - Windows Internet Explorer provided by Sensis Pty. Ltd.'. The URL is 'http://events.manninghamscouts.org.au/base/?sid=b1uh1qsk40vq3119rj3'. The page features the Scouts logo and a navigation menu on the left with links: Home, Events, Troop Admin, Change Password, and Logout. The main content area is titled 'Event Online Bookings' and includes a 'Welcome:' message. Below the welcome message, it says 'To register or view your patrols and leaders, please select the the register option under the event you wish to join:'. Underneath, it lists 'Upcomming events:' with a table:

Event	Closing Date	Patrols	Scouts	Leaders
Gilveroo Website: www.gilveroo.com.au [Register Patrols Register Leaders]	23-10-2011	1	5	1
Cohen Jota /Treetopshield - Treetops Website: [Register Patrols Register Leaders]	04-10-2011	0	0	0

You will then be presented with a view of the Patrols you have already registered for Gilveroo. Clearly, if you haven't yet registered any patrols, none will appear in the list. From here you can update existing Patrol details by clicking the **Patrol ID** or you can [**Add**] additional patrols.



The screenshot shows the 'View Registered Patrols - Gilveroo' page in Internet Explorer. The page title is 'Event Online Bookings - Windows Internet Explorer provided by Sensis Pty. Ltd.'. The URL is 'http://events.manninghamscouts.org.au/base/events/patrols/?sid=b1uh1'. The page features the Scouts logo and a navigation menu on the left with links: Home, Events, Troop Admin, Change Password, and Logout. The main content area is titled 'Event Online Bookings' and includes a 'View Registered Patrols - Gilveroo:' heading. Below the heading, there is an 'Event Description:' section with a yellow background containing the following information:

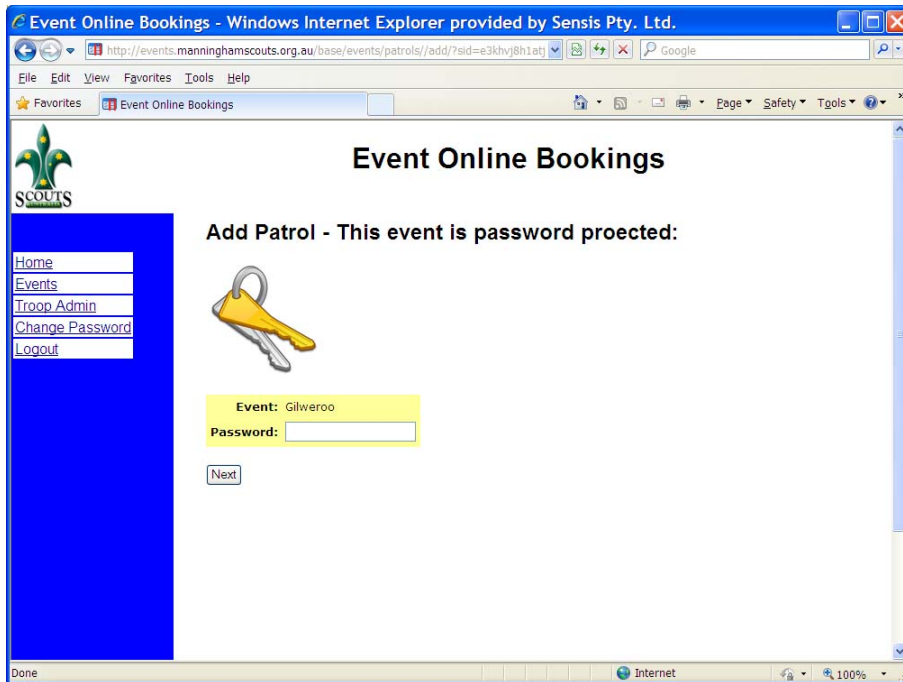
Event Description: Gilveroo
Organiser Name: Peter "Macca" Macdonald
Organiser Email: peter.macdonald@sensis.com.au
Organiser Phone: 0439 049 668

Below this information, it says 'To edit a patrol, click the patrol ID number below. To register a new patrol, click add.' and there is a '[Add]' link. At the bottom, there is a table of registered patrols:

Patrol ID	Troop	District	Patrol Name	No of Scouts
<u>3</u>	Gilveroo Test Troop	Mornington Peninsula	Dingoes	5

