YMCA OF BRISBANE CAMPING **WORK INSTRUCTION**	NO: CAMP-WI	**VL Client Portal**
	ISSUE:	**A**

TITLE	**VENUELIFE CLIENT PORTAL INSTRUCTIONS**
RESPONSIBILITY	**CAMP COORDINATORS**

Thank-you for booking with Y Camping! Venuelife can be used as a complete camp management tool and capture everything you need to know about each participant or be used just to capture the **minimum information required by Y Camping**. You control the settings!

To access the LOGIN page go to https://campwarrawee.venuelogin.net/login

MINIMUM DATA REQUIRED

To best manage camps, Y camping require the following data uploaded to Venuelife:

DATA	NOTES
First Name:	Names for all participants and supervising adults/teachers.
Surname:	The first letter of each person's surname ie Joe B. We do not require their full name. To identify staff or supervising adult please add a descriptor ie Joe B (T). Descriptors: (T) = Teacher | (SA) = Supervising Adult | (CC) = Camp Coordinator This will assist when sorting into groups and cabins.
Gender:	Required to assist with allocation of cabins. Client groups are responsible for allocating participants to assigned cabins.
Dietary Needs:	Any special dietary needs for camp attendees. There is a drop-down menu of options.
Medical History:	Relevant medical history for illness or injuries which may impact the participants ability to participate in an activity. We do not require participant's complete medical history.
Complex Behaviours:	Any behavioural or learning issues which may impact participation in activities.

Data fields can be activated or deactivated at your discretion. For example you may elect to activate 'Date of Birth' to identify any participants who may have a birthday during camp or 'Medications' to assist with safe administering of participant medications.

PRIVACY

Ensuring the security, integrity and usefulness of client data is central to all Venuelife architecture, system design and technology choices. The Venuelife platform is hosted by Amazon Web Services (AWS) in Sydney selected for their world-class security, reliability, scalability and performance.

AWS implements and maintains technical and organisational security measures applicable to cloud infrastructure services under globally recognised security assurance frameworks and certifications, including IRAP, ISO 27001, ISO 27017, ISO 27018, PCI DSS Level 1, and SOC 1, 2, and 3. These technical and organisational security measures are validated by independent third-party assessors, and are designed to prevent unauthorised access to or disclosure of customer content.

Client Portal accounts will be automatically closed and data deleted 30 days after departure. An email notification will be sent in-case registration data needs to be downloaded prior.

OPTIONS FOR UPLOADING DATA

Venuelife offers three different ways to add data. Options include:

TYPE	NOTES	PAGE
Manual Data Entry	Manually enter each data field for every participant.	7
Participant Data Entry (Online Link)	A unique online link is created specifically for your camp which can be sent to participants/parents. The participants/parents are responsible for entering the data. Once entered you can then use the data to allocate groups and cabins. This option is the best to minimise workload for Camp Coordinators.	10
Import Data Entry (Excel Upload)	Upload data from Excel. Once uploaded in Venuelife you can adjust column headings to align with Venuelife requirements. Best option if participant data needs to be downloaded from another system and then uploaded to Venuelife.	13

CONTENTS:

