

Cuboree 8, 2014



Accepting Cuboree Applications

If you are a Group Leader, or Leader in Charge, you will receive an email telling you to 'ACCEPT' an application to Cuboree. It is important that you accept (or not accept) each application as soon as possible, as an invoice will not be generated, until this step has been completed.

Step One

Log into the Cuboree application system, with your Extranet User Name and Password:

www.vicscouts.asn.au/cuboree2014/



Step Two

Once you have logged in, look for the Workflow Notification "XX Member(s) have submitted application form online and are waiting for their application to be checked and accepted" and click on it.

Home
Edit Participant
Report
Financial
Add/Edit Cuboree Contact

Cuboree 2014

Date: Thursday, 27 March 2014 Name: Reg ID: Group: Log Out

Workflow Notification

- 54 Participant(s) have not paid the fee
- 8 Participant(s) have partially paid the fee
- 5 Participant(s) have fully paid the fee
- 68 Members have saved application form online
- 177 Member(s) have submitted application form online and are waiting for their application to be checked and accepted
- 97 Member(s) have no Photo
- 67 Members application have been accepted.

Total participants: 312 (27th March, 2014)

Website | email_cuboree@vicscouts.asn.au

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Step Three

Click on the “Cuboree No” link on one of the applications, a new window will open displaying the application.

Submitted Cuboree Applicant

Regions: VIC BRANCH
District: VICTORIA BHQ
Group: VICTORIAN BRANCH (3000000)

Result No.	Member (RegID)	Cuboree No.	Pack Name (Role)	DOB	Age at Start	Email	Application Status	Eligible to attend or
1	[Member Name]	3	(-)	[DOB]	[Age]	[Email]	Submitted	Leader
2	[Member Name]	49	(-)	[DOB]	[Age]	[Email]	Submitted	Leader
3	[Member Name]	48	(-)	[DOB]	[Age]	[Email]	Submitted	Leader
4	[Member Name]	49	(-)	[DOB]	[Age]	[Email]	Submitted	Leader
5	[Member Name]	157	(-)	[DOB]	[Age]	[Email]	Submitted	Leader
6	[Member Name]	252	(-)	[DOB]	[Age]	[Email]	Submitted	Leader

Step Four

The application is displayed, click on the “Participant Status” tab

Personal Particulars

Main Details

Membership No. (RegID) [] [Enter] [Get RegID] Age on 2014-09-29 []

Applicants Details
 Cub Scout Venturer Rover Leader
 Adult Helper

Participant ID: 3
 Invoice Number: -
 Pack Name: -
 Pack Role: -
 Financial Status: N/A

Status: Submitted
 You are eligible to attend either as a Leader or as a Rover

Applicant Details Emergency Contact Transport Details Uniform **Medical** Work Preference Day Attend Terms & Conditions **Participant Status**

Applicant Details Next >

Step Five

Change the drop down field from ‘SUBMITTED’ to ‘ACCEPTED’, and answer the questions in section 2.

Applicant Details Emergency Contact Transport Details Uniform **Medical** Work Preference Day Attend Terms & Conditions **Participant Status**

PARTICIPANT STATUS

1. Current Participant Status

Status: Submitted (dropdown menu)

Submitted: This means that your application was successfully submitted and you received two (2) emails one saying that you had successfully submitted the application, the other was an invoice for the Camp Fees you now owe.
 Accepted: This means that the application form is complete and that the applicant has complied with the eligibility requirements of the event.
 Admin Accepted: This means that the application form is complete and that the applicant has complied with the eligibility requirements of the event and finalised by Admin.
 Admin Pending: This means that the application form is on hold by the admin.
 Not Accepted: This means that your Group Leader or Leader in Charge still requires some further information before they can accept your application.

2. Group Leader/Leader in Charge/Admin Eligible Check for Accepting Application

- Has the application been correctly filled out? Yes No
- Has the applicant complied with all of the requirements of eligibility? Yes No
- Do you believe the applicant is capable of successfully attending Cuboree? Yes No
- Is the photo correctly identified and of acceptable quality? Yes No
- Has the applicant supplied a doctors letter with sufficient information to manage any special condition? Yes No N/A
- Has the applicant supplied any Independent Traveller Form? *Admin Editable Only Yes No N/A

3. Comments:

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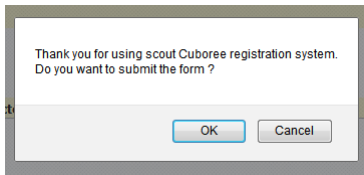
Step Six

Scroll down to the bottom of the page, and press 'UPDATE'

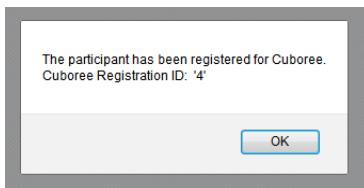


Step Seven

Click on OK



Then click on OK, and you're done.



If you have more than one Application to accept, repeat steps three through seven.