



Registration Options and Phases- Quick Reference Comparison Chart

Phases/ Options	Individual Entry (Most Efficient and Easiest) – all entries must be completed in the English language.	Bulk Upload (Most Complex) – all entries must be completed in the English language.
Phase 1: Collection of Demographics Ongoing. Recommend completion by September 30, 2018	<ol style="list-style-type: none"> 1. Each individual participant (Youth, Adult Leader, CMT, IST) enters their own demographics and creates a record 2. Once the record is created, the individual is emailed a unique registration code 3. The NSO Registrar must then approve the participant’s registration (this applies to all contingents and IST) 4. Once a record is created, changes to data must be coordinated through 24 WSJ Registrar 	<ol style="list-style-type: none"> 1. Applies to entire contingent (Youth, Adult Leaders, CMT, IST) at one time. 2. European Union NSOs must submit a signed Data Transfer Agreement with 24 WSJ (GDPR compliance) before their data can be uploaded 3. Electronic template completed by NSO; NSOs must ensure the correct email address is used for each participant. <i>The link to the required Consent and Acknowledgements as well as to the Medical Health History Questionnaire for each individual will be sent to the email address of record submitted for each attendee.</i> 4. NSO uploads the template to a secure data transfer site 5. Template retrieved by WSJ Registration Staff and data is merged into registration system. 6. Once in the registration system, the unique registration code will be sent to the email address submitted for each attendee. 7. NSO Registrar runs a report to review and confirm all records are correct and to identify any duplicate records. 8. NSO Registrar will access a form (to be provided at a later date) to



		<p>indicate confirmation of each record.</p> <p>9. Once a record is created, changes to data or record deletions must be coordinated through 24 WSJ Registrar</p>
<p>Phase 2: Acknowledgement and Consent Forms July 2018- September 30, 2018</p>	<ol style="list-style-type: none"> 1. All Forms completed electronically at the time a record is created: Consent to Treat, Immunization Exemption if applicable, Risk Acknowledgement, Media Release and Whitewater Rafting. 2. The NSO is required to approve each of their participants by accessing each record and marking them approved, confirming the applicant is authorized as a jamboree participant/IST of that contingent. 3. Only records marked NSO approved will be sent the Health History link from the system. 	<ol style="list-style-type: none"> 1. Once the record is created, an individual, or the NSO on behalf of the individual, can access the record to complete the upload of the remaining required documents: Consent to Treat, Immunization Exemption if applicable, Risk Acknowledgement, Media Release and Whitewater Rafting. 2. For each of the documents listed above, the form must be printed and signed by the applicant (parent or legal guardian if a minor). The form must then be scanned as a PDF document to a computer in preparation for uploading it to the applicable applicant's record. 3. Each NSO is responsible for performing an audit to verify the forms are associated to the correct record.
<p>Phase 3: Medical Health History October 1st 2018 – January 30th 2019</p>	<ol style="list-style-type: none"> 1. In this phase, information is collected about Medical Health History, including any vaccinations. 2. A notification is emailed to the email address of record on each applicant's record that has been marked NSO Approved. This notification contains the instructions and tools needed to complete the online Medical Health History. 	<ol style="list-style-type: none"> 1. In this phase, information is collected about Medical Health History, including any vaccinations. 2. A notification is emailed to the email address of record on each applicant's record that has been marked NSO Approved. This notification contains the instructions and tools needed to complete the online Medical Health History.
<p>Phase 4: IST Training Requirements</p>	<ol style="list-style-type: none"> 1. For IST, training certificates for all required training must be 	<ol style="list-style-type: none"> 1. For IST, training certificates for all required training must be



(TBD)	uploaded to the record prior to credentialing.	uploaded to the record prior to credentialing.
WSJ Credentialing October 30 th 2018 – March 30 th 2019	<ol style="list-style-type: none"> 1. Credentialing is a 24th World Scout Jamboree Registrar process alone; National Scout Organizations and participants largely are not involved unless there is an issue with their record or missing forms. 2. Credentials are not issued unless all forms and training certificates have been received, record is complete and has been NSO Approved. 	<ol style="list-style-type: none"> 1. Credentialing is a 24th World Scout Jamboree Registrar process alone; National Scout Organizations and participants largely are not involved unless there is an issue with their record or missing forms. 2. Credentials are not issued unless all forms and training certificates have been received, record is complete and has been NSO Approved.
Pros	<ul style="list-style-type: none"> • Record created Immediately • Many required forms can be completed digitally by the individual immediately • NSO is not responsible for demographic data collection 	<ul style="list-style-type: none"> • NSO Registrar can submit entire contingent at once to be uploaded to the registration system. • Individuals are able to complete their consent forms by logging in to their record if so designated by the NSO.



Cons

- Requires NSO Registrar process to regularly review reports and approve/decline applicants
 - Time it takes for NSO approval before moving to Phase 3
- Time: May take up to 2 months to process (signed Data Transfer Agreement and records review/verification)
 - NSO Registrar must collect and assume responsibility for demographic data on their premises
 - Requires 24 WSJ secure data transfer site and security processes in place prior to operation
 - While NSO approval of the applicant is assumed at the time of upload, the NSO will still need to review their reports, identify any duplicate records, validate the upload was correctly processed, and enter the NSO confirmation for each record once it is verified.
4. All consent forms, regardless if uploaded by NSO or individual applicants, must be printed and signed by the applicant (parent or legal guardian if a minor). The form must then be scanned as a PDF document to a computer in preparation for uploading it to the applicable applicant's record.