

# Step Three: Adding Participant Details

1. To enter your participant details into The Big Weekend online booking system; first you will need to login, select the Participants drop down menu and select Enter / Amend Participant Details.

The screenshot shows the 'Notts Scouts The Big Weekend 2024 Online Booking System' website. The browser address bar is 'bookings.notts-scouts.org.uk'. The navigation menu includes 'Participants' (highlighted), 'My Registration', and a user icon. A yellow notification bar says 'Next Payment Now Due.' and 'Enter / Amend Participant Details'. The main content area has a purple header 'Welcome to the The BIG Weekend 2024 Online Booking System' and a message: 'Thanks for registering your section to join us for The BIG Weekend, we hope you are as excited as we are! This booking system will guide you through the tasks you need to perform between now and the event. We recommend you check here regularly for updates, however we will email you from time to time.' Below this is a 'Current Tasks' section with two bullet points: 'Pay your deposit (which can be viewed here) this is due by 30 June 2023. Click here for ways to pay.' and 'Promote the event to your section and be prepared to enter their details, along with any leaders in the near future. We have an OSM integration feature to simplify this process. Final participants details will need to be entered, along with full payment by 29 February 2024'. A 'Quick Links' section contains four buttons: 'View Payments and Balance', 'User Guide', 'Contact Us', and 'FAQs'. At the bottom, it says 'If you have any questions regarding The BIG Weekend 2024 please contact the [organising team](#).' On the right, a 'Current Registration' sidebar shows fields for 'Registration ID', 'Registration Name', and 'Section Type', with a 'More Details' button.

2. You now have 2 options to enter your participants, you can either enter participants manually or enter participants via linking your TBW booking with your OSM account.

To enter participants manually, follow stage 3.

To enter participants via linking your TBW booking with your OSM account, follow stage 4.

### 3. To enter participant details manually, click Add

Participant Summary - N X +

bookings.notts-scouts.org.uk

Notts Scouts The Big Weekend 2024 Online Booking System

Next Payment Now Due.

Participant Details

Export Participant List

Scouts 0

First Name	Surname	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Scout

Adults / Helpers 0

First Name	Surname	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Adults / Helper

Icons by Icons8 and FontAwesome

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Enter the participant's details and click Add. Then repeat for all participants.

10:10 pm Sun 4 Feb

Notts Scouts The Big Weekend 2024 Online Booking System

bookings.notts-scouts.org.uk

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Next Payment Now Due.

Scout Details

First Name

Surname

Date of Birth

Disability / Accessibility Needs

Medical condition  Yes  No

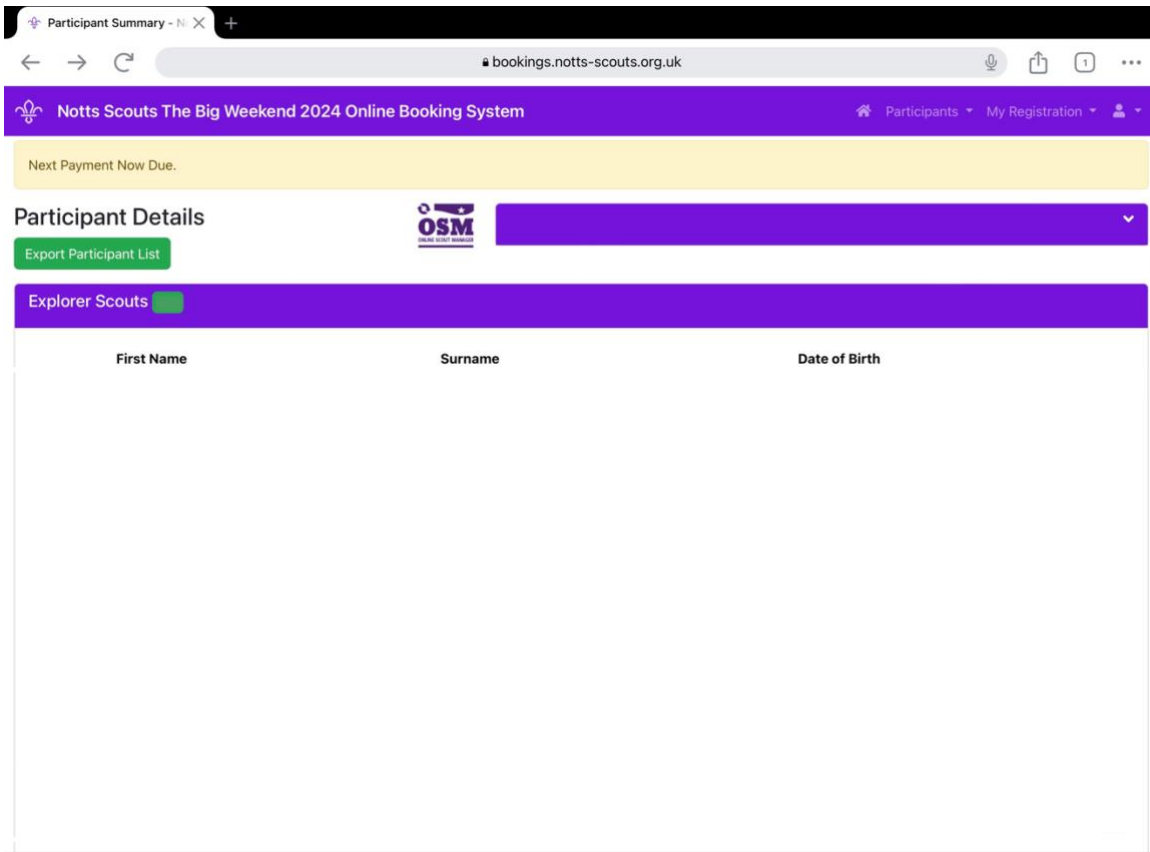
Please ensure you have received appropriate consent for storing this information on this system. By adding personal information on this form you are confirming that consent has been received.