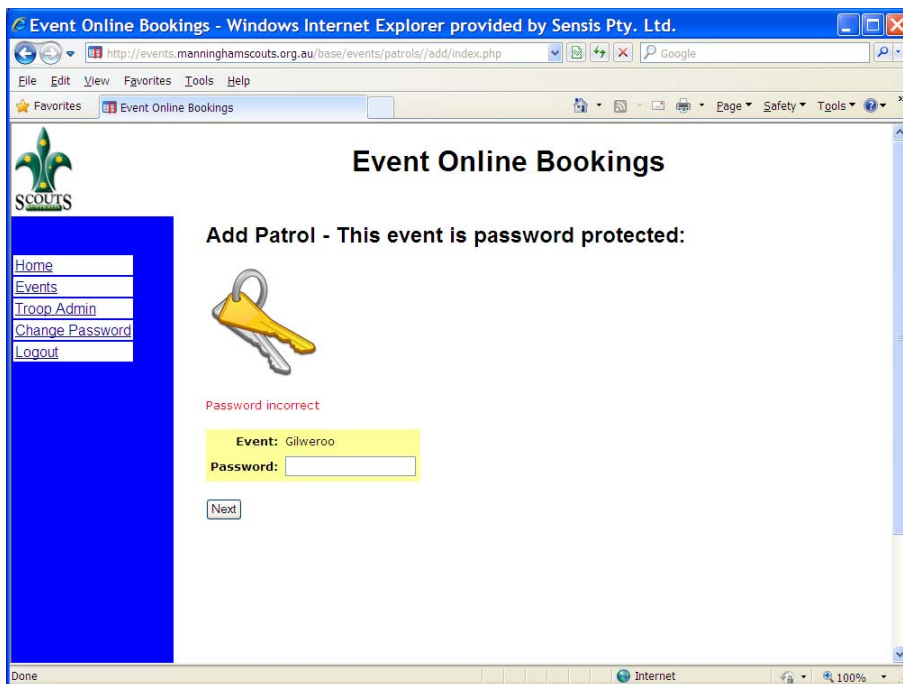
Add a New Patrol

To add a new Patrol, click the [**Add**] link. You will be prompted to enter a password. The password for Gilveroo 2011 is **gilveroo36** (Please Note: The password field is case sensitive and the password is all LOWER CASE).



The screenshot shows a web browser window titled "Event Online Bookings - Windows Internet Explorer provided by Sensis Pty. Ltd.". The address bar shows the URL: <http://events.manninghamscouts.org.au/base/events/patrols/add/?sid=e3khvj8h1atj>. The page content includes the Scouts logo, a navigation menu with links for Home, Events, Troop Admin, Change Password, and Logout, and a main heading "Event Online Bookings". Below the heading, it says "Add Patrol - This event is password protected:" followed by a key icon. A form contains the text "Event: Gilveroo" and a "Password:" label with an input field. A "Next" button is located below the password field.

If you enter an incorrect password, the system will redisplay the password screen with a message indicating your error.



This screenshot is identical to the previous one, but it includes a red error message "Password incorrect" displayed above the password input field. The "Next" button remains visible below the field.

Once you have successfully entered the LOWER CASE password, the **Add Patrol** screen will be displayed.

- **Troop** – If you are managing more than one Troop, select the relevant Troop from the drop down list.
- **Patrol Name** – Enter the Patrol Name. Whilst this form will allow you to enter quite a long name, if it exceeds 15 characters we WILL abbreviate the name.
- **PL Email** – This should be a valid email address for your Patrol Leader. When entering Venturer details, please nominate a representative for the group and place their information in the “PL” fields.
- **Patrol Size** – This field should contain the anticipated patrol size. The sum of the Patrol Sizes for each of your Patrols should not exceed the number of places for which you have confirmed bookings. Scout Patrol Sizes must be between 4 and 8 inclusive.
- **Patrol Members are** – Select Scouts or Venturers here. Venturer patrol registrations are for convenience only. Venturers do not participate in Gilweroo activities. Their role is to assist on campsites or with activities.
- **Comment** – Add any comments you feel are relevant to this patrol registration.
- **First Name & Last Name** – Represents each of the scouts who are being registered as members of this patrol.

Summary Registration: When entering the summary level registration, it will be necessary to provide details for at least four patrol members as the system insists on a minimum patrol size of 4. The details entered during the summary level can be updated at a later date prior to the camp.

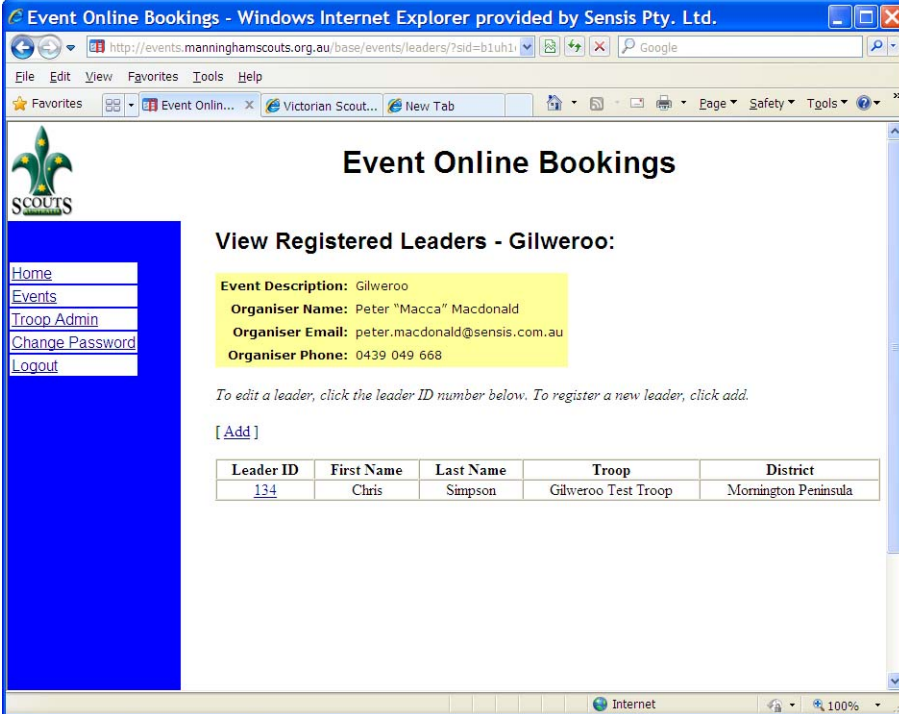
Final Registration: When completing the Patrol details for the final registration, the number of scouts in this patrol must match the Patrol Size. If you are setting up a group of Venturers that has less than 4 members, please enter the following in the excess Venturer fields: n/a, n/a, 0, 01-01-1995.