STEP 1: GETTING STARTED

1. You will be sent a 'Portal Welcome' email to provide access to the Camp Portal (see below). Click on 'Click Here To Set Password' to activate Camp Portal.
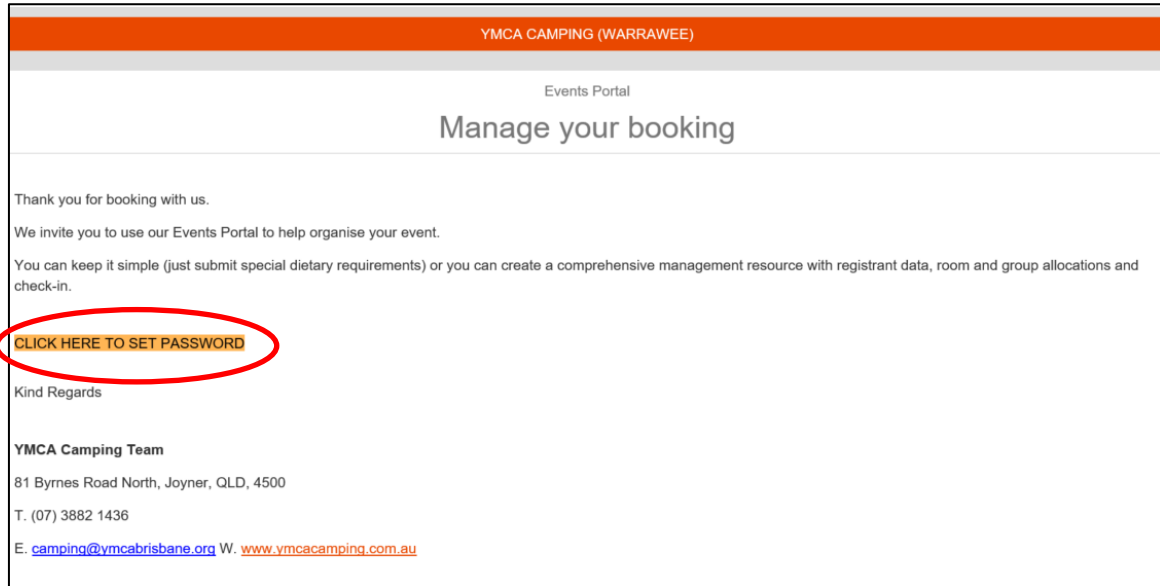
2. Set a password.

