

Kent International Jamboree 2017



Participant Booking System

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CHANGE YOUR PASSWORD

1. Using your web browser (Internet Explorer, Firefox, Chrome, Opera, Safari).
2. Enter the following web address into the URL bar...
<https://bookings.kij.org.uk>
3. Click the “Lost or forgotten your password?” link under the login form.
4. The booking systems “Forgotten Password” screen opens.
5. Enter the email address that you registered your group booking with.
6. Press the [Reset Password] button. The Booking system will send you an email.
7. Open the email in your email software and click the reset link contained there-in. The “Enter New Password” page of the Booking system opens.

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LOGIN

Enter New Password

Enter your new password.

New Password :

Confirm Password :

Reset Password

8. Enter your “New” password (twice) and push the [Reset Password] button.



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LOG INTO YOUR BOOKING

1. Using your web browser (Internet Explorer, Firefox, Chrome, Opera, Safari).
2. Enter the following web address into the URL bar...
<https://bookings.kij.org.uk>
3. Enter your email address and password.
4. Push the [Login] button.

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LOGIN

Start Booking Process

If you have not started the booking process.. Start here

Start Here

Login

If you have already created an account and started completing your booking process... please login here.

e-Mail Address :

Password :

Login

[Lost or forgotten your password?](#)

5. You will be directed to your Booking Summary.

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EDIT GROUP INFO., CONTACT DETAILS, BOOK MEALS, TRIPS.

Once logged into your booking...

1. At the top of the Booking Summary form your Group and Booking Contact details are displayed.

Group / Unit Information

Group Name : ZZZ_ARCHIVED -- Test Group
Group District : zzzz
Group County : zzzz
Group Country : United Kingdom (England)
Contact Name : zzzz
Contact Tel : zzzz
Contact eMail : euphogeenza@gmail.com
Contact Address : zzzz zzzz zzzz zzzz zzzz zzzz
Contact Postcode : zz11 1zz
Arrival Date : 29 Jul 17
Departure Date : 05 Aug 17
Group Meals Package - Opt-In : OPTED OUT

Edit Group

2. To edit / update or change these details, push the [Edit Group] button and the bottom of the section.

3. The Edit Group Information form Opens.

Group Name and Location

Group Name :
District :
Group County :
Group Country :

Main Group Contact

Contact Name :
Contact Tel :
Contact eMail :
Contact Address :
Contact Postcode :

Estimated Arrival / Departure Dates

Arrival Date :
Departure Date :

- (a) You can change the Group Name, District, County and Country.
- (b) You can update / change your Booking Contact details.

REMEMBER - The email address you enter here is the email address that you use as your username in the Login page. If you change the



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email address the password IS NOT changed.

(c) You can update the Arrival and Departure Dates.

Meals Package

This option can be selected for the WHOLE group to have meals provided at £ 77.00 per person.

Meals Package Required :

(d) Indicate if the group want to OPT-IN or OPT-OUT of the Catering Package. If you opt in you are stating that each person in your group booking will be taking the meals package (adds a Cost per person).

Individual participant's dietary requirements can now be completed by editing each participants details in the newly revealed "Meals Package" section. (Click the pencil and paper icon beside each participant in the Booking Summary).

Group Trips Option

This year we have the following trips lined up for you to choose from:

- Trip to London - London Trip Itinary: Tower Bridge, Tower of London, Buck Palace, Science Muesum
- Trip to Hastings - Hastings trip Itinary: Day out at the beach, fish and chip lunch, Punch and Judy show
- Trip to Dover Castle - Dover Castle Itinary: Henry VIII, Castle Tour, Hells Corner Tour, Birds of Prey display
- Trip to Port Lympne - Port Lympne Itinary: A day at the famous Port Lympne Wildlife Park

Please indicate which trip(s) your group are wanting to take part in, in order of preference.

(You can split your group across multiple trips, but, you need to enter the number of leaders and participants going on each trip.)

Trip Preference #1 :	<input type="text" value="Trip to Hastings"/>	Num Leaders :	<input type="text" value="2"/>	Num Participants :	<input type="text" value="8"/>
Trip Preference #2 :	<input type="text" value="Trip to Dover Castle"/>	Num Leaders :	<input type="text" value="2"/>	Num Participants :	<input type="text" value="8"/>
Trip Preference #3 :	<input type="text" value="Trip to Port Lympne"/>	Num Leaders :	<input type="text" value="2"/>	Num Participants :	<input type="text" value="8"/>

SAVE

(e) Indicate your group trip PREFERENCE. Please read the detail on the website page as your screen MAY look slightly different.

