



Online Application System User Guide

Creating an Account and Logging In

Each participant attending the OneCamp must complete an online application through the OneCamp website at <https://onecamp.com.au/>.

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.

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.

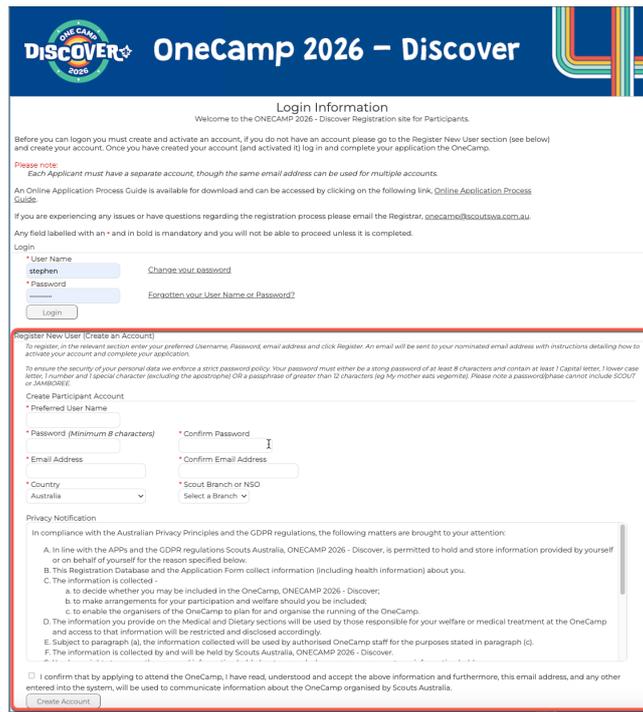


Figure 1

An activation email will be sent to the email address that you enter, so please ensure that you have access to this email account. The primary email address must belong to the parent or guardian.. All communications from the OneCamp 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.



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.

Complete the On-Line Application

The Application form consists of 10 tabs (pages) for a Scout and 15 for a Leader/Adult. Figure 2 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.

The screenshot shows a web application interface for a registration form. At the top, there is a navigation bar with tabs: Leader Info, Attendance, Skills/Job, Qualifications, Optional donation, Personal (selected), ID Photo, Medical, Next of Kin, Shirt/Hat, Referee, Transport, CSM, Merch, Status, and Consent. The main heading is "Personal Details". Below the heading, there is a instruction: "Please enter general information about yourself onto this form." and a note: "Any field labelled with an * and in bold is mandatory and you will not be able to proceed unless it is completed." A "Help!" icon is visible. A yellow bar displays "Registration Number:". The form is divided into two sections: "General Details" and "Scouting Details".

General Details

- * First Name (text input)
- Other Names (text input)
- * Last Name (text input)
- Preferred Name (text input)
- * Country (dropdown menu)
- * Are you of Aboriginal or Torres Strait Islander origin? (dropdown menu)
- * Residential Address (text input) with a "View Map" link
- * Postal Address (text input)
- * Suburb (text input), * State (dropdown menu), * Post Code (text input)
- * Phone - Primary (text input)
- Phone - Secondary (text input)
- Phone - Other (text input)
- * Primary Email (text input)
- Religious Affiliation (text input)
- * Date of Birth (text input)
- * Gender (dropdown menu)
- Alternate Email (text input)

For all Youth Members your Primary Email address must be your Parents/Guardians' email address.

Scouting Details

- * Branch or NSO (dropdown menu)
- * Membership # (text input)
- * Scouting Role (dropdown menu)
- * Formation (Unit) (dropdown menu)

At the bottom left, it says "You are logged in as: [username]". At the bottom right, there are "Save" and "Log Out" buttons.

Figure 2

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 the your Branch membership system, if a red or orange flag is displayed your membership number has not been validated, 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>
Next of Kin	<p>The names of two people that will be contacted in an emergency. Both people must be contactable during OneCamp.</p>
T-Shirt/Hat	<p>Each participant will be issued with a T-Shirt, therefore the Organising Committee needs to know your size. 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>
Referee	<p>Each Participant is required to provide a Scouting Referee, this is usually their Unit Leader, Leaders should nominate their One-up Leader.</p>
Transport	<p>Information about how you will be getting to and from OneCamp.</p>
CSM	<p>This is the Child Safe Message provided to all participants. You are required acknowledge that you have read and understood the message.</p>
Merchandise	<p>This is only displayed if your Contingent is providing additional merchandise for purchase.</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>
Consent	<p>The event Consent tab is signed by the Parent(s)/Guardian(s) of participants under 18 or by the participant themselves if they are 18 and over.</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 WWC (or State equivalent) MUST be valid until the end of the OneCamp, if you renew your WWC between applying for the OneCamp 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 (LMS), if it is not showing as "Completed/Current", you must complete/re-sit the training. All listed training courses must be valid until the end of OneCamp.</p> <p>Pre-Allocated Job: This is only to be completed if you have been OFFERED and accepted a role as either an OneCamp organiser, Contingent Team etc. It is not a job Preference, these are entered on the Skills/Job tab.</p>
Attendance	<p>All Leaders attending OneCamp need to advise as to when they are attending and in what capacity, ie Line Leader or staff.</p>
Skills/Job	<p>This tab collects information about your skills and job preferences, once your job at the OneCamp 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>
Experience	<p>Any experience at previous major events.</p>

Errors and Warnings

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.

Please ensure that you complete all the missing fields and then re-save the page

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.

Warnings

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

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.
BHQ Approved	The Contingent has approved the applicant as a member of the Contingent.
BHQ Rejected	The Contingent has rejected the applicant as a member of the Contingent.
OC Accepted	The application has been accepted by the OneCamp Executive Committee.
OC Rejected	The application has been rejected by the OneCamp 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 onecamp@scoutswa.com.au