



Online Event Management System User Guide

Creating an Account and Logging In

Each participant must complete an application in the On-Line Event Management System (OLEMS) on the Scouts ACT Australia website, <https://eventregistration.scoutsact.com.au>

Before you can create an application to attend an event you first must register as a user, once your account has been validated you will be able to logon to OLEMS and complete the your online application.

You will only ever need one account, once you have an account in OLEMS you will be able to apply for multiple events.

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.

Figure 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 OLEMS will be sent to this email so please check it regularly. Please follow the instructions in the Activation email to activate your account.



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.

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.

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.

My Events

The MyEvents page is displayed on successfully logging into OLEMS.

ACT Events

All applications to attend ACT events are managed in this section.

ACT Events include all ACT Schools, meetings and conferences that are organised at a Branch level as well as all major Scouting events organised by ACT Branch.

Within this section there are three sub-sections:

- My Current Events;
- My Available Events;
- My Past Events.

My Current Events

All your current events that you have applied for are listed in this section.

My Current Events					
Admin	Administration	1-Dec-2015 --> 1-Jan-2040	Submitted		<input type="button" value="Edit"/>
  PAWS2020	PAWS 2020	24-Oct-2020 --> 25-Oct-2020	Submitted		<input type="button" value="Edit"/>

Click on the event name or click the edit button to edit/update/view your event application. If there is an event website available then you can click on the www icon on the left. The Event Information Pack can be accessed by clicking on the PDF icon. This will also be printed as part of the final Application form.

My Available Events

All events that are currently open for new applications are listed, please note that you may not be eligible for all the events. To apply for an event just click on the event title or click the apply button. If there are no available events then "No Events found" will be displayed.

My Available Events				
No Events found				

If you have already applied for a previous event your personal, emergency contacts and medical data will be copied across from your most recent application. Please check that all the data is correct and update as required.

My Past Events


All your previous events are listed here for your records.

My Past Events				
	Hop2019	Hoporee 2019	28-Sep-2019 --> 29-Sep-2019	Initial <input type="button" value="Edit"/>
	GS2020	Gangshow 2020	22-Mar-2020 --> 19-Jul-2020	Initial <input type="button" value="Edit"/>

Completing an Event application

Each event application has been tailored to meet the needs of the event. Therefore not all the following pages will apply, furthermore additional pages may be created specifically for an event. Please use the following as a guide as to how to complete your application.

The Application form consists of multiple pages for each applicant to complete, though some pages will only be visible for adults. The first page is the only page that will be consistent for every event/tour. 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.

ACT Scouts Event Registration System

Gangshow 2020

Event Registration Applicant

- MyEvents
- Personal
- ID Photo
- Medical
- Emergency Contacts
- Gang show
- Leader/Adult Information
- Job Preferences/Skills
- Qualifications
- 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.

Stephen SmartEvent: Gangshow 2020 || ID Number: 00426

General Details

* Title	* First Name	Other Names	* Last Name	Preferred Name	
Mr	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
* Country	Australia				
* Residential Address	<input type="text"/>		* Postal Address	<input type="text"/>	
<input type="text"/>	ACT	<input type="text"/>	<input type="text"/>	ACT	
* Suburb	* State	* Post Code	* Suburb	* State	* Post Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Phone - Primary	Phone - Secondary	Phone - Other (Work)	* Primary Email	<input type="text"/>	<input checked="" type="button" value="Validated"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Alternate Email	<input type="text"/>	
Religious Affiliation	* Date of Birth	* Gender	For all Youth Members your Primary Email should be your Parents' email address.		
<input type="text"/>	<input type="text"/>	Male			
	Age: 59 & 2 mths as at 22-Mar-2020				

Scouting Details

* Branch	* Membership #	* Scouting Role	* Formation (Group)
ACT	<input type="text"/>	Leader	ACT Branch Headquarters

You are logged in as: stephen

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Figure 2

Pages

The following is a description of what may be displayed.

All Applicants

Tab	Explanation/Detail
Personal	<p>Your personal details such as name, address, contact phone numbers, etc.</p> <p>Preferred name: This is not a nick name or your Scouting name, but the name that you are known as, ie your Given name is Philip but your are known as Phil.</p> <p>Phone Numbers: If you do not have a home land line please enter your Mobile number here, as well as in the Mobile number field. Phone numbers are to include the area code. For international participants please include the Country code as well.</p> <p>Email Addresses: Your email address will either be shown as:</p> <p>Validated : You have validated your email.</p> <p>Awaiting validation : You need to find the email that has been sent to your email address and click on the link that is in the email. This will validate your email address.</p> <p>Membership #: Your membership number is validated against your Branch membership system. If a red or orange flag is displayed your membership number has not been validated and you must contact your Branch to ensure that your membership status is updated. NB: All participants must be a member of their Branch or NSO, this includes carers and other support participants.</p>
ID Photo	<p>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.</p>
Medical	<p>This tab includes basic medical information as well as specific information to assist the medical staff on site should you require their assistance. This tab also contains information that will assist the catering team to meet any of your specific dietary requirements.</p>
Emergency Contacts	<p>The names of two people that will be contacted in an emergency. Both people must be contactable during the Jamboree.</p>
T-Shirt/Hat	<p>Each participant will be issued with a T-Shirt, 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.</p>
Travel Details	<p>Details of your passport, nationality and other travel related information may be entered on this page. Depending on the destination Visa information will also be required.</p>
Merchandise	<p>This is only displayed if the event/tour is providing additional merchandise for purchase.</p>
Referees	<p>Two referees are required to support your application. These must be your Section Leader and Group Leader. If you are a Leader, these can be your Group Leader/Commissioner and their Commissioner.</p>
Experience	<p>Any experience at previous major events.</p>
Status	<p>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.</p>

Rovers, Leaders and Other Adults

Tab	Explanation/Detail
Leader Info	<p>Basic information about your role as a Leader</p> <p>Working with Children Check: Your WWCC (or State equivalent) MUST be valid until the end of the Jamboree. If you renew your WWCC between applying for the Jamboree and attending, please ensure that you update the details.</p> <p>Scouts Australia's National Child Protection Policy: You must acknowledge that you have read and understood the National Child Protection Policy and that you will comply with the policy and the Scouts Australia Code of Conduct.</p> <p>Compulsory Training: The status of your training is taken from Scouts Australia eLearning. If it is not showing as "Completed/Current", you must complete/re-sit the training. Both training courses must be valid until the end of the Jamboree.</p> <p>Pre-Allocated Job: This is only to be completed if you have been OFFERED and accepted a role as either a Jamboree organiser, Contingent Team etc. It is not a job Preference, these are entered on the Skills/Job tab.</p>
Job Preferences /Skills	<p>This tab collects information about your skills and job preferences, once your job at the Jamboree has been allocated it will be displayed at the bottom of this tab.</p> <p>Please ensure that you list all your skills to assist the Organising Committee, and your Contingent, in allocating your role at the event. Your job preferences will be taken into consideration so please ensure that you enter these as well.</p>
Qualifications	<p>Enter all relevant qualifications that you may hold, this will assist in the allocation of your role, as well as assist the Organising Committee fill a specific need if required.</p>

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.

National Headquarters.

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
BHQ Approved	The Branch has approved the applicant as a member of the event/tour
BHQ Rejected	The Branch has rejected the applicant as a member of the event/tour
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 email or letter.