



Online Application System – User Guide

Creating an Account and Logging in

Each participant must complete the On-Line Application on the Jamboree website, <https://SydneyJamboree.GirlGuides.org.au>, Select Applications. The process for creating an account is that you first must register as a user, once the registration has been validated you will be able to logon to the Application section and complete the online application.

1.1 Register as a User

Every Participant must have an individual account and username, but an email address can be used for many participants, if required. Therefore a family can use the same email address, but each applicant will have to have their own account and username.

To register as a user you need to create an account at the Login Information screen, go to the bottom section of the screen and enter in your preferred User Name, this can be anything you like but you must be able to remember it.

You also must enter a password, as the system contains your personal details your password must be a strong password. It is also recommended that each participant should have a different password.

The screenshot displays the 'Login Information' page for the Sydney Jamboree 2018 registration site. The page includes a header with the event logo and the Girl Guides Australia logo. Below the header, there is a 'Login Information' section with a welcome message and instructions for creating and logging into an account. A 'Please note' section states that each applicant must have a separate account. There are links for an 'Online Application Process Guide' and contact information for the Registrar. A 'Login' section contains fields for 'User Name' (with 'stephen' entered) and 'Password', along with a 'Login >>' button. A 'Register New User' section provides instructions for registration and a 'Participant Registration' form. The registration form includes fields for 'Preferred User Name', 'Password (Minimum 8 characters)', 'Confirm Password', 'Email Address', 'Confirm Email Address', 'Country' (set to Australia), and 'Guide Branch or IGO' (with a dropdown menu). There is a consent statement and checkboxes for 'Agree' (checked) and 'Disagree'. A 'Register (Participant) >>' button is at the bottom of the form. The footer contains copyright information and a 'Privacy Policy' link.

Figure 0-1



An activation email will be sent to the email address that you enter, so please ensure that you have access to this email account. Further to this it is strongly recommended that for youth members the email address is an address to which the parents have access. All communications from the Jamboree Application System will be sent to this email so please check it regularly. Please follow the instructions in the Activation email to activate your account.

1.2 Log in

Once you have activated your account all you have to do is to login. Just enter your User Name and password in the top section. If you enter the wrong password three times in a row the account will be locked for 20 minutes as a security measure.

Please note that you need to enter all the characters of your password, this includes any full stops or other special characters that you have entered in your password.

1.3 Changing your Password

You can change your password at anytime just by clicking on the link, "Change your password". You will have to enter your username and current password, as well as your new password. If your User Name and current password is correct then your password will be changed and a confirmation email will be sent to you.

1.4 Forgot your Password or User Name?

Should you have forgotten your User Name or Password just click on the link, you will need to enter your registered email address. An email will be sent to your registered email address, this is usually your Primary Email address, but if your Primary Email address has not been validated it will be to your last Primary Email address that was validated.

The email will contain information regarding all the accounts linked to the entered email address. You can reset the password by clicking on the Password Reset link for the relevant account.

Complete the On-Line Application

The Application form consists of 7 tabs (pages) for a Guide and 11 for a Leader/Adult. Figure 0-1 shows the first tab that is required. You must complete all the information on this page and then move on to each subsequent page. Note, it is not possible to save the information on the page (or to move on) unless all the mandatory information has been entered. Mandatory information fields are indicated by the tag being highlighted with an asterisk.



Personal ID Photo Medical Next of Kin T-Shirt/Hat Camping Contingent Status

Personal Details

Please enter general information about yourself onto this form.

Any field labelled with an * and in bold is mandatory and you will not be able to proceed unless it is completed.

Registration Number: 00000 || Jamboree ID: Pending

General Details

* First Name Other Names * Last Name Preferred Name

* Country

* Residential Address [View Map](#) * Postal Address

* Suburb * State * Post Code * Suburb * State * Post Code

* Phone - Home Phone - Work Phone - Mobile * Email **Awaiting validation**

Religious Affiliation * Date of Birth (dd-mmm-yyyy) * Gender

Alternate Email

For all Scouts this should be your Parents' email address.

Guiding Details

* Branch or IISO * Membership # * Renewal Date * Guiding Role * District, Unit or Region

[Change History](#)

You are logged in as: stephen Current Active Users: 1 [Show Users](#)

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Figure 0-1

The tabs that are required are:

1.5 All Applicants

Tab	Explanation/Detail
Personal	Your personal details such as name, address, contact phone numbers, etc.
ID Photo	You are required to upload an ID photo of yourself; this will be used on your ID tag. The photo should be similar to a passport photo and only include your head and shoulders. Refer to the Photo Guide that can be downloaded on this tab for further information to assist you with selecting a photo.
Medical	This tab includes basic medical information as well as specific information to assist the doctors on site should you require their assistance. This tab also contains information that will assist the catering team to meet any of your dietary needs.



