

Durham Scout Event Booking System



Register your group on the system

You'll need basic info about the group and the leader in charge, the number of teams you plan to enter and the number of people attending.

You will receive an invoice based on your estimated participant numbers, please pay this within two weeks of receiving it otherwise we will withdraw your booking.

If you need to increase your numbers, email us at Midnight.Madness@DUSAGG.org.uk.

Registration Details

In the top right click on 'My Registration' then 'Edit My Registration Details'.

Here you can see the group registration details. You can edit the details of the leader in charge (Primary Contact).

Current Tasks

Once logged in the home page will show your current tasks, this will be updated as we get nearer to the event and will inform you when to send out medical forms, which will all be done online.

Username & Passwords

We are unable to reset Usernames and Passwords, please keep these safe.

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Adding Participant Details

In the top right click on 'Participants' then 'Enter/Amend Participant Details'.
Participants can either be added by linking your booking to Online Scout Manager (OSM), or manually using the green button at the bottom of the Participant Details page.

Participant Details

Export Participant List

OSM

TEST

Explorer Scouts 4

	First Name	Surname
 	A	Explorer
 	B	Explorer
 	C	Explorer
 	D	Explorer

Add Explorer Scout

Use the OSM icon at the top of the page to link your booking to OSM, or the green button to add participants manually.

Adding Participants from OSM

Click the OSM icon at the top of the Participant Details page, then click 'Link to OSM'. Log into OSM using the account which has access to your unit.

OSM Status

Registration Linked to OSM

No

Last OSM Sync

Not Synchronised

OSM Auto-Sync Enabled

No

Number of Linked Participants

0

TEST GROUP Explorer Scout Unit (34473)

Link to OSM

[Return to Participants Summary](#)

Once linked, the OSM Status page will show the sync status and number of linked participants.
Do not manually add participants if OSM Sync is active.

Using more than one OSM unit

The system can only link one OSM unit per booking. If you need to add participants from multiple OSM units, either create a separate booking for the additional unit, or once synced, break the OSM link and then add the extra participants manually.

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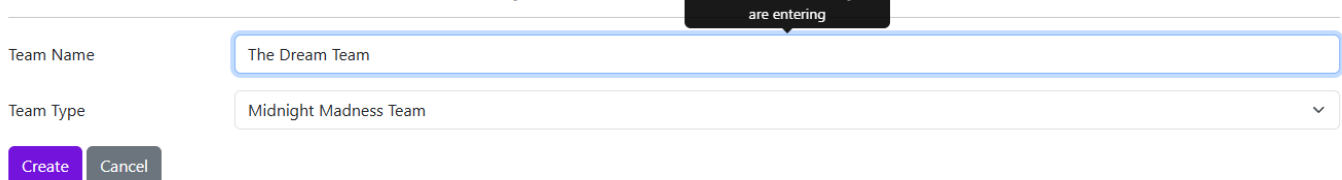


Creating Teams & Adding Participants

In the top right click on 'Participants' then 'Assign Team Members'.

Click 'Create New Team', enter a team name and leave the Team Type as 'Midnight Madness Team', then click 'Create'.