Add Cancel

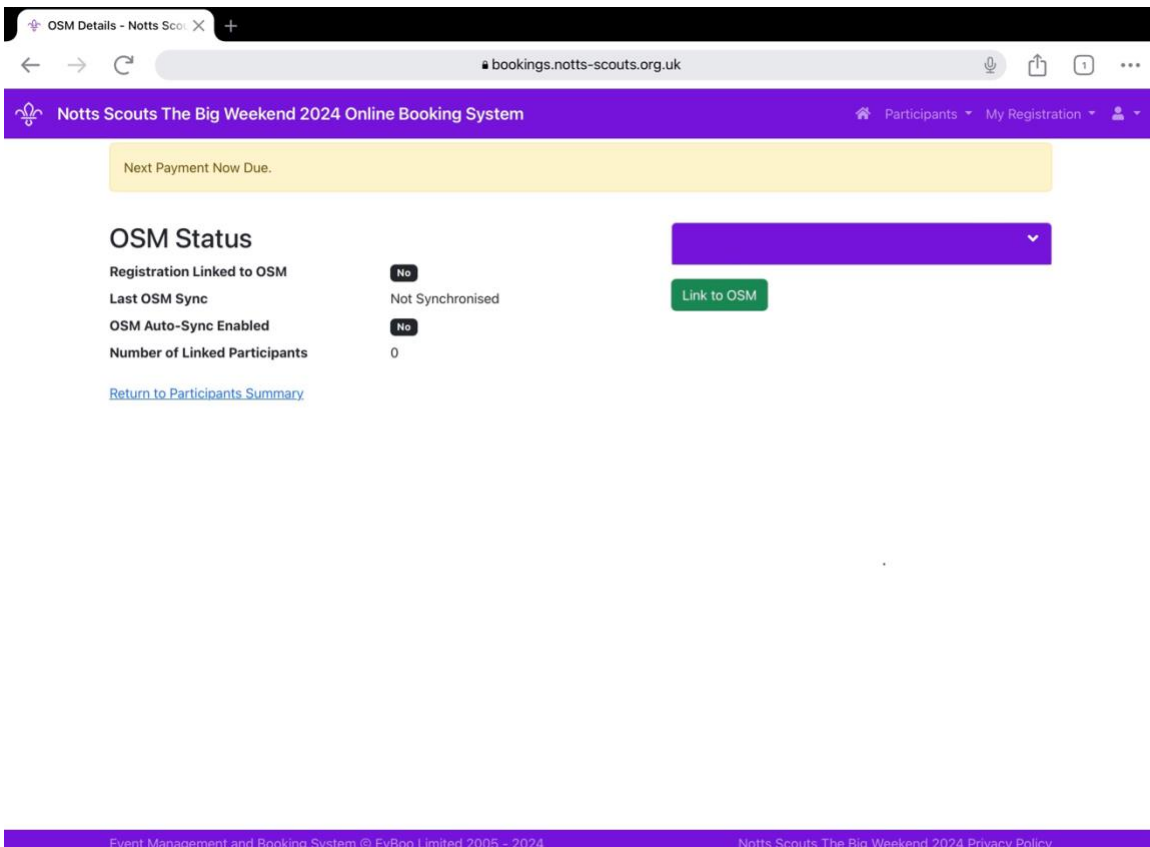
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#### 4. To enter participants via linking to an OSM account, click on the OSM logo:



#### Then, click on the green button labelled, Link to OSM:



## Read the information regarding getting started and click Next

The screenshot shows a web browser window with the URL `bookings.notts-scouts.org.uk`. The page header includes the Notts Scouts logo and navigation links for 'Home' and 'About Notts Scouts The Big Weekend 2024'. A pink notification bar at the top states 'Next Payment Now Due.'. Below this is a progress bar for 'Getting Starting' with steps 1 through 9, where step 1 is highlighted in red. The main content area contains the following text:

We are about to connect to Online Scout Manager, a third party system for managing your explorers. Before attempting to link please ensure that you are already a user of **Online Scout Manager** and that you have already created an 'Event' for Notts Scouts The Big Weekend 2024 in Online Scout Manager.