3. Enter 'Booking Reference Number' (located in subject line of email) and your new password.
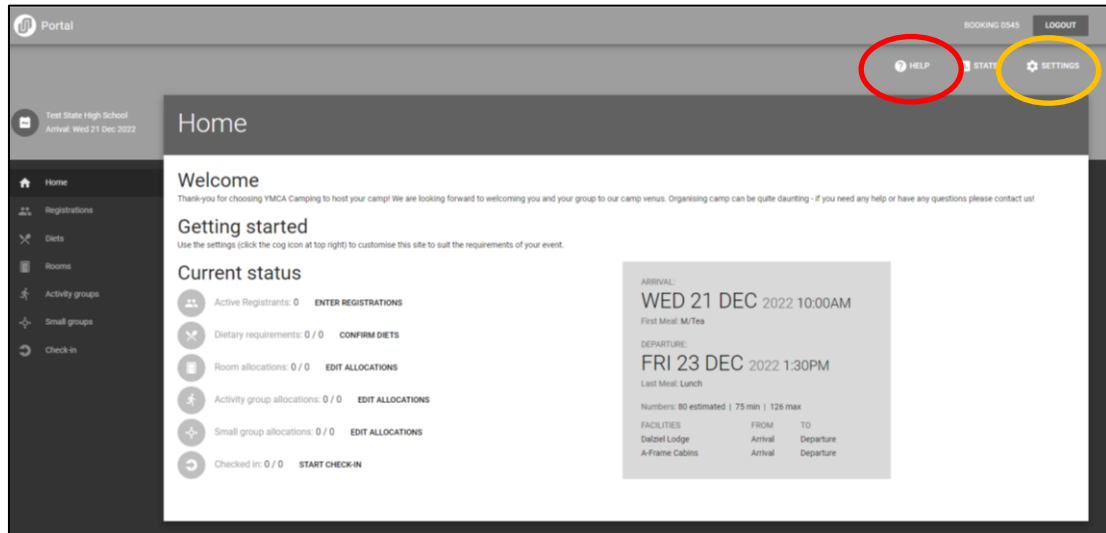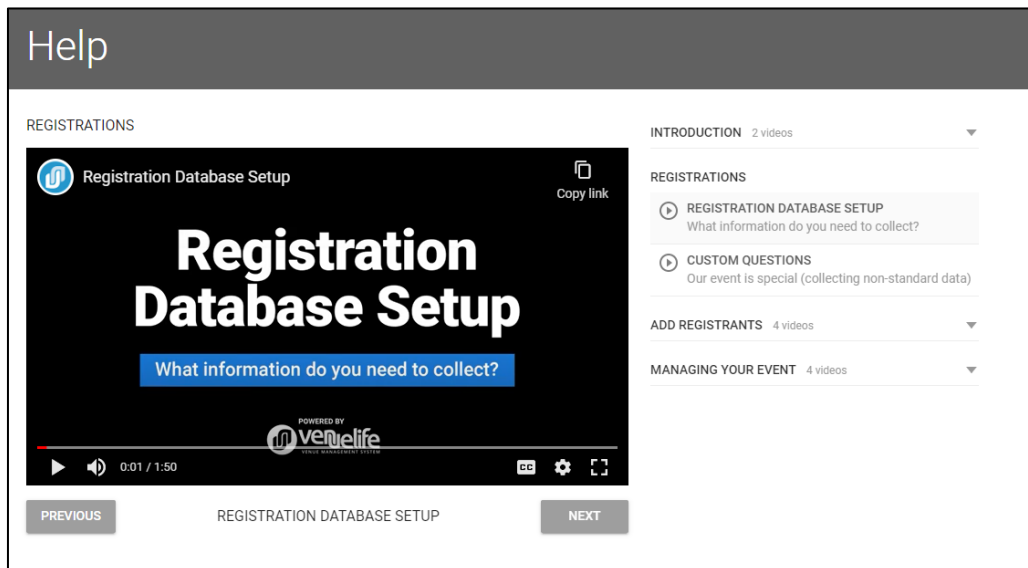
4. The 'Camp Portal' will then open to the 'HOME' page. Please note 'Facilities' listed are indicative only – final cabin allocations will occur once final camp numbers have been received. Note the black section on the left with shortcut links to 'Registrations', 'Diets' etc.
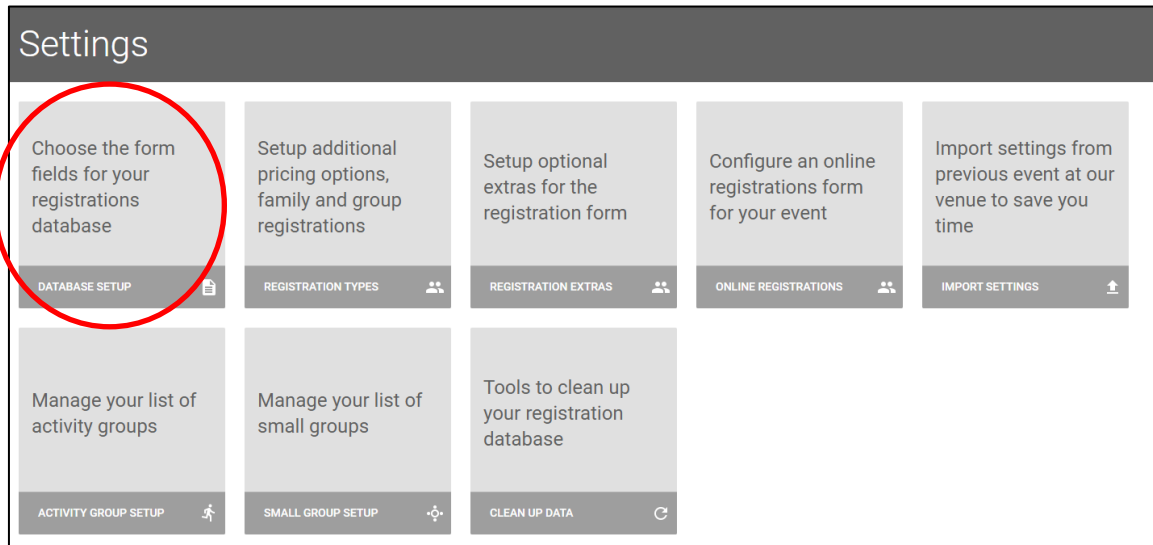