If you can only see the trip selection lists then indicate your first, second and third preference for your whole group trip.

If you can see the Number of Leader and Number of Participant fields then select up to three trips and indicate the number of leaders and number of participants for each trip selected. Only ONE trip per person please AND AT LEAST ONE Leader per trip.

4. Push the [Save] button to save the changes and return to the Booking Summary form.



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ADDING NEW PARTICIPANTS TO YOUR BOOKING

Once logged into your booking...

5. Scroll to the bottom of the list of participants.

Participants Summary

Photo	Name	Type	Edit	Delete	Print	Forms		
						Disability	Medical	Consent
Image	Person, Young	Scout						
Add Extra Participant								
To ADD another participant push this [ADD] button						<input type="button" value="Add Participant"/>		
All done here?								
If you are all done. Push the NEXT button to review the fees due and confirm your booking...						<input type="button" value="NEXT >>"/>		

6. Push the [Add Participant] button.
7. A “New” participant called “Person, Young” will be added to your booking. (It may appear in the middle of your list!).



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EDITING A PARTICIPANTS DETAILS

Once logged into your booking...

1. Scroll down the list of participants until you can see the participant record that you wish to edit.
2. Push the “Pencil and Paper” icon.

Participants Summary

Photo	Name	Type	Edit	Delete	Print	Forms		
						Disability	Medical	Consent
	Person, Young	Scout						

Add Extra Participant
To ADD another participant push this [ADD] button

All done here?
If you are all done. Push the NEXT button to review the fees due and confirm your booking...

3. The Participant Form opens.
4. In the “**Participant Information**” Section...

(All Participants)

Participant Information

First Name :

Last Name :

Address :

Date of Birth :

Sex : Male Female


Photo :

Note your photo should be:

- (i) a JPG or PNG image
- (ii) not greater than 0.5Mb (524,288 bytes) in size
- (iii) have dimensions: 4 wide and 3 high (landscape)

[Uploaded images will be resized to 250(W) x 188(H) pixels automatically on upload]

Participant Type :



- (a) Update the name (firstname and lastname)
- (b) Enter their home address
- (c) Enter their date of birth



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- (d) Select Male / Female
- (e) Select a photo to upload (Caution - there is a file size restriction and only JPG or PNG formatted files are allowed. Landscape 4 x 3 pictures work best with distorting)
- (f) Select the Participant Type (Explorer / Guide / Jambo Junior / Leader / Network / Scout / Senior Section (Guides))
- (g) As soon as you select the participant type sections of the form below will appear / hide as appropriate.

5. In the “**Leader/IST Information**” section... **(Leaders, Network, Senior Section (over 18s) and IST's Only)**

Leader / IST Information

Mobile Telephone Number :

e-Mail Address :

DBS Number :

- (a) Enter mobile telephone number
- (b) Enter email address
- (c) Enter DBS number

6. In the “**IST Preferences**” section... **(ISTs only)**

IST Preferences

I want to be on the Service Team.

Preferred IST Role

Choose Preferred IST Role :

Activity Certificates Held

Certificates Held :

Please list the training certificates that you hold.

VISA

VISA Required : I need a VISA to volunteer in the UK.

- (a) Indicate if you are volunteering for IST duty.
- (b) If selected, a sub form opens,
- (c) Select a preferred role,



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- (d) Enter any/all certificates held
- (e) Indicate if you require a VISA.

7. In the “Meals Package” section...

(Only ISTs and Jambo Juniors)

Meals Package

This year we are offering a “Meals Package” where you can OPT-IN and have meals provided (includes breakfast, lunch and dinner) OR You can OPT-OUT and you provide your own meals.
FOR IST : The package costs £ 50.00
FOR EVERYONE ELSE : The package costs £ 70.00

I want/need meals to be provided.

- (a) Select if the IST or Jambo Junior has opted for the Meals option (Cost associated!)

NOTES - For group bookings, the meals option is either switched on or off for the whole group. See Edit Group Details section.

If a Jambo Juniors is part of a Group Booking then you can ignore this section as the Jambo Junior will be catered for as part of the group.

