



BERKSHIRE SCOUTS

On-line Nights Away Notification for all Groups, Units & Districts in Berkshire

Purpose

If you are undertaking any form of a Nights Way event you must notify your District Commissioner and the appropriate local District Commissioner for the District in which the event will be held unless it is based at a Scout operated site or within your own District. The on-line form provides a simple direct route to achieving this. The form will send all the necessary information about your event to the relevant people in your Group (where contact details have been provided) and District and to the Host DC. You will receive an email confirming what information has been sent.

How to use the system?

(0) You will probably find it useful to switch on the option on your browser which remembers previous entries in forms. This will saving typing when you complete the form a second or third time. For Internet Explorer – Choose the Tools menu and select internet options. Click on the “Content” tab. Click on “Autocomplete” and check the tick box for Forms. You may wish to tick all the boxes. Click on OK to complete the process.

(1) The starting point for the Nights Away Notification system is www.berkshirescouts.org.uk/nightsaway You will be presented with a pull down list from which you should select your District and then click on “Select District”

(2) A full form Nights Away Notification Form should appear headed “This form is for all Groups and Units in XXXXXX District” where xxxx is your District. Use the links at the foot of the form or the back key and reselect your District if your first selection was incorrect.

(3) Complete the form. In some cases you will be presented with pull down lists of options for example as in the case of “Your Group” or the dates of the event. Completion of most items is mandatory.

There are some links on the form to help you obtain some of the information required. Use the back key on your web browser to return to the form.

(4) When you have completed the form click on “Notify”. The system will check if you have provided all the required information, if the nights away is for at least one night and if the email addresses appear to be valid (The system **cannot** know if the email addresses are correct). Any problems are flagged. Use the back key on your browser or the “ReturnToForm” key to return to the entry form. You can continue this process until all the “problems” have been eliminated.

If you have completed the form successfully the web page will indicate so and list the people to whom the information has been sent. You will receive an email which will be the same as sent to others, bar the item at the top which indicates in which role you are receiving the message.

If you do not receive an email – check the email address you supplied. If incorrect use the back key in your browser, correct and click on notify. You might like to enter in the box “Other Notes” that this is an amended version.

Any problems with using the system should be communicated to webmaster@berkshirescouts.org.uk

Notes last updated 11 June 2005