Once you have finished linking to Online Scout Manager, this Booking System will synchronise your members that are marked as attending within the chosen event in Online Scout Manager. This will result in all participants entered manually into this system being deleted. Any existing Leaders, Young Leaders and Children will not be deleted, therefore please check to see if duplicates have been created.

Details on how to link to Online Scout Manager are found here <https://www.evboo.co.uk/docs/linking-osm/>.

At the bottom right of the content area are two green buttons: 'Next' and 'Cancel'.

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## To authorise EvBoo to connect and Link to your OSM account click Next

The screenshot shows the same web browser window as above. The progress bar now highlights step 2 in red, with the title 'Authorise EvBoo to connect to Online Scout Manager'. The main content area contains the following text:

### Link to Online Scout Manager

When you click next, you will be redirected to Online Scout Manager and requested to login. On the login page Online Scout Manager will display the access we are requesting. Further details regarding linking to Online Scout Manager and details about your security and how you can remove the link can be found here <https://www.evboo.co.uk/docs/linking-osm/>.

At the bottom right of the content area are two green buttons: 'Next' and 'Cancel'.

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## Enter your email and password to log in to your OSM account

The screenshot shows a web browser window with the URL `onlinescoutmanager.co.uk`. The page features the OSM logo in a purple header. A light blue banner contains the text "Log in to EvBoo-Notts Scouts with your OSM credentials." Below this are two input fields for "Email" and "Password", followed by a green "LOG IN" button. A link for "Forgotten password" is positioned below the button. A small text block explains that EvBoo-Notts Scouts will receive the user's full name, email address, profile image, and access to "Events - Read only access" and "Members - Read only access". The footer includes a "CONTACT US" link and copyright information for "© 2011-2024 Online Youth Manager Ltd.".

## Select the correct section to link to your TBW booking and click Next

The screenshot displays a web browser window with the URL `bookings.notts-scouts.org.uk`. The page has a purple header with the Notts Scouts logo and navigation links for "Home" and "About Notts Scouts The Big Weekend 2024". A pink notification bar at the top states "Next Payment Now Due." Below this is a "Select Section" step in a 9-step process. The main content area contains the instruction "Select the correct section to link and click Next" and two radio button options. A note below explains that if only one section is available, it should be selected, otherwise, the user should choose from OSM. At the bottom of the form are "Previous", "Next", and "Cancel" buttons. The footer contains copyright information for "© EvBoo Limited 2005 - 2024" and a link to the "Notts Scouts The Big Weekend 2024 Privacy Policy".

## Select the correct event from the list found on your OSM and click Next

The screenshot shows a web browser window with the URL [bookings.notts-scouts.org.uk](https://bookings.notts-scouts.org.uk). The page header includes the Notts Scouts logo and navigation links for 'Home' and 'About Notts Scouts The Big Weekend 2024'. A pink notification bar at the top states 'Next Payment Now Due.' Below this is a progress bar for 'Steps: 1 2 3 4 5 6 7 8 9', where step 1 is highlighted in red. The main content area is titled 'Select Event' and contains the following text: 'Select the correct event from the list and click next', a radio button next to 'The Big Weekend 2024', and 'We found the following Events in Online Scout Manager please select the one that relates to Notts Scouts The Big Weekend 2024 and click Next.' At the bottom right of the content area are 'Next' and 'Cancel' buttons. The footer contains '© EvBoo Limited 2005 - 2024' and 'Notts Scouts The Big Weekend 2024 Privacy Policy'.

## Finally, to synchronise your participants from OSM click Sync

The screenshot shows the same web browser window as the previous step. The progress bar now shows step 1 as completed and step 2 as the current step, highlighted in red. The main content area is titled 'Finish' and contains the following text: 'Hurray! We have now connected to Online Scout Manager! To finish this process, click Sync we shall synchronise your participants and return to the participant summary page. The system will then perform a regular check each night.', 'Unfortunately Online Scout Manager does not store gender and therefore we have set the most likely gender based on the participants first name. You can modify this for each participant in the usual manner.', and 'Please ensure that from now on you make any attendance alterations in Online Scout Manager. This is particularly important as the participant modification deadline approaches as you will be required to pay for all participants and leaders registered at this time.' At the bottom right of the content area are 'Sync' and 'Cancel' buttons. The footer contains '© EvBoo Limited 2005 - 2024' and 'Notts Scouts The Big Weekend 2024 Privacy Policy'.