- **Reg ID** – Please enter the youth’s Scout Registration number.
- **DOB** – The youth’s Date of Birth is mandatory. The components of the date should be separated by ‘-’ not ‘/’ and the year should be entered in full. eg. 01-01-1995 is valid, 01/01/1995 is not. 02-03-1998 is valid, 02-03-98 is not.

When you have entered all the relevant information, click the **Create** button. Details entered on this form can be updated at any time up until the cut-off date.

Adult Registrations

Leaders, Adult Helpers and Rovers are all registered using the Leader Registration section of the Event Online Bookings site. To access this area, click the [**Register Leaders**] link from the Gilveroo event on the Welcome screen. You can return there by clicking the Events link in the left-hand column menu and then selecting Gilveroo again. You will be presented with a View of the "Leaders" you have already registered for Gilveroo. Clearly, if you haven't yet registered any adults, none will appear in the list. From here you can update an existing person's details by clicking the **Leader ID** or you can [**Add**] additional adults.



The screenshot shows a web browser window titled "Event Online Bookings - Windows Internet Explorer provided by Sensis Pty. Ltd." with the URL <http://events.manninghamscouts.org.au/base/events/leaders/?sid=b1uh1>. The page features the Scouts logo and a navigation menu on the left with links for Home, Events, Troop Admin, Change Password, and Logout. The main content area is titled "Event Online Bookings" and "View Registered Leaders - Gilveroo:". It displays event details for "Gilveroo" with the following information:

- Event Description: Gilveroo
- Organiser Name: Peter "Macca" Macdonald
- Organiser Email: peter.macdonald@sensis.com.au
- Organiser Phone: 0439 049 668

Below the details, there is a note: "To edit a leader, click the leader ID number below. To register a new leader, click add." and a link "[Add]". A table lists the registered leaders:

Leader ID	First Name	Last Name	Troop	District
134	Chris	Simpson	Gilveroo Test Troop	Mornington Peninsula

Add a New Adult

To add a new Adult, click the [**Add**] link. As for the Patrol Registration above, you will be prompted to enter a password. The password for Gilveroo 2011 is **gilveroo36** (Please Note: The password field is case sensitive and the password is all LOWER CASE). Once you have successfully entered the LOWER CASE password, the Add Patrol screen will be displayed.

- **Troop** – If you are managing more than one Troop, select the relevant Troop from the drop down list.
- **First Name, Last Name & Preferred Name** – Represent the adult who is being registered as a member of your team.
- **Email** – This should be a valid email address for your team member.
- **Phone** – is the adult's telephone number.
- **Postal Address 1, Postal Address2, Suburb and Postcode** – comprise the Postal Address for this person.
- **Scout role (CAL/Warrant)** – This is the role (if any) the person holds within the Scout Association.
- **Special Food Requirements?** – This field is not required for Gilweroo.
- **Role** – Please select the role of the adult being registered.
- **Available for Activities** – Please indicate whether this person is available to assist with activities. Please note: It is expected that as many people as possible will be made available for activities, without leaving your campsite completely devoid support for your scouts.
- **Activity Specialist** – If this person has any skills or qualifications that would suit specific activities, please indicate so in this field.
- **Comment** – Add any comments you feel are relevant to this person's registration.

When you have entered all the relevant information, click the **Create** button. Details entered on this form can be updated at any time up until the cut-off date.

Having Difficulties?

If you are having difficulties entering either of these Registrations, please contact admin@gilweroo.com.au and we'll help you get going. We respectfully request that you do your best to complete these registrations as it will streamline the check-in process on Friday November 18. Please don't leave this until you get to Bay Park.

Appendix A – Common Errors

The following is a list errors that you may encounter. This is not a comprehensive list, just an example of issues that have been found by users so far.

Password Incorrect.

You may get this error when attempting to Add Patrol or Add Leader. The password is **gilweroo36** – all lower case.

Error: PL Question 2 answer is invalid.

The system has an issue with the information you have provided for the Patrol Leader's Date of Birth. Ensure you are using the hyphen character '-' to separate the components of the date you have entered. e.g. 21-01-1995 not 21/01/1995. You should also provide a full year. e.g. 1998 not 98.