5. Click on 'HELP' (red circle above) which will take you to a series of instructional videos.

6. Click 'SETTINGS' (top right corner – orange circle above) to start setting up registrations.

STEP 2: SET-UP REGISTRATION FORM

1. Click 'SETTINGS' (top right corner of 'HOME' page). 'SETTINGS' page will open. Click on 'Choose the form fields for your registrations database'

2. Select which 'fields' you require for your registration. There are seven categories to work through. Tick which fields are relevant for your camp. Each 'field' has different setting options:

- 'Required' – non-optional information should be marked as 'Required'. We require at a minimum the following:
  - First name
  - Last name (last initial only)
  - Gender
  - Special Diets (automatically included in database – does not require set-up)

- "Optional" – information only required if relevant. We require at a minimum:
  - Medical history
  - Medical condition
  - Complex behaviours

- 'All registrants' or 'Primary registrants' – 'Primary registrant' is the first person entered so all data would be collected. For any additional registrants (i.e. siblings) you could save some time and avoid entering common data twice (e.g. Address). For most camps we suggest selecting 'All registrants'.

3. 'Add Another Question' is a useful function if you need additional information. For example if 'School House' was important you can create a question:

You can set-up questions so it requires a text input, multiple line text input, yes/no, check box or select (as per example above where you enter the options).

Once all 'fields' are selected click **'SAVE FORM SETUP'** at the bottom of the page.
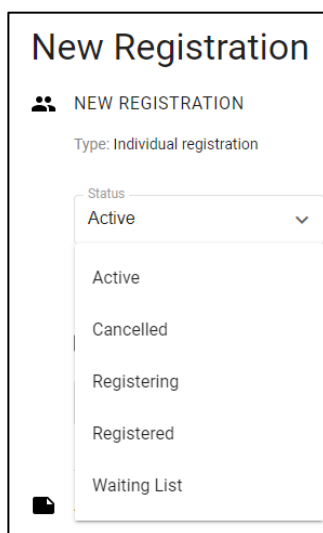
STEP 3: ADDING REGISTRATIONS

There are a few different options for adding data:

- Manual Input – Camp Coordinator enters data directly to registration form via Camp Portal.
- Participant Entry – you can provide camp participants (or parents) with a unique online link so they can enter the data directly themselves. You can also set-up payments.
- Upload From Excel – upload data from Excel.

MANUAL DATA ENTRY

1. Return to 'REGISTRATIONS' and click on 'Add Registrations' button (large red circle with + symbol – see red circle below). Enter details.

2. You can change the 'status' of a registration to 'Active' (attending and approved), 'Cancelled', 'Registering' (incomplete), 'Registered' (wish to attend subject to camp coordinator approving) or 'Waitlist'.

3. Record if payment has been received.

4. Enter any 'Admin Notes' i.e. if participant is getting collected early or similar.

5. Add remaining fields.

6. Add 'Dietary Requirements'. When a dietary is selected you will be asked to add the severity (see below). You can also add any additional dietary information that is relevant.

7. Add 'Medical Details'. Add relevant notes and select applicable conditions.

8. Add 'Complex Behaviours'. Add relevant notes and select applicable behaviours.

9. Complete any remaining fields and click '**SAVE REGISTRATION'**. The following table showing all registrations will then be displayed:
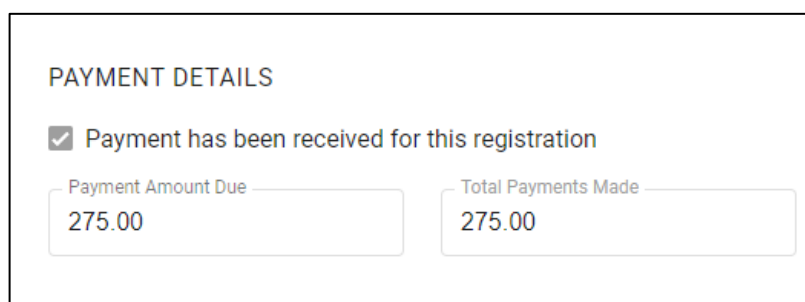
Registrations

