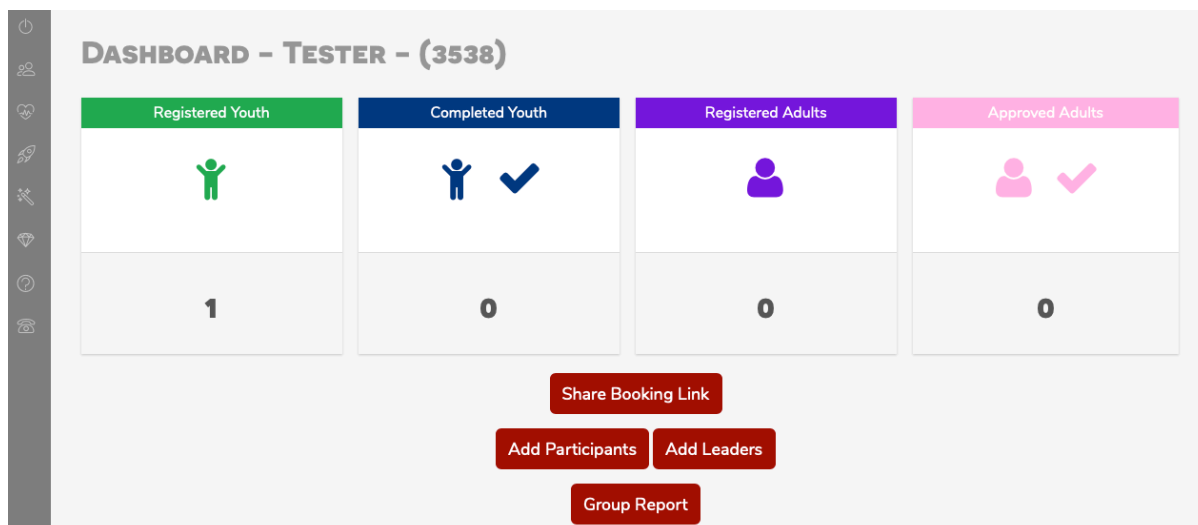


Quick Guide to EMS for Group Admins

When you log in you will see this screen:



This is the main dashboard and shows a summary of numbers registered for camp and whether health forms have been completed for youth members (participants). Adults need to have a completed health form and their DBS checked – once both these steps have been done they will show as approved. The admin team for camp will complete the approval once the health form has been completed.

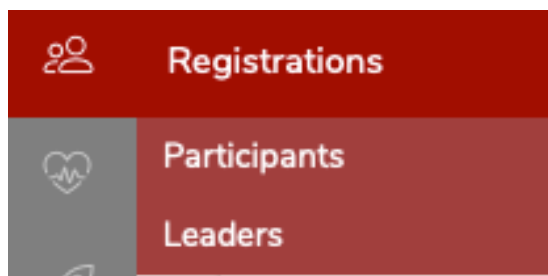
Group report – once all your health forms have been completed you can run a group report which will allow you to see all the next of kin information for your group, plus all allergies, medical and dietary information provided on the health forms.

Main menu

Your main menu is on the left-hand side as follows:



This brings you back to the dashboard



Registrations. The two people give you the option to see everyone you have registered as either participants or leaders (see below for more details)



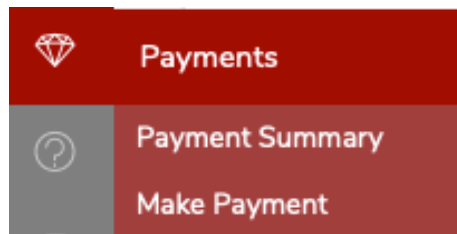
Health Info. By going into the three options; medical, dietary or allergy you can see the details of any participants and leaders that have entered any details on their health form under these sections.



Activity Permissions. This will allow you to see details of who has permission for shooting and whether you have any non-swimmers attending (this information will be on the wristbands at camp so you do not need to print).