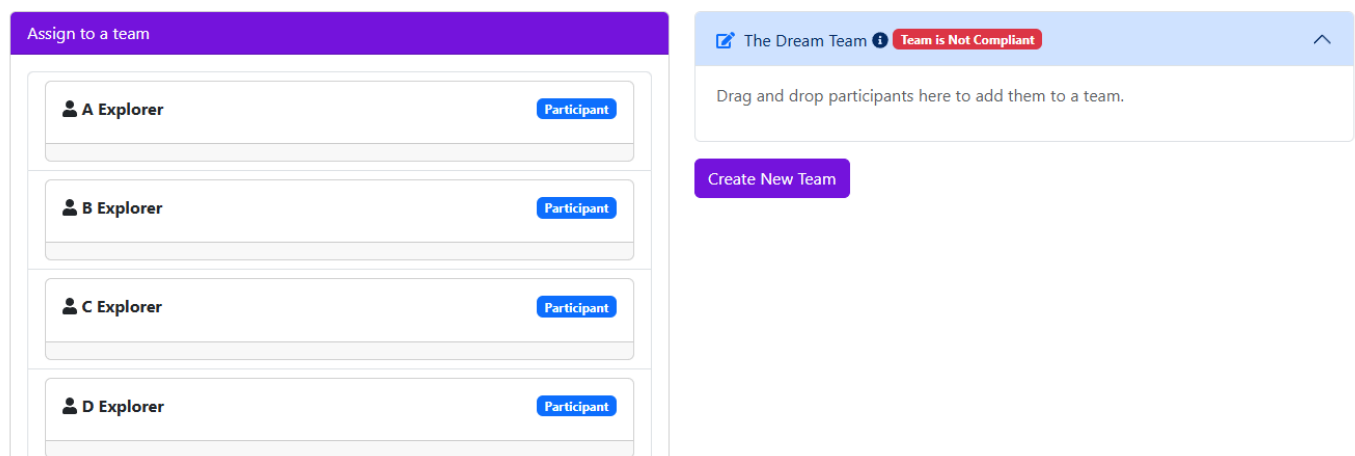
Create a new Team for TEST GROUP Explorer Scout Unit

A screenshot of the 'Create New Team' form. It has a title bar that says 'Create a new Team for TEST GROUP Explorer Scout Unit'. Below the title bar, there is a text input field for 'Team Name' containing 'The Dream Team'. Above this field is a tooltip that says 'The name of the team you are entering'. Below the text field is a dropdown menu for 'Team Type' with 'Midnight Madness Team' selected. At the bottom are two buttons: 'Create' (purple) and 'Cancel' (grey).

Enter a team name and click 'Create'.

Assigning Participants

Drag and drop participants from the list on the left into the relevant team on the right.

A screenshot of the 'Assign to a team' interface. On the left, under the heading 'Assign to a team', there is a list of four participants: 'A Explorer', 'B Explorer', 'C Explorer', and 'D Explorer'. Each participant has a blue 'Participant' button next to their name. On the right, there is a team selection area. At the top, it shows 'The Dream Team' with a checkmark, an information icon, and a red banner that says 'Team is Not Compliant'. Below this is a text box that says 'Drag and drop participants here to add them to a team.' At the bottom of the right panel is a purple button that says 'Create New Team'.

The system will show if a team is not compliant with the event rules.

The system will not allow you to have a team with less than 4, or more than 7, in line with the event rules. The team name can be edited later along with moving participants between teams up until the event.

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Medical & Permission Forms

In the top right click on 'Participants' then 'Medical & Permission Forms'.

Here you can add the email address for a parent/carer for each participant. Tick 'Selected' for the participants you want to contact, then click 'Save and Send Emails' at the bottom of the page. This will save the email address and send them their unique link so that the electronic medical and permission form can be completed.

Send Invitations for Medical and Permission Forms				
First Name	Surname	Email	Selected	Permission / Medical Form
A	Explorer	email@email.com	☒	
B	Explorer		☐	
C	Explorer		☐	
D	Explorer		☐	
A	Leader		☐	

[Save All Email Addresses](#) [Save and Send Emails](#) [Send Emails \(no save\)](#) [Save and Print Form Links](#)

Enter the parent/carer email address, select the participant and click 'Save and Send Emails'.

Other options

'Save All Email Addresses' saves the addresses without sending emails. 'Send Emails (no save)' sends the selected emails without saving changes. 'Save and Print Form Links' can be used where a form link needs to be provided separately.

This option will only be available once we request forms to be completed. You will be able to see who has completed the form and view them here. You can also send reminder emails if needed.

Further Help?

Drop an email to Midnight.Madness@DUSAGG.org.uk and we will respond as soon as possible.