



## The Four Phases of Registering for the 24th World Scout Jamboree

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The Office of the 24<sup>th</sup> World Scout Jamboree wish to share with you this important information regarding registration.

Registration to the 24<sup>th</sup> World Scout Jamboree is managed through each National Scout Organization by a designated Registrar who works closely with the 24<sup>th</sup> World Scout Jamboree Registrar to create, process, and manage your application for participation in this fantastic Scouting event. The information below is provided to give you some insight into the phases of registration and what is happening with your record through the process. Please contact your National Scout Organization to find out the best way for you to get registered.

For Youth, Adult Leader, Contingent Management Team Member, or International Service Team member to be completely registered to attend the World Scout Jamboree, their registration record must be processed through the following Phases:

- Phase 1: Demographics
- Phase 2: Consent Forms
- Phase 3: World Scout Jamboree Medical Health History
- Phase 4: Training Certification-International Service Team Only (Training and certifications uploaded to the record)

### Phase 1: Participant Demographics and Creation of a “record” (Currently in Progress)

- a. Demographics (such as name, date of birth, contact email, country) for each participant
  - The participant demographics is used to create a “record” for each participant within the Jamboree registration system.
  - The collection of participant demographics for registration can be completed using one of 2 methods. *The National Scout Organization determines which method they will use to register their contingent. Please contact your National Scout Organization for details on how they would like to register.*
    1. **INDIVIDUAL ENTRY:** (Most Efficient and Easiest Method) Data is keyed directly into the registration system by the individual registrant.
    2. **BULK UPLOAD:** (Most Complex Method) The National Scout Organization’s designated Registrar completes a bulk registration form

with the information for each applicant of their contingent they have approved. The template is uploaded into a data transfer site and the information merged with the 24<sup>th</sup> World Scout Jamboree registration system to create a record. The instructions for completing the template, process to upload and the secure data transfer site is available on the [HOC website](#) and will be **coordinated only through the National Scout Organization's designated Registrar**. The link to upload the template into the data transfer site will be available to the Registrar by **late July 2018**.

- [Click here](#) to compare these 2 options and determine which option is best for your NSO.
  - **IMPORTANT: The email address submitted for each applicant is the email address all communications from the system will be sent to.** These communications include but are not limited to, the link to complete the **required consents** in Phase 2, and the World Scout Jamboree **medical health questionnaire** required in Phase 3. If NSOs do not want to get these emails on behalf of their applicants, they must ensure that they enter the individual's email address. If the individual does not respond accordingly, the National Scout Organization's Registrar will be contacted to help the applicant complete the process.
- b. Record Creation
- Once collected, the demographic information submitted for each participant is used to create a "record" within the registration system.
  - When a record is created within the registration system, a unique registration code is assigned and sent to the email in the individual's record.
- c. Upon completion of Phase 1, a record will have a status of "Pending Consent and Acknowledgement"

## **Phase 2: Consent Forms signed and scanned into each participant record (July 27 – September 30, 2018)**

- a. Once assigned "Pending Consent and Acknowledgement," an email will be sent to the email of record for each applicant. The email will contain the link, instructions and required information to gain access to the Consent and Acknowledgement form. This form grants consent by the individual to the information being requested.
- b. For any National Scout Organization Registrar that listed the National Scout Organization's email address on all their attendees' records, the National Scout Organization will get each email containing the link and instruction for each applicant.

These forms include:

- Risk Acknowledgement
- Medical Consent to Treat
- Immunization Exemption (if applicable)
- Media Release

- Whitewater Rafting Release
- c. Upon submission and confirmation of the consents, a record will have a status of “Pending NSO Review”
- d. The National Scout Organization Registrar will then review each record for accuracy and confirmation of all required consents. Upon the National Scout Organization Registrar’s review, the status will be changed to “NSO Approved” or “NSO Declined” as deemed appropriately by the National Scout Organization Registrar.
- e. Records marked as “NSO Approved” will move on the Phase 3.

### **Phase 3: Medical Survey (Oct 1, 2018 – Jan 30, 2019)**

- a. This is an online questionnaire about the participant’s medical history and vaccinations.
- b. Once the National Scout Organization’s designated Registrar has approved each of their attendees (Phase 2), they are confirming that the applicant is authorized as part of that contingent. This triggers the medical survey process.
- c. **A link to the questionnaire will be emailed to the email address in the applicant’s record.** The medical questionnaire and information are kept in a separate database.
- d. Only records marked “NSO Approved” will be sent the Health History link, and only those approved will have credentials ordered for them. This will greatly reduce the planning and costs associated with duplicate records.
- e. **Details of the survey will be provided in late summer 2018.**
- f. Upon completion of Phase 3, IST applicants will move into Phase 4; all other applicants will have credentials ordered for them.

### **Phase 4: Training Certification- International Service Team Only**

- a. A Submission of all IST required training certificates and certifications such as Safe From Harm Training and Orientation Training as well as any specialty certifications.
- b. Information on this phase will be shared as needed.

Your NSO Registrar determines the preference for registering their contingents (individual or bulk registration). If you have any questions about registration or these phases, please contact your National Scout Organization. The 24<sup>th</sup> World Scout Jamboree Registration Team will be working with your Registrar closely to address any issues or concerns you may have.