

# Step Four: Managing Health and Permission Forms

The Big Weekend's online booking system will be the hub to manage your Health and Permission Forms.

As a Section Leader, you will be able to email the Health and Permission Form to your participants parents / carers and to your adult leaders. In turn, they will receive a unique link to create a username and password to access the online booking system and complete their personalised form. If they need assistance to complete the form, there will have a link to an instruction video.

Once completed, they will be requested to print, sign and return the form to their Leader. A copy of the completed form will also be available for you to print out or view, via the online booking system, as and when you need it.

Please follow the instructions below and ensure that your section's Health and Permission Forms are all completed by Friday 12th April 2024:

1. First you will need to login, select the Participants dropdown menu and select Manage Permission and Medical Forms.

The screenshot shows a web browser window with the URL [bookings.notts-scouts.org.uk](https://bookings.notts-scouts.org.uk). The page title is "Notts Scouts The Big Weekend 2024 Online Booking System". The navigation bar includes "Participants" and "My Registration" dropdown menus. A yellow banner at the top left says "Next Payment Now Due." A dropdown menu for "Participants" is open, showing options: "Enter / Amend Participant Details" and "Manage Permission and Medical Forms". The main content area has a heading "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 31 March 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 side, there is a "Current Registration" sidebar with fields for "Registration ID", "Registration Name", and "Section Type", and a "More Details" button.

2. You will now find a list of all your section's participants and leaders displayed. If you have linked your section via OSM, the email addresses will have been populated across for you. If you haven't linked via OSM, please manually enter the email addresses of all your participants into the boxes provided and select the Save All Email Addresses button.

3. To send the Health and Permission Form to your participants, click the box in the Selected column for the required participants and select the Save and Send Emails button. There are also Select Outstanding, Select Unsent and Select All options available that you can use to complete this process.

Please note: The system will indicate that the email has been sent to a participant with a green envelope in the Email Sent column. The system will also indicate that a Health and Permission Form has been completed by displaying a green tick in the Permission / Medical Form column.

4. Finally, to print or view a completed Health and Permission Form select the black printer icon in the Print column.

The screenshot shows a web browser window with the URL [bookings.notts-scouts.org.uk](https://bookings.notts-scouts.org.uk). The page title is "Notts Scouts The Big Weekend 2024 Online Booking". The main content area is titled "Manage Permission and Medical Forms" and contains a table with the following columns: First Name, Surname, Email, Selected, Permission / Medical Form, Email Sent, and Print. The table lists four participants: Bear Grylls, Paul Smith, Brian Clough, and Robin Hood. Each row has a checkbox in the "Selected" column, a clipboard icon in the "Permission / Medical Form" column, and an envelope icon in the "Email Sent" column. The envelope icon for Brian Clough is red, while the others are green. A printer icon is in the "Print" column for each row. Below the table are three buttons: "Select outstanding", "Select unsent", and "Select All". At the bottom of the page are three buttons: "Save All Email Addresses", "Save and Send Emails", and "Save and Print Form Links". The footer contains the copyright notice "© EvBoo Limited 2005 - 2024" and the "Notts Scouts The Big Weekend 2024 Privacy Policy" link.

First Name	Surname	Email	Selected	Permission / Medical Form	Email Sent	Print
Bear	Grylls	<input type="text"/>	<input type="checkbox"/>			
Paul	Smith	<input type="text"/>	<input type="checkbox"/>			
Brian	Clough	<input type="text"/>	<input type="checkbox"/>			
Robin	Hood	<input type="text"/>	<input type="checkbox"/>			

[Select outstanding](#) [Select unsent](#) [Select All](#)

[Save All Email Addresses](#) [Save and Send Emails](#) [Save and Print Form Links](#)

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