



# Hunter & Coastal Region Activity Team

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## New Process to Apply for Region Activities

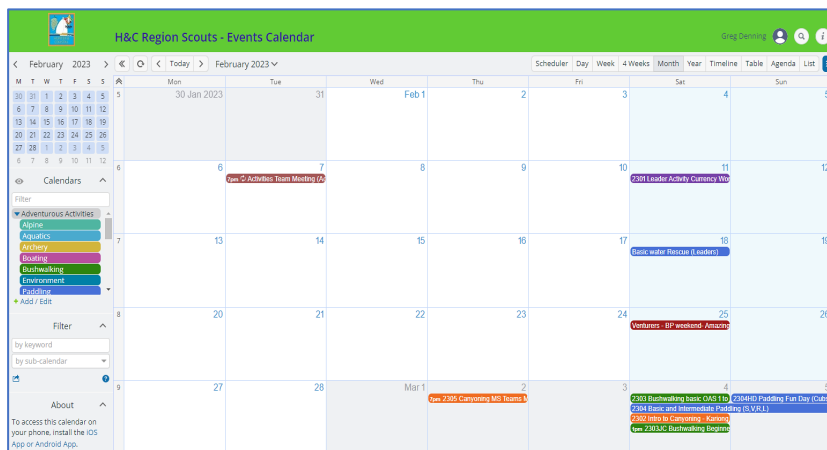
The new **H&C Region Events Calendar** is published on the Region website. As always it is a living document and subject to change at the last minute. Always check the Region website and the Teamup Calendar just prior to putting in the application to attend an activity to ensure details are still the same. Activities may also be cancelled due to bad weather or low participant numbers.



**In 2023 we will be trialling a new calendar and a new way to apply for activities.** The current PDF calendar will still be there as a guide to various activities.

We will be using a Teamup Calendar that will have active links directly to each activity. It will display information about each activity, a map to the location and a link directly to the intent to apply form for that activity.

***We are no longer using the old Intent to Apply form.***



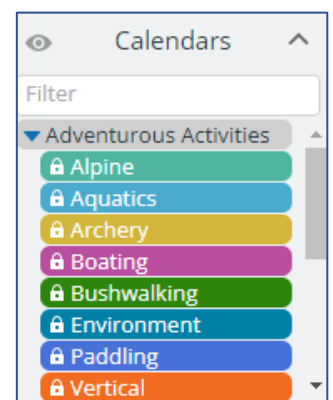
As with any of our calendars they are subject to change without notice.

The Teamup calendar works off any device, phone, tablet, PC, Mac etc. You can download an app directly from Google play or the App store.

### Ability to Filter Calendars

Teamup Calendar contains multiply calendars in one location, and it has the ability to filter out different ones and only show what you want to see. Click on the ones you don't want to see. They become greyed out. Click again to restore to original view.

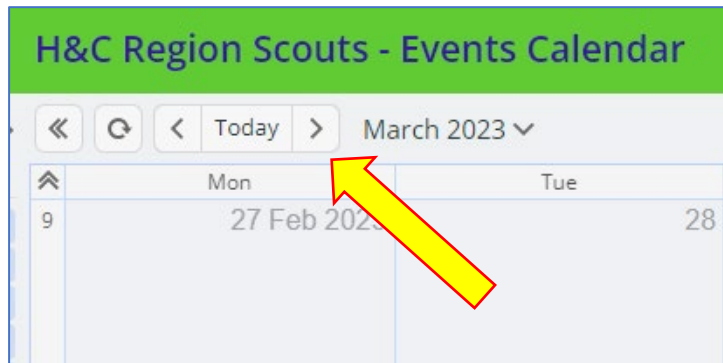
**Default view: Monthly, showing all Adventurous Activities and Events - H&C Region and the sub calendars.** You can also choose a variety of different views: Weekly, Yearly, Table, Agenda, Timeline, List.