6 active registrations

Showing all
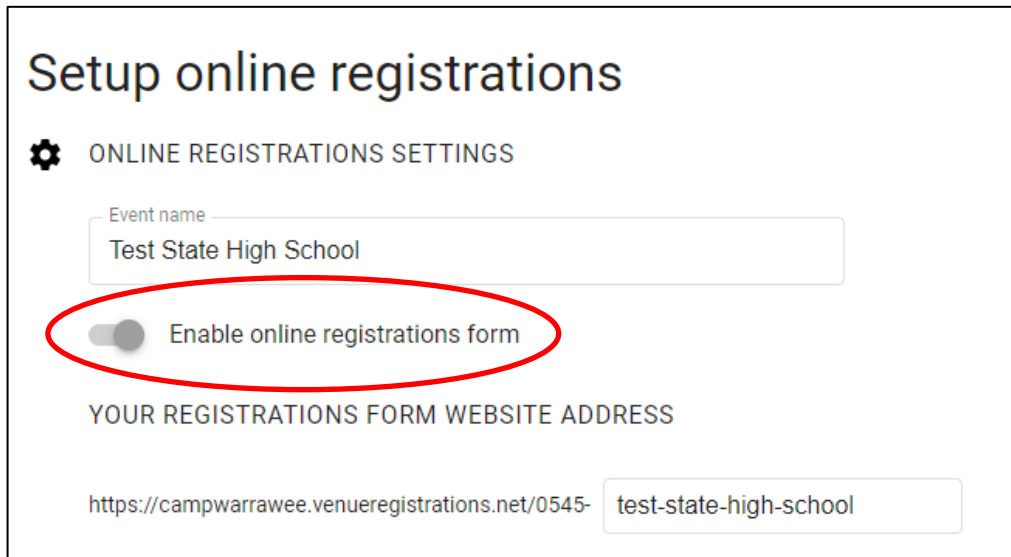
STATUS	FIRST NAME	LAST NAME
CB Active	Charles	Barkley
LJ Active	Lauren	Jackson
LJ Active	Lebron	James
MJ Active	Michael	Jordan
SW Active	Serina	Williams
VW Active	Venus	Williams

- REPORTS (Red Circle) – click to generate some standard reports or create your own by changing the information displayed. Change columns displayed by clicking the eye graphic (Orange Circle) and selecting what information you require. General reports include:

  Diets Report | Emergency Contacts | Medical History | Complex Behaviours | Medications

  Payments Report | Outstanding Payments Report etc.

- FILTERS (Green Circle) – use this function to filter information.

PARTICIPANT DATA ENTRY (via ONLINE LINK)

Once the Registration Settings are complete you can send an online link to parents/camp attendees and get them to enter their own details.

1. Return to 'HOME' page and click on 'SETTINGS'.

2. Click on 'Configure an online registration form for your event'

3. In the 'Setup online registrations' page slide the 'Enable online registrations form' to the right.

Setup online registrations

⚙ ONLINE REGISTRATIONS SETTINGS

Event name
Test State High School

🔘 Enable online registrations form

YOUR REGISTRATIONS FORM WEBSITE ADDRESS

https://campwarrawee.venueregistrations.net/0545-   test-state-high-school

4. If you wish to set a limit for registrations slide the 'Restrict the number of online registrations' and add details. You can also activate a waiting list if desired.

RESTRICT NUMBER OF REGISTRATIONS (OPTIONAL)

🔘 Restrict the number of online registrations

Maximum registrants   Maximum male registrants   Maximum female registrants

Note: You can also restrict the maximum numbers for a specific Registration Type via the Registration Types Settings page.

🔘 Enable waiting list after max number reached

5. Add details to the text boxes:

   - 'Event information' – basic camp information i.e. location, dates, cost etc.
   - 'Registration Extra Instructions' – any additional details that are relevant for your camp.
   - 'Thank you message for successful registrations' – optional text box.

