



Scouts Australia (SA Branch)
Event Online Application system

Online Application System – User Guide

1 Creating an Account and Logging in

Each participant must complete the On-Line Application on the SASAS website, <http://sasas.sascouts.org>.

The process for creating an account is that you first must register as a user, once the registration has been accepted you will be able to logon to the Application section and complete the online application.

Please note, you will require a new account for every event you apply for within the SASAS. For convenience you may like to consider using a small variation from a standard account name with an addition of an event identifier i.e fred-ev, fred-ss13, fred-ss14 etc.

1.1 Register as a User

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 and email address. An activation email will be sent to this email address so please ensure that you have access to this email account. All communications from the 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.

Login Information

Welcome to the South Australian Scouts Online Activity Application System.

Before you can access the system you must create (and activate) an account. For each event you attend you will need a separate account, if you do not have an account for the event you wish to attend please go to the Register New User section (see below or [click here](#)) and create your account. Once you have created your account (and activated it) log in and complete your actual application form.

Please note: Each Applicant must have a separate account, though the same email address can be used for multiple accounts.

An [Online Application Process Guide](#) is available for download and can be accessed by clicking on the following link, [Online Application Process Guide](#).

If you are experiencing any issues or have questions regarding the registration process please email the System Administrator, Chris.Wise@sahq.sascouts.com.au.

Any field labelled in **bold** is mandatory and you will not be able to proceed unless it is completed.

Login

User Name
 [Change your password](#)

Password
 [Forgotten your User Name or Password?](#)

Keep me logged in on this computer unless I logout. (NB: For security reasons this is automatically disabled if you are granted elevated privileges)

Register New User

To register, in the relevant section enter your preferred Username, Password, email address and click Register. An email will be sent to your nominated email address with instructions detailing how to activate your account and complete your application.

To ensure the security of your personal data we enforce a strict password policy. Your password must be at least 8 characters and contain at least 1 Capital letter, 1 lower case letter, 1 number and 1 special character (excluding the apostrophe).

Participant Registration

Preferred User Name

Password (Minimum 8 characters)

Confirm Password

Email Address

Confirm Email Address

Event

State

Figure 1-1



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1.2 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.

1.3 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.

1.4 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 advising of all the accounts that are linked to that email account.

2 Complete the On-Line Application

The Application form consists of a number of tabs (pages) that need to be completed as part of the application process.

Depending on the event you are attending, there may be extra tabs that appear or not.

Navigate through the tabs by selecting the link from the left hand menu as outlined on Figure 2-1.

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 in bold text.

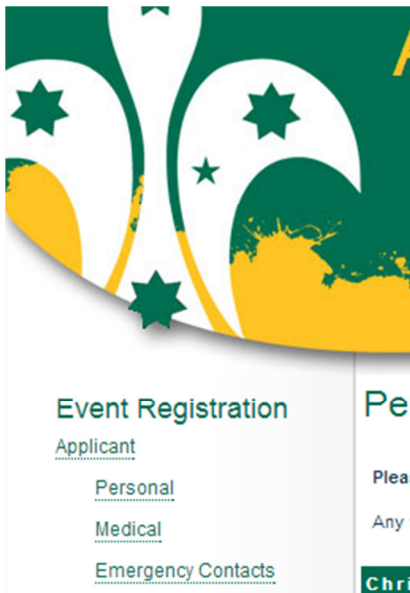


Figure 2-1



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The tabs that are required are:

2.1 All Applicants

Tab	Explanation/Detail
Personal	Your personal details such as name, address, contact phone numbers, etc.
Medical	This tab includes basic medical information as well as specific information to assist the doctors on site should you require their assistance. This tab also contains information that will assist the catering team to meet any of your dietary needs.
Emergency Contacts	The names of two people that will be contacted in an emergency. Both people must be contactable during the event.
Status	Lists the status of your application, including what payments have been received by the event. Also the Activity Consent information is listed on this tab. NB: Once the application has been submitted this is not changeable by the applicant.

2.2 Venturers, Rovers, Leaders and Other Adults

Tab	Explanation/Detail
Leader Info	Basic information about your role as a Leader. Also if you have already been allocated a job during the event please enter this information here.
Skills/Job	Skills that you may have that could be useful to the Organising Committee for allocating a role at the event, your job preferences are also contained in this tab. Once your Job has been allocated it will also be displayed on this tab.
Qualifications	Any relevant qualifications that you may hold which could be useful to the Organising Committee.
Experience	Any experience at previous major events.



3 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.

4 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.
SHQ Approved	The Event team has approved you as an attendee of the event.
SHQ Rejected	The Event team has rejected the applicant as an attendee of the event.
Withdrawn	The applicant withdrew the application, after paying a deposit.
Not Proceeding	The applicant is not proceeding and did not pay a deposit.

5 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 the event organiser.