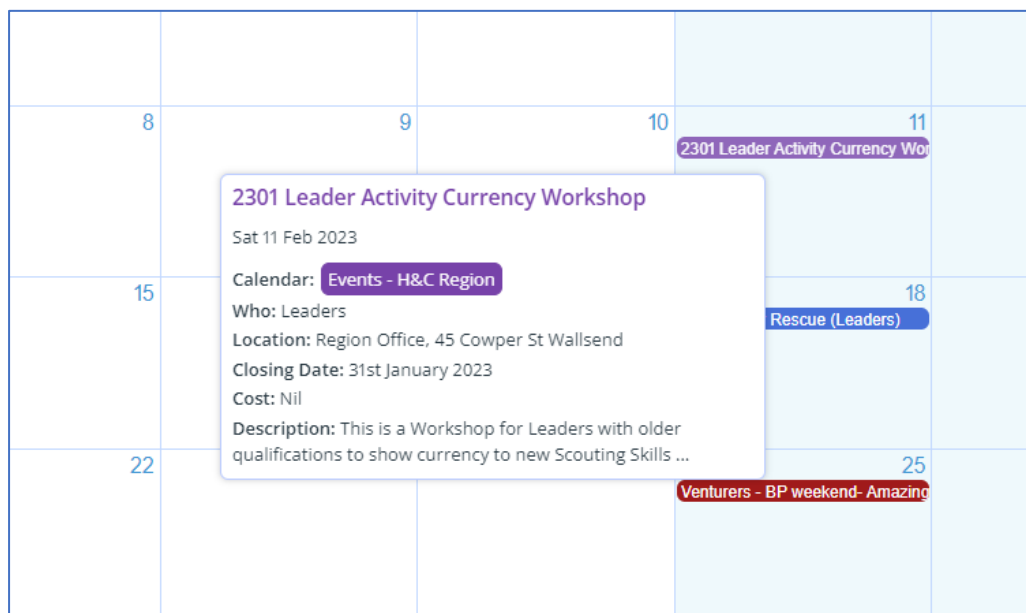
**Note:** The new calendar is still a work in progress and is not, as yet fully populated and can change without notice.

## To Use Teamup Calendar (On a PC or Mac)

1. Find activity on Calendar- To change month, click > next to Today. Use < to go back,



2. Hover mouse over Activity “Eg: 2301 Leader Activity Currency Workshop”
3. A window opens with basic information about the activity.



4. For more detailed information click on the activity. A box will open with more information such as: (See pic below)

- Which calendar you are using
- Who activity is for Eg: Joeys, Cubs, Scouts, Venturers, Leaders etc
- Location Map (Google Maps)
- Closing Date
- Cost
- Detailed description of activity
- Link to Application Form

## Information about each activity.

The screenshot shows a calendar event for '2301 Leader Activity Currency Workshop' on Saturday, 11 Feb 2023. The event details are as follows:

- Who:** Leaders
- Where:** Region Office, 45 Cowper St Wallsend
- Closing Date:** 31st January 2023
- Cost:** Nil
- Description:** This is a Workshop for Leaders with older qualifications to show currency to new Scouting Skills in Safe Participant or Trained participant qualifications. To be able to run any Adventurous Activity you MUST hold the new qualifications. Showing currency & upskilling isn't hard.
  1. Find out what qualifications you hold. Check with our GL first. They can look this up for you on Scoutlink. Some members have been automatically upgraded to TP if they held certain units on ScoutLink.
  2. Get your logbook together with current activities. This is essential!
  3. Add a few photos of you doing activities.
  4. Do some of the current Adventurous Activity training (On Demand eLearning) on Scout Central.
  5. The Online Training may be used to demonstrate parts of the knowledge elements. Certificates of completion should accompany your submission.
  6. A Guide will be there on the day and go through a recognition checklist.
  7. Upload your evidence to Scouts NSW.

At the bottom of the description, there are two links: 'Attendance Register link' and 'Request to Attend form'. Yellow arrows in the screenshot point to the 'Events - H&C Region' category, the 'Who' field, the 'Where' field, the 'Closing Date' field, the 'Cost' field, the 'Description' field, and the 'Request to Attend form' link.