If a Jambo Junior is accompanying an IST then meals need to be selected here.

8. In the “Jambo Pack” section...

(Jambo Juniors Only)

Jamboree Pack

I want a Jamboree Pack at a cost of £ 15.00.

Tick the checkbox if you want a Jambo Pack

- (a) Indicate if the Jambo Junior wants a Jambo Pack (Cost associated!)

9. In the “Health Insurance” section...

(All Participants)

Health Insurance

NHS Number :

- (a) UK Participants - Enter the participants NHS number.
- (b) Non-UK participants - Indicate that the participant has adequate Health Insurance

10. In the “Next of Kin” section...

(All except Leaders)

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Next of Kin

Please provide AT LEAST ONE next of kin. (The second and third next of kin fields are optional)

Person 1

Name :
Relationship :
Telephone Number :

Person 2

Name :
Relationship :
Telephone Number :

Person 3

Name :
Relationship :
Telephone Number :

- (a) Enter the names, relationship and contact details of up to three next of kin for the participant.

11. In the “On-site Creche” section...

(Jambo Juniors Only)

Onsite Creche Usage

This participant will need the use of the on site creche.

Select which Creche Sessions you require.

Date	AM	PM
29 Jul 17 :	<input type="checkbox"/>	<input type="checkbox"/>
30 Jul 17 :	<input type="checkbox"/>	<input type="checkbox"/>
31 Jul 17 :	<input type="checkbox"/>	<input type="checkbox"/>
01 Aug 17 :	<input type="checkbox"/>	<input type="checkbox"/>
02 Aug 17 :	<input type="checkbox"/>	<input type="checkbox"/>
03 Aug 17 :	<input type="checkbox"/>	<input type="checkbox"/>
04 Aug 17 :	<input type="checkbox"/>	<input type="checkbox"/>
05 Aug 17 :	<input type="checkbox"/>	<input type="checkbox"/>

Save

- (a) Indicate if the Jambo Junior will be using the On-site Creche facilities (Cost associated!)
- (b) If indicated, select which creche sessions the Jambo Junior will be attending.

12. Finally push the [Save] button to save the updated participant details and return to the Booking Summary Screen.



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REMOVING PARTICIPANTS FROM YOUR BOOKING

Once logged into your booking...

1. Scroll down the list of participants until you can see the participant record that you wish to remove.
2. Push the “Trash Can” icon.

Photo	Name	Type	Edit	Delete	Print	Forms		
						Disability	Medical	Consent
	Person, Young	Scout						

Add Extra Participant
To ADD another participant push this [ADD] button

All done here?
If you are all done. Push the NEXT button to review the fees due and confirm your booking...

3. The participant's entry will be removed from your booking (including ALL related information such as the uploaded photo, all medical, disability, consent, crèche usage form information).



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PRINT A PARTICIPANT'S ENTERED INFORMATION

Once logged into your booking...

1. Scroll down the list of participants until you can see the participant record that you wish to print.
2. Push the "Printer" icon.

Participants Summary


Photo	Name	Type	Edit	Delete	Print	Disability	Medical	Consent
	Fraser, Emily	Explorer						
	Section, Snr	Senior_Section						

3. The participant's details and all entered form data will be displayed in a printer friendly format ready for you to print.

[Back to Summary](#)

Participant Information

First Name : Emily
 Last Name : Fraser
 Address : [Redacted]
 Date of Birth : [Redacted]
 Gender : Female
 Participant Type : Explorer
 National Org Member # : 123123123123123



Health Section

NHS Number : as1234567

Medical Questionnaire

Question 1	Does this participant have any medical conditions that we need to cater for?	None
Question 2	Does this participant suffer allergic reaction to any foods, medication or environmental factors?	None
Question 3	Is this participant taking any medication?	None
Question 4	Has this participant suffered any illness in the last 6 months?	None
Question 5	Has this participant been hospitalised in the last 6 months?	None

4. Once printed you can return to the Booking Summary form by pushing the [Back To Summary] button at the top or bottom of the page.



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COMPLETING A PARTICIPANT'S DISABILITY FORM

Once logged into your booking...

1. Scroll down the list of participants until you can see the participant record that you wish to edit.
2. Push the blue "Question Mark" icon in the Disability Column.