6. Add 'Waiver & Terms' if needed. You may choose to add some behaviour expectations or similar.

7. Ensure the 'Dietary Requirements' box is ticked to enable the collection of dietary information.

8. Select 'Payment Options':

   ▪ 'Redirect to another website for payment' – form data will be submitted to the nominated website address.

PAYMENT OPTIONS

☑ Redirect to another website for payment

Enter website address of your payment page. Information about the registration will be submitted to your page as form data (view details).

Note: This option requires some technical expertise to link this data to your payment system.

These form fields will be submitted to your payment page:
REGISTRATIONID - ID number of registration (e.g. R0001).
EVENTNAME - Name of this event.
OPTIONNAME - Registration option description.
AMOUNT - Total payment amount.
PERSONS - Number of people.
FIRSTNAME - Registrant's first name.
LASTNAME - Registrant's last name.
EMAIL - Registrant's email address.
PHONE - Registrant's contact phone number.
RETURNSUCCESS - Website URL to return to after successful transaction.
RETURNFAILED - Website URL to return to after failed transaction.
RETURNCANCEL - Website URL to return to after cancelled transaction.

Payment page website address

- 'PayPal account' – enter PayPal details
- 'Direct deposit' – enter account details i.e. BSB, Account #, Reference etc
- 'Accept offline payments - add instructions for other means of payment

☑ Accept payments into PayPal account

Enter email address of PayPal account and select currency and locale.

PayPal account email address

Currency
Australian Dollar ⌄

PayPal region setting
English - Australia ⌄

☑ Accept payments via direct deposit

Enter bank details and instructions for paying by direct deposit. A Registration ID number will be displayed for the registrant to use as a reference.

Direct deposit instructions

☑ Accept offline payments (cash, cheque etc.)

Enter instructions for how to pay with this option. (e.g. who to contact, payment due by date, bring payment to the event etc.)

Offline payment instructions

9. 'Email Confirmations' – add details to acknowledge booking form lodgement and any further instructions required.

10. '**SAVE**'

11. You can then check the online form by clicking 'open registration form' (red circle below)

Setup online registrations
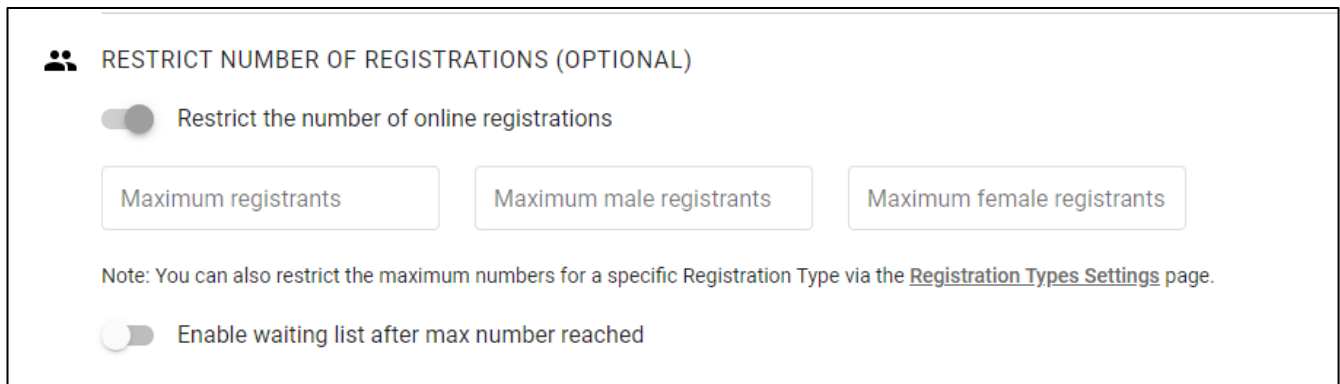
⚙ ONLINE REGISTRATIONS SETTINGS

Event name
Test State High School

Enable online registrations form

YOUR REGISTRATIONS FORM WEBSITE ADDRESS

https://campwarrawee.venueregistrations.net/0545-   test-state-high-school

Open registrations form

12. Once the form is ready copy the online link (see orange circle above) and email to participants. You can then manage their booking status via the portal. Return to 'HOME' page then click 'REGISTRATIONS' and all the names will appear. Check details by clicking on an individual name.