5. Click Request to Attend Form. It goes to an MS Form (stored on Scouts NSW Sharepoint)
6. Enter all Details and Submit when you get to final page.
7. Region Office receives submission, processes payments and add participant to Operoo.



8. We will still be using Operoo for notifications and permissions.
9. Operoo goes out 1 to 2 weeks prior to the activity
10. You must accept or decline Operoo. Notify Region Office if you are now declining.

**Sample Application Form** (takes about 4 minutes to fill in). Use a new form for each applicant.

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## 2301 Leader Activity Currency Workshop - Request to Attend Form

**Start Date:** 11th February 2023  
**Finish Date:** 11th November 2023  
**Start Time:** 8:30 am  
**Finish:** Variable - when done  
**Closing Date for applications:** 31st January 2023  
**Location:** Region Office  
**Cost:** Free to Leaders

Use this form to request attendance at an Adventurous Activity. It is designed to be filled in electronically. It works off PC, tablet or phone.

Further details will be provided on Operoo.

**Please use a separate form for each applicant.** You can submit another form after completing this one by clicking the link to "submit another form" at very end of this form.

\* Required

Applicants Name

1. What is the Applicants First Name? \*

2. What is the Applicants Last name. \*

3. What is Applicants Scout membership number or Operoo profile number. Should be the same. \*

### QR code to Teamup Calendar



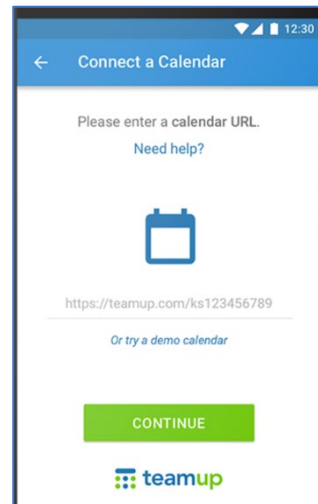
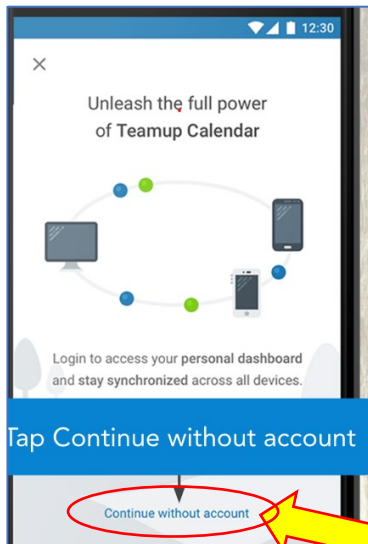
You can also view calendar on a PC or Mac here:

[H&C Region Scouts - Events Calendar | Teamup](#)

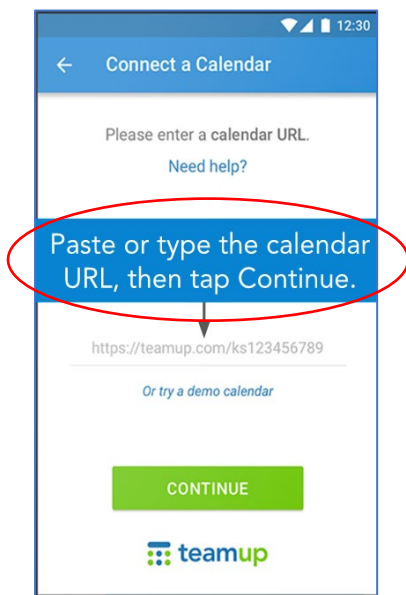
# How to use Calendar App on phone

For best results on your phone, you may need to download and Install Teamup Calendar App first before scanning the QR code. Use **“Continue without an account”** when setting up Teamup calendar. **The app is free if you use it without an account!**

1. Download and Install Teamup App from Google Play or the App Store
2. Open App



3. **Use - Continue without an account. This is the free version!**
4. Enter this URL <https://teamup.com/ksp1sjr3mojddn3b6k>



To view. Find activity, click on activity to get more info about the activity and application form.

**Go to <https://www.teamup.com/help/> for more information about using Teamup Calendar**