



# Cuboree 2026 – It Starts With Us...

## 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".



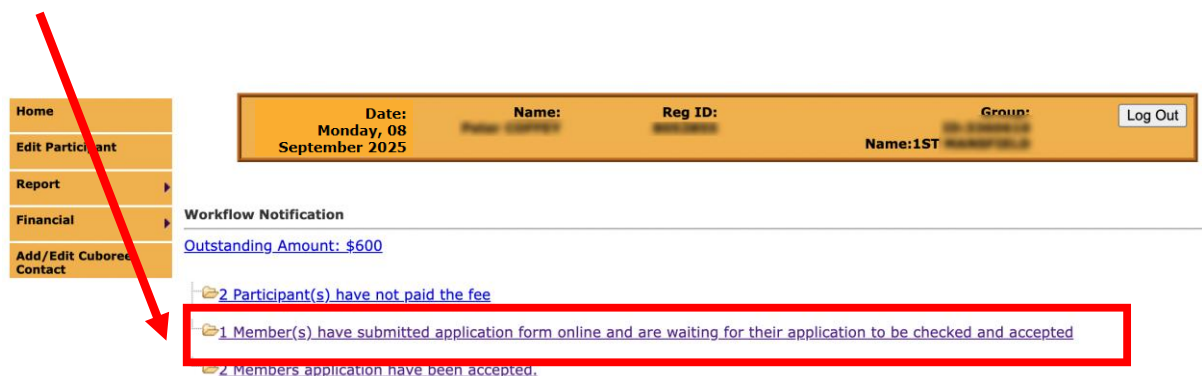
The diagram illustrates the login process. On the left, the Cuboree 2026 page is shown with three buttons: "GET YOUR PIN", "APPLY TO ATTEND", and "G.L./LIC LOGIN". A red box highlights the "G.L./LIC LOGIN" button. A red arrow points from this button to the right, where the login form is displayed. The login form has a header "Cuboree 2026" and a red box around the "Username" and "Password" fields. The username is "gl.mansfield1st" and the password is "\*\*\*\*\*". A "Log In" button is located to the right of the password field.

### 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.



The diagram shows the workflow notification process. On the left, a sidebar contains a list of links: "Home", "Edit Participant", "Report", "Financial", "Add/Edit Cuboree Contact", and "Contact". A red arrow points from the "Add/Edit Cuboree Contact" link to the notification text in the main content area. The notification text is "1 Member(s) have submitted application form online and are waiting for their application to be checked and accepted". A red box highlights this notification text. Above the notification, there is a header bar with the date "Monday, 08 September 2025", the name "Name: 1ST", and a "Log Out" button. Below the header bar, there is a "Workflow Notification" section with a link "Outstanding Amount: \$600".

## 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		<a href="#">107</a>	-				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

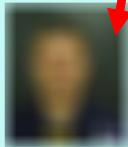
Status: **Submitted**  
**You are eligible to attend either as a Leader or as a Rover**

[Applicant Details](#) [Emergency Contact](#) [Transport Details](#) [Uniform](#) [Medical](#) [Work Preference](#) [Day Attend](#) [Child Safe](#) [Terms & Conditions](#)

[Participant Status](#)

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**Applicant Details**



*This photo is used for medical and safety purposes*

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

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

**Postal address**  
**Address**   
**Town or Suburb**

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 ? ☐ 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 Traveler Form? \*Admin Editable Only ☐ Yes ☐ No ☐ N/A
- Does the participant have any Payment Plan? \*Admin/Director Editable Only ☐ Yes ☐ 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.**