13. Click 'EDIT' button (red circle below) to add detail or change their 'Status' i.e. 'Active' (attending and approved), 'Cancelled', 'Registering' (incomplete), 'Registered' (wish to attend subject to camp coordinator approving) or 'Waitlist'. Click on the 'MAKE ACTIVE' if approved.

Registrations

← BACK TO LIST

CB Charles Barkley   MAKE ACTIVE ✓   DELETE 🗑   EDIT ✏

👥 REGISTRATION R0332
Type: Individual registration
Status: Registering   Has Paid: No
Amount Paid: $0.00 / $0.00   Outstanding: $0.00
Online registrations form link: ⧉ OPEN

14. If changes need to be made by the participant you can send them a link (red circle below) so they can update themselves. Once link is activated their 'Status' will change to 'Registering'.

Registrations

← BACK TO LIST

CB Charles Barkley   DELETE 🗑   EDIT ✏

👥 REGISTRATION R0332
Type: Individual registration
Status: Active   Has Paid: No
Amount Paid: $0.00 / $0.00   Outstanding: $0.00
Online registrations form link: ⧉ CREATE LINK (Use this to allow the registrant to make further changes to their details, this will also reset status to 'Registering')
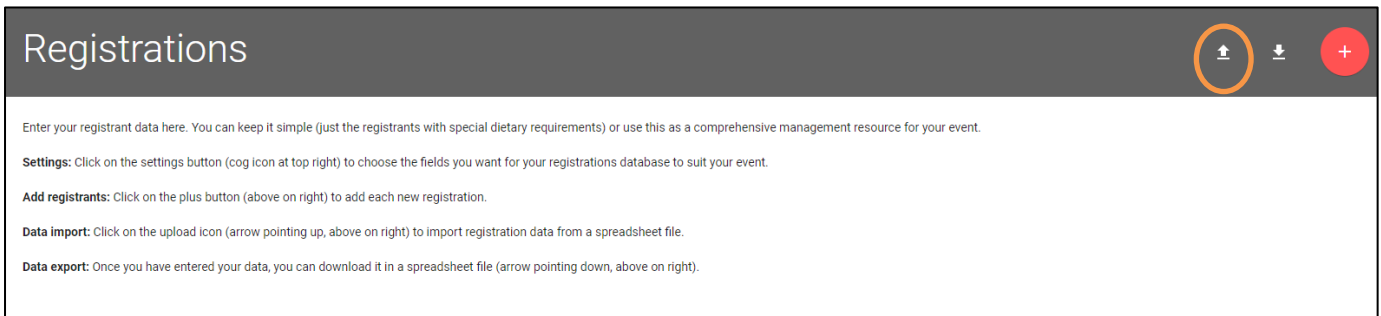
IMPORT DATA ENTRY (EXCEL UPLOAD)

Importing data is a good option to save manual entry of data in Venuelife. Please note each registration will require some editing to finalise.

1. Open 'Registrations'.

2. Click on 'up-load' symbol (orange circle)

3. Upload the Excel spreadsheet. Please ensure the data only contains a header row (ie Row 1) and then data under each column heading. A sample spreadsheet can be downloaded from https://www.ymcacamping.com.au/about/camp-planner

	A	B	C	D	E
1	**First Name**	**Last Name**	**Date of Birth**	**Gender**	**School Year**
2	Lebron	James	23/04/2010	Male	7
3	Coby	Bryant	24/04/2010	Male	7
4	Michael	Jordan	25/04/2010	Male	7