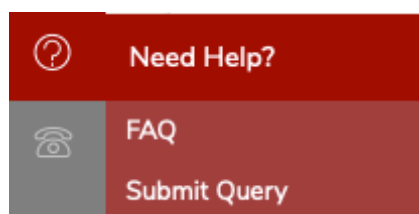


Event extras. In this screen you can see who does not have permission for the wet n wild activity and whether parents have completed the height requirement. (Please see below for more details)



Payments. Payment summary allows you to see the breakdown of the camp fee between participants and leaders, and any deductions made for adults who are attending as day visitor. You can also see details of the payments received for the camp.

You can print this page to give to your treasurer, which will confirm the costs and payments made.



If you need any help with EMS please try the FAQ's in the first instance and if you are still having problems contact EMS using the 'Submit Query' option.

Participants / Leaders

The view in these two screens are virtually the same – in one you will get a list of all the young people that can take part in the activities and under leaders you will have all the details of adults attending and young people that are not participating in activities e.g. young leaders or young people attending that are not of Cub age.

REGISTRATIONS

This page shows all your registered participants. If booking is still open then you can edit their email address, delete members and resend health forms. If bookings are closed then you can only resend health forms.

If bookings are still open you can use the green button below to add additional members to your group.

Health forms are considered complete if there is something in the 'Signature' field. If it is blank then you need to chase the health form and possibly resend.

[Add Participants](#)

id	name	email	signature	Action
34148	Scout 1	[REDACTED]	[REDACTED]	Delete Resend Health Form

On this screen you can either

1. delete a participant – if they have dropped out and someone else will be taking their space
2. resend the health form
3. update the email address for the parent – if you click on the email address you will be able to edit it. Press enter and it will say 'saving' – it will not change from this status so go back to the dashboard and back into the screen and you should see that the email address has been updated

On the leaders' screen there is an extra column – 'duration'

Health forms are considered complete once there is a name in the signature field.

[Add Leaders](#)

id	mem_no	name	email	duration	signature	type	Action
39794	--	Me	[REDACTED]	[REDACTED]	[REDACTED]	adult	Delete Resend Health Form

If you click into this option for leaders, you get the option to change the leader to a day visitor. Please only use this option where you have adults attending during the day only, for example where they are attending to help with cooking for the Group and will not be staying overnight.

signature

--Select--
visitor
✓

Cancel

In these screens you can when the health form has been completed. The signature field will be complete where the health forms are finalised by parents / leaders.

Activity Permissions

ACTIVITY PERMISSIONS				
ID	Name	Swimming	Shooting	Signature
27094	Me	yes	yes	
35021	Test			

This screen shows you who has been given permission to participate in shooting activities (air rifles) and who can swim unaided for 50m or more.

This information will be printed on Cubs wristbands therefore you do not need to print this ahead of the event.

Event Extras

The event extras are specific to the Wet n Wild activity.

EVENT EXTRAS				
Height & Wet n Wild Permissions				
At this event we need to know the heights of your young people and there is an additional activity that requires more permissions. You can edit their height but you cannot edit their event permissions so please confirm with parents that their permission status is correct as this permission was added after health forms were sent out so they may need to log in to update.				
ID	Cub	Height	Wet n Wild	Edit
27094	Me		Permission Not Given	Edit
35021	Test		Permission Given	Edit

The original health form did not have this section included therefore some parents will not have completed it. If there are no heights in this section, parents will not have seen this before – could you please ask parents to log back into the screen and update the information.

The edit button will allow you as a leader to complete the height for Cubs, it will not allow you to change the Wet n Wild permission. Wet n Wild permission is automatically ticked and parents need to **opt out** of this activity. Therefore **could you please email all parents and make sure they are aware of this and ask them to update / amend this section** if they are not happy with young person taking part in the activity. The disclaimer and terms and conditions are also available for parents to view in their event specific section.