Participants Summary									
Photo	Name	Type	Edit	Delete	Print	Forms			
						Disability	Medical	Consent	
	Fraser, Emily	Explorer							
	Section, Snr	Senior_Section							

Add Extra Participant

3. The Disability Questionnaire form will open

Disability Questions

Question 1

Does this participant have any physical disability that we need to cater for?

Yes No

You have indicated Yes. Please provide more detail.

> Enter information about the physical disability here <

Question 2

Does this participant have any mental or learning disability that we need to cater for?

Yes No

4. For each question select Yes or No.
5. For each Yes selected please enter the relevant information.
6. When all questions have been answered, press the [Save] button at the bottom of the form.
7. You will be returned to the Booking Summary and the Question Mark icon will have changed to a Green "Tick" icon indicating the form has been completed.



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COMPLETING A PARTICIPANT'S MEDICAL FORM

Once logged into your booking...

1. Scroll down the list of participants until you can see the participant record that you wish to edit.
2. Push the blue "Question Mark" icon in the Medical Column.

Participants Summary

Photo	Name	Type	Edit	Delete	Print	Forms		
						Disability	Medical	Consent
	Fraser, Emily	Explorer						
	Section, Snr	Senior_Section						

Add Extra Participant

3. The Medical Questionnaire form will open

Medical / Health Questions

Question 1

Does this participant have any medical conditions that we need to cater for?

Yes No

You have indicated Yes. Please provide more detail.

> Enter medical condition information here <

Question 2

Does this participant suffer allergic reaction to any foods, medication or environmental factors?

Yes No

4. For each question select Yes or No.
5. For each Yes selected please enter the relevant information.
6. When all questions have been answered, press the [Save] button at the bottom of the form.
7. You will be returned to the Booking Summary and the Question Mark icon will have changed to a Green "Tick" icon indicating the form has been completed.



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COMPLETING A PARTICIPANT'S ACTIVITY CONSENT FORM

Once logged into your booking...

1. Scroll down the list of participants until you can see the participant record that you wish to edit.
2. Push the blue “Question Mark” icon in the Consent Column.

Participants Summary

Photo	Name	Type	Edit	Delete	Print	Forms		
						Disability	Medical	Consent
	Fraser, Emily	Explorer						
	Section, Snr	Senior_Section						

[Add Extra Participant](#)

3. The Activity Consent Questionnaire form will open

Activity Consent Questions

Do you have parental permission for this participant to take part these activities...

Group 1 - Land Activities

Blocarts Yes No

Climbing / Abseiling / Aerial Runway Yes No

Driving Yes No

Group 2 - Water Activities

Canoeing / Kayaking Yes No

Rafting Yes No

Sailing Yes No

Group 3 - Shooting Activities

Air Rifle Target Shooting Yes No

4. For each question select Yes or No. Where “Yes” means that you have parental consent for the participant to take part in the activity.
5. When all questions have been answered, press the [Save] button at the bottom of the form.
6. You will be returned to the Booking Summary and the Question Mark icon will have changed to a Green “Tick” icon indicating the form has been completed.



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WHAT'S LEFT TO DO...

Once logged into your booking...

1. At the top of the Booking Summary form the “Booking Information Progress Bar” is displayed.

Booking Information Progress

65% done

Show 'Left To Do'

2. Pushing the [Show 'Whats Left To Do'] button will reveal a list of information that is outstanding, participant by participant. This saves you, searching for that illusive last bit of information that needs completing to get you to 100% complete.

What's left to do...

- Fraser, Emily
- Person, Young
 - Address
 - Date of Birth
 - Sex (Gender)
 - Photo
 - NHS Number
 - Disability Form Not Completed
 - Medical Form Not Completed
 - No Next of Kin Entered.

3. Pushing the [Hide 'Left To Do'] button will hide the list of outstanding information.

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VIEWING THE COSTS AND CONFIRMING YOUR BOOKING

When you are ready to view the itemised Cost Summary...

1. Scroll to the bottom of the Booking Summary and push the [NEXT >>] button.
2. The Cost Summary Page Opens
3. The Group Details are displayed

Group Information

Group Name : ZZZ_ARCHIVED --- Test Group
Group District : zzzz
Group County : zzzz
Group Country : United Kingdom (England)
Contact Name : zzzz
Contact Tel : zzzz
Contact eMail : euphogeeza@gmail.com
Contact Address : zzzz zzzz zzzz zzzz zzzz zzzz
Contact Postcode : zz11 1zz
Arrival Date : 29 Jul 17
Departure Date : 05 Aug 17
Group Meals Package - Opt-In : OPTED OUT

4. A Booking Summary table is displayed where itemised costs / fees are displayed for each participant and the Total Cost is displayed at the end of the table.

