



1. Online Application System – User Guide

2. Before you start.

1. You must be a *financial/registered* member of your Scout Group and you must know your *membership number* to complete this registration form. (Parent Helpers and parents attending with a Joey Scout are exempt from this!)
2. You must be *over 18* to complete the form – if you are *younger than 18, this registration process must be completed by a responsible parent or guardian.*
3. You must *have an email address* to use in the registration process. All correspondence will be sent to this email address. The same email can be used for more than one registration.
4. **Only one person per account and registration application. (Multiple people to register = multiple accounts /registrations required. A Joey and parent will need two separate applications). Each ACCOUNT WILL RECEIVE A UNIQUE REGISTRATION NUMBER.**

3. Creating an Account and Logging in

Each participant / responsible adult must complete the On-Line Application accessed through the Revolution website at <http://www.revolution2014.sa.scouts.com.au/>

The process for creating an account is:

1. You first must register as a user on the system



Login Information

Welcome to the SA Hoporee/Cuboree Registration site.

Before you can login you must create and activate an account, if you do not have an account 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 Applications Manager, Chris.Wise@sahqscouts.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 an apostrophe).

Participant Registration

Preferred User Name

Password (Minimum 8 characters) Confirm Password

Email Address Confirm Email Address

Country Scout Branch or NSO

I consent to the above email address being used to communicate operational and other important information regarding the Hoporee/Cuboree to me.

Agree: ☒ Disagree: ☐

- Once the registration has been accepted you will be able to logon to the Revolution attendance section and complete the online application.

3.1. 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...

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 an apostrophe).

Participant Registration

Preferred User Name

Password (Minimum 8 characters) Confirm Password

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I consent to the above email address being used to communicate operational and other important information regarding the Hoporee/Cuboree to me.

Agree: ☒ Disagree: ☐

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 (8 characters containing 1 CAPITAL letter, 1 lower case, 1 number, and 1 special case (!@#\$%^&*~) and email address.



An activation email will be sent to the email address you include – SO Please ensure that you have access to this email account.

All communications from the Revolution 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.

3.2. 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.

3.3. 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.

3.4. 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.

4. Complete the On-Line Application

The Application form consists of 5 tabs (pages) for a Joey or Cub (6-11) and 9 for a Venturer, Rover, Leader, or other Adult. NO scouts will be accepted unless approved by the Chair of Revolution 2014 Organising Committee.



Staff Info	Skills/Job	Qualifications	Experience
Personal	Medical	Next of Kin	T-Shirt/Hat
Status			

Personal Details

Please enter general information about yourself onto this form.

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

Chris Wise Registration Number: 00002 || Hoporee/Cuboree ID: Pending

General Details

First Name Chris	Other Names 	Last Name Wise	Preferred Name Chris
Country Australia			
Residential Address Suburb: SA PostCode: SA 5159		Postal Address Suburb: SA PostCode: SA 5159	
Phone - Primary 	Phone - Secondary 	Phone - Work 	Preferred Email Validated
Religious Affiliation 	Date of Birth (dd-mmm-yyyy) Age: 30 & 7 mths as at 28-Mar-2014	Gender Male	Alternate Email

For all youth members if the primary email is not their parent's then this must be.

Scouting Details

Branch or ISO SA	Role Cub	Membership # 	Formation (Mob/Pack) Select your Mob/Pack/Group
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[Change History](#)

You are logged in as: chris

[Add](#) [Submit](#) [Save](#) [Log Out](#)

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.

The tabs that are required are:

4.1. 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.

Next of Kin The names of two people that will be contacted in an emergency. Both people must be contactable during Revolution 2014.

Status Lists the status of your application, including what payments have been received by the Contingent. Also the Activity Consent information is listed on this tab. NB: Once the application has been submitted this is not changeable by the applicant.

4.2. 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 Cuboree please enter this information here. If you have entered an agreed position, you do not need to complete the next tab
Skills/Job	IF you enter an already agreed position at Revolution – cub, guide, line leader, parent helper, activity leader, etc.; then you do not need to enter anything on the skills tab. If you do not have a position then the 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.

5. 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.

6. 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 payment has not been received.
CEC Accepted	The application has been accepted by the Revolution Executive Committee and payment has been received.
CEC Rejected	The application has been rejected by the Revolution Executive Committee.
Withdrawn	The applicant withdrew the application, after payment was made.
Not Proceeding	The applicant is not proceeding and did not pay.



7. 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 Revolution Organising Committee via email (revolution2014@sa.scouts.com.au)