

Cuboree 11 – Open For Adventure

Accepting Cuboree Applications



If you are a Group Leader or Leader in Charge, you will receive an email asking 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, using your Extranet Username and Password.

To access the login, go to the Scouts Victoria website Cuboree page (under "Activities and Events") and click on the button titled "G.L. Login".

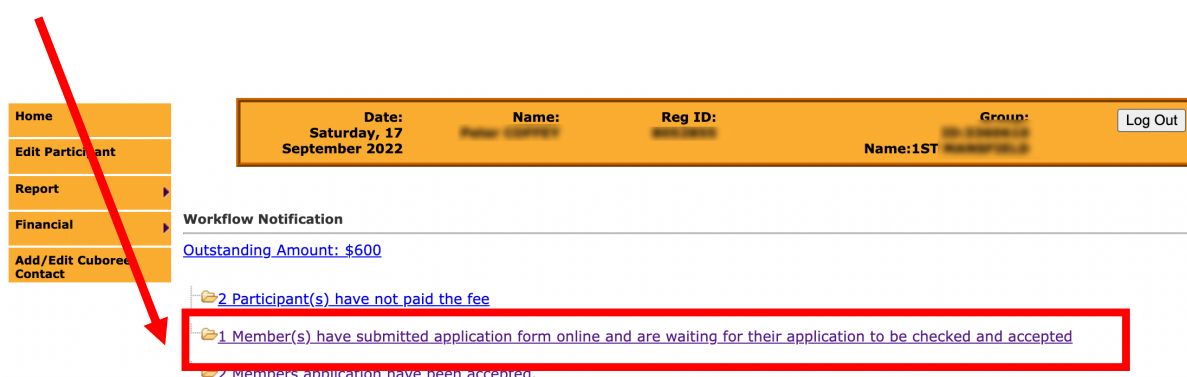


Step Two

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.



Step Three

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

Submitted Cuboree Applicant									
Region: PLENTY VALLEY District: TILBA TILBA Group: 1ST MANSFIELD (3360610)									
Result No.	Member (RegID)	Cuboree No.	Pack Name (Role)	DOB	Age at Start	Email	Application Status	Eligible to attend as	
<input type="checkbox"/> 1		107	(-)				Submitted	Leader	Top

[Send Email](#)

Step Four

Confirm that the photo is a head-and-shoulders photo that clearly identifies the applicant.

Main Details

Membership No.(RegID) Enter [\[Get RegID\]](#) Age on 2020-09-28

Applicants Details
Cub Scout Venturer Rover Leader
Adult Helper

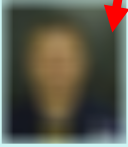
Participant ID: 107
Event Joining Invoice: -
Leader Type: -
Pack Name: -
Pack Role: -
Event Joining Fee: N/A

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 | Child Safe | Terms & Conditions

Participant Status

Applicant Details [Next >](#)

 **Surname** **DOB** **Gender** M
Given Names **Preferred Name**
Occupation

Home address
Address
Town or Suburb
Postcode **State**

Postal address
Address
Town or Suburb

This photo is used for medical and safety purposes

The following types of photos are not acceptable:

- Youth in fancy dress, with makeup, sunglasses or wearing anything on their head (head coverings for cultural or religious reasons are acceptable).
- A photo that includes more than one person.
- Over or under-exposed so it is difficult to see the subject.
- The subject is too small in the photo.

If the photo is not acceptable, please contact the parent and arrange for them to log back into the Cuboree application and upload a new photo.

Step Five

Click on the Participant Status tab.

Change the dropdown field from 'SUBMITTED' to 'ACCEPTED' and answer the questions in section 2.

PARTICIPANT STATUS < Prev

Current Participant Status

Status: Submitted

Status Description

Eligible: This means "WE WANT YOU" but you have not yet applied. This includes Cub Scouts, Venturer Scouts, Rover Scouts, Leaders and other registered Adults.

Saved: This means you are eligible and you have applied on line, but either you saved your application wanting to come back to it before submitting it or you may think you have submitted your application but the system saved your application pending some further information.

Submitted: This means that your application was successfully submitted and an email has been sent to your Group Leader advising there is an application to be reviewed.

Dietary Pending: This means that your application was successfully submitted but the dietary has to be verified before your application can be accepted.

Accepted: This means that the application form is complete and has been accepted by the Group Leader.

Admin Accepted: This means that the application form is complete and has been finalised by Admin.

Admin Pending: This means that the application form is on hold awaiting follow up by admin.

Not Accepted: This means that your Group Leader or Leader in Charge still requires some further information before they can accept your application.

Group Leader/Leader In Charge/Admin Eligible Check for Accepting Application

- Has the application been correctly filled out ?
- Has the applicant complied with all of the requirements of eligibility ?
- Do you believe the applicant is capable of successfully attending Cuboree ?
- Is the photo correctly identified and of acceptable quality ?
- Has the applicant supplied a doctors letter with sufficient information to manage any special condition ?
- Has the applicant supplied any Independent Traveler Form? *Admin Editable Only
- Does the participant have any Payment Plan? *Admin/Director Editable Only

Radio button options for "Is the photo correctly identified and of acceptable quality ?":

<input type="radio"/> Yes	<input type="radio"/> No
<input type="radio"/> Yes	<input type="radio"/> No
<input type="radio"/> Yes	<input checked="" type="radio"/> No
<input type="radio"/> Yes	<input checked="" type="radio"/> N/A
<input type="radio"/> Yes	<input type="radio"/> No
<input type="radio"/> Yes	<input type="radio"/> No

Comments:

Make sure you change the "Photo correctly identified" from "No" to "Yes" if the photo is acceptable.

If there is more information required before you can accept the application, set the status to "Not Accepted" and follow up with the parent to get them to update the application.

Step Six

Scroll down to the bottom of the page and click on "UPDATE".

Click "YES" for the next two confirmation boxes.

This will mark the application as accepted and then trigger the automatic emailing of the Cuboree Invoice to the primary contact's email.

If you have more applications to accept, repeat steps three to six.