



## NR28 Event Registration Process

- This document provides a high level overview of the registration process for the 28th National Scout Regatta.
- We are planning to use OSM to manage much of this Event, to do this we will create a “Regatta 2017” section.
- Each Regatta Group/Contingent will then “share” each SCOUT and Leader with the “Regatta 2017” Section.
- We will then provide each Group/Contingent Leader with access to their Contingent within the Section so they can manage their participants.
- If everyone is using this we can use EVENTS to confirm crew participants for the competition events ensuring we have up to date information for safety.
- BYOD - We recommend you plan to use OSM Anywhere (on your phone) during the Regatta, as there will be limited access to computers.

## Expression of Interest - Groups

- Since July 2016 an expression of interest form has been circulated, to start planning how many participants we should expect, if you have not please express your interest at <http://nr28.scouts.org.nz/interest>
- This data has been used to test the basics of the programme and the resources required to run the regatta.

## Registration - Initial

- Registrations open May 1 2017 - with deposits due 30 June 2017.
- A spreadsheet “NR28 Registration.xls” from <http://nr28.scouts.org.nz/key-docs> collecting Contingent details and names has been circulated, to confirm who is planning to attend.
- In OSM accept the “NR28 National Scout Regatta” Event Invitation, Select
  - Attending=Yes for Leaders and Youth attending.
  - Regatta Age Bracket - Indicate ( Junior / Intermediate / Senior / Leader )



- Contingent Name = Your Group Name or Contingent Name if combining.
- Deposit - Please pay deposit of \$100 per participant (Youth and Leader).
  - Bank your deposits to the NR28 Account
  - ANZ 06-0501-0090411-02 - The Scout Association of New Zealand
- Notify by email you deposit and any changes to [regatta28.enquiries@gmail.com](mailto:regatta28.enquiries@gmail.com)

## Registration - Complete

- Registrations, and final payments due 30 September 2017.
- Form - Ensure each participant Youth and Leaders has completed the "NR28 Application Approval Form" to be available from <http://nr28.scouts.org.nz/key-docs>
- In OSM
  - Share each youth with Regatta 2017 Youth
  - Share each Leader with Regatta 2017 Leaders
- You will be asked to reconfirm your entries at registration on the first day of the event.
- FINAL PAYMENT
  - Please pay final payments, to cover a total of \$510 per youth and \$100.00 per Leader.
  - Bank your deposits to the NR28 Account - ref contingent name.
  - ANZ 06-0501-0090411-02 - The Scout Association of New Zealand
- Minor changes at regatta should be able to be catered for, but any significant changes may require some compromise by your Group depending on the resources available as these resources have been set based on your Final Event Registration form which is due to be returned by the end of September.
- Notify by email you deposit and any changes to [regatta28.enquiries@gmail.com](mailto:regatta28.enquiries@gmail.com)

## Event Registration - Final

- For most events you will be required reconfirm the entries for the following day at each of the leaders meetings in the evening. You will also be required to sign on and off the water / event for most events as the final part of event registration.