Next of Kin	The names of two people that will be contacted in an emergency. Both people must be contactable during the SYDNEY JAMBOREE.
T-Shirt/Hat	Each participant will be issued with a T-Shirt and Hat, therefore the Organising Committee needs to know your sizes. Please note that it is advisable to remember that you may grow before the event. Refer to the T-Shirt sizing guide that is downloadable from this tab for instructions on how to assess your size correctly.
Contingent	This information is to assist your Contingent Leader to arrange transport for you, please indicate if you do not require transport to be organised for you.
Status	Lists the status of your application, including what payments have been received by the Contingent. Also the Activity Consent information is listed on this tab. NB: Once the application has been submitted this is not changeable by the applicant.

1.6 Rovers, Leaders and Other Adults

Tab	Explanation/Detail
Leader Info	Basic information about your role as a Leader. Also if you have already been allocated a job during the event please enter this information here.
Skills/Job	Skills that you may have that could be useful to the Organising Committee for allocating a role at the event, your job preferences are also contained in this tab. Once your Job has been allocated it will also be displayed on this tab.
Qualifications	Any relevant qualifications that you may hold which could be useful to the Organising Committee.
Experience	Any experience at previous major events.

1.7 Errors and Warnings

1.7.1 Errors

All Mandatory data must be completed when the form is saved, if there is any missing mandatory data an Error Message will be displayed at the top of the screen. The following is an example of an error showing which fields were not completed.



Personal Details

Please enter general information about yourself onto this form.

Any field labelled with an * and in bold is mandatory and you will not be able to proceed unless it is completed.

✖ Please correct the following errors before continuing.

The following field(s) are mandatory:

- First Name
- Last Name
- Address
- Suburb
- State
- Post Code
- Postal Address
- Postal Suburb
- Postal State
- Postal Post Code
- Date of Birth
- Email
- Gender
- Phone
- Role within Scouting
- Formation

NB: By ignoring these errors your changes will NOT be saved.

All that is required is for the data to be completed and then re-saved.

If you do not know the data, or do not want to fill it is at this point in time then you can click on the “**Ignore**” button in the error message. This will mean that none of the changes that you may have made on the page will be save, but you will be able to continue to the next page.

1.7.2 Warnings

Any data that is mandatory when the application is submitted but not yet completed will generate a warning message.

Personal
ID Photo
Medical
Next of Kin
Insurance
Contingent
Status

Medical Information

It is important that you honestly and accurately declare information about any medical condition(s). If you have a serious condition which you would like to discuss please contact your Contingent Leader

Any field labelled with an * and in bold is mandatory and you will not be able to proceed unless it is completed.

! The following field(s) are mandatory, you will be able to continue but you will not be able to SUBMIT your application until they are completed:

- Medicare Number
- Medicare Card Expiry Date

The above warning indicates that the Membership number is missing but that it is not required until the application is submitted.

All the other data has been saved, all that is required is to press the “**OK**” button to continue.



Submit the Application

Once all the mandatory information has been completed you will be able to “Submit” the application. Clicking the “Submit” button before all the information is entered will show you what information is missing.

Once your application has been submitted you will receive an email confirming the receipt of your application. You must follow the information included in this email, especially the details around payment, as your application will not progress to the next approval stage until your payment has been received.

Return to check the Application Status

You can return to the system to check on the status of your application, all you have to do is to log back into the system and go to the “Status” tab.

You will be able to see at what stage your application is and all monies that have been received. There are seven stages at which an application can be set.

Stage	Explanation/Detail
Initial	The applicant has started the application but has not entered all the information.
Submitted	The application has now been submitted, but the paperwork and deposit has not been received.
SHQ Approved	The Contingent has approved the applicant as a member of the Contingent.
SHQ Rejected	The Contingent has rejected the applicant as a member of the Contingent.
JOC Accepted	The application has been accepted by the Jamboree Executive Committee.
JOC Rejected	The application has been rejected by the Jamboree Executive Committee.
Withdrawn	The applicant withdrew the application, after paying a deposit.
Not Proceeding	The applicant is not proceeding and did not pay a deposit.

Change of details

You can change any of the details after the application has been submitted. It is encouraged that as your circumstances change that you update the information on the system. The only details that cannot be changed after the application has been submitted are the Activity Permissions/Consents. If these require changing you will need to contact your contingent via either email or letter.