Booking Summary

Participant	Participant Type	Line Item	Cost each (GBP)	#	Line Total (GBP)
Fraser, Emily	Explorer	Camp Fees	£ 165.00	x 1	£ 165.00
Section, Snr	Jambo Junior	Camp Fees	£ 0.00	x 1	£ 0.00
Section, Snr	Jambo Junior	Meals Package	£ 70.00	x 1	£ 70.00
Section, Snr	Jambo Junior	Creche Sessions	£ 50.00	x 10	£ 50.00
Section, Snr	Jambo Junior	JJunior Jambo Pack	£ 15.00	x 1	£ 15.00
Total :					£ 300.00

5. A Deposit Amount and Payment Deadlines section is displayed.

Deposit and Payment Deadlines

Deposit Amount (non-refundable) of **£ 40.00** (£ 20.00 per head) should be paid by **30 November 2016** LATEST.

Remainder of the **balance** should be paid by **31 May 2017** LATEST.

Confirm Booking

<< BACK

To confirm the booking, create the invoice and see the payment instructions: Push the NEXT button...

NEXT >>

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- To CONFIRM YOUR BOOKING, push the [NEXT >>] button.
- An invoice is generated and e-Mailed to you.

We have sent a copy of the invoice (KIJ17-2014-03) to you at the registered eMail address.
You can also download a copy from [here](#).

Payment Schedule

The deposit amount (non-refundable) of £ 40.00 (£ 20.00) must be paid by 30 November 2016

And the remaining balance paid by 31 May 2017

Ways to Pay

<u>Cheque</u>	<u>BACS</u>	<u>IBAN</u>
Please make cheques payable to: Kent County Scout Council	For payments made from within the UK, use your banks BACS system. Please make payments to:	To be used for all payments made from outside the UK Please make payments to:
Send your cheque to: KIJ17 Booking Team, c/o 28 Warwick Crescent Rochester Kent	Account Name: Kent County Scout Council Sort Code: 40-52-40	Account Name: Kent County Scout Council IBAN Number: GB69 CAFB 4052 40000 15563

- You can also immediately view the invoice by LEFT clicking the link displayed and/or DOWNLOAD a copy of the invoice by RIGHT clicking the link and choosing to "Save Link As" (or your browsers equivalent command).
- The payment schedule / Payment deadlines are displayed again along with the "Ways to Pay". (These are also contained within the Invoice too).
- Congratulations you've confirmed your booking and generated an invoice. Scroll to the bottom of the page and push the [FINISHED] button and you will be taken to the KIJ17 Website.

BOOKING COMPLETE

If you need to amend your booking at a later date you can. From the KIJ website choose the Booking link from the menu.

FINISHED



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MODIFYING YOUR BOOKING AFTER INVOICED

If, AFTER you have generated your invoice, you need to change your booking... just...

1. Load the KIJ17 website.
2. Click the “Book Now” menu link.
3. Log In
4. Modify your booking (e.g. Add Participant(s), Remove Participant(s), Change participant Types, Alter the Group Meals option, Adding extras for Jambo Juniors (Jambo Pack, Creche sessions, etc.), Enter Participant Information, Complete Medical/Disability and Consent Forms, Upload Photos etc.
5. If any modification made changes the “Amount Owing” a message will be displayed at the top of your Booking Summary with instructions to Re-Confirm your booking and Generate a New Invoice.

CHANGES TO YOUR BOOKING DETECTED.

You have made changes to your booking since you confirmed and were Invoiced.

When you have completed all necessary changes here...

1. Scroll to the bottom of this page and push the [Next >>] button.
2. On the “Confirm Booking” page, Review your booking and Fees due.
3. Finally, scroll to the bottom of the page and push the [Next >>] button to Confirm and generate an updated Invoice.

To reconfirm your booking and generate a new Invoice... From the Booking Summary...

1. Scroll to the bottom and push the [NEXT >>] button to move to the Costs Summary page.
2. Scroll to the bottom and push the [NEXT >>] button to Confirm your booking and generate your new Invoice.

The new invoice will be e-Mailed out to you, as before.