

Kent International Jamboree 2017



Participant Booking System

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Participant Booking System

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.

KIJ17 Booking System

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.



Participant Booking System

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.

KIJ17 Booking System

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.



Participant Booking System

EDITING GROUP INFORMATION AND GROUP CONTACT DETAILS

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 : 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

[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 : ZZZ_ARCHIVED --- Test Group
District : zzzz
Group County : zzzz
Group Country : United Kingdom (England) ▼

Main Group Contact

Contact Name : zzzz
Contact Tel : zzzz
Contact eMail : euphogeeza@gmail.com
Contact Address : zzzz zzzz zzzz
zzzz zzzz
zzzz
Contact Postcode : zz11 1zz

Estimated Arrival / Departure Dates

Arrival Date : 29 Jul 2017 ▼
Departure Date : 05 Aug 2017 ▼

[SAVE](#)



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- (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 email address the password IS NOT changed.
 - (c) You can update the Arrival and Departure Dates.
4. Push the [Save] button to save the changes and return to the Booking Summary form.



Participant Booking System

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

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

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!).



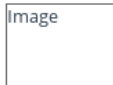






Participant Booking System

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.

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'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).



Participant Booking System

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.



Participant Booking System

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.