Registrations

← BACK TO LIST

Import registrations from Excel

STEP 1: SELECT AN EXCEL FILE TO UPLOAD
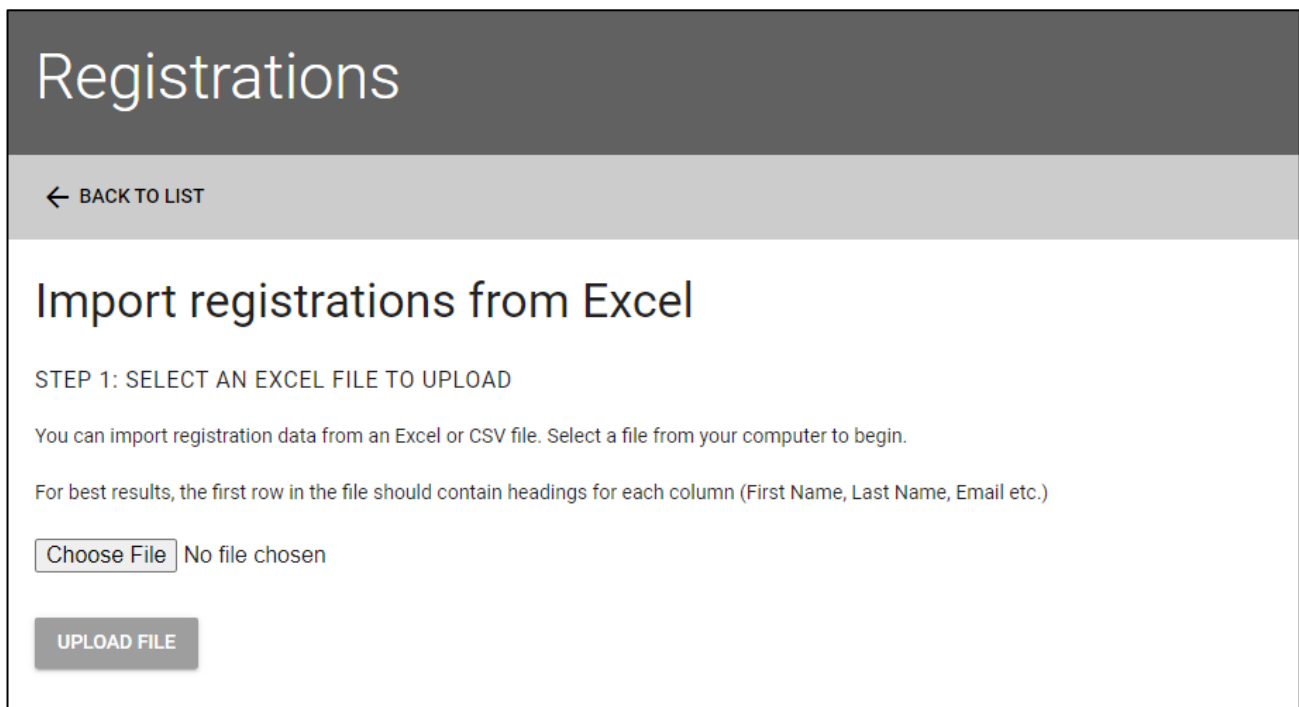
You can import registration data from an Excel or CSV file. Select a file from your computer to begin.

For best results, the first row in the file should contain headings for each column (First Name, Last Name, Email etc.)

Choose File | No file chosen

UPLOAD FILE

4. The imported data will appear and will require some editing. Click on the drop-down menu (orange circle) for each column of data to rename or select 'Don't Import' if the data is not required. Once done click 'CONTINUE'

Import registrations from Excel

STEP 2: CONFIRM COLUMNS TO IMPORT

☑ First row contains headers

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
First Name ▾	Last Name ▾	Date of Birth ▾	Gender ▾	School Year ▾	Don't Import ▾	Diet Details ▾
First Name	Last Name	Date of Birth	Gender	School Year		
Lebron	James	4/23/10	Male	7		arian
Coby	Bryant	4/24/10	Male	7		
Michael	Jordan	4/25/10	Male	7		Free
Tiger	Woods	4/26/10	Male	7		lergy
Phil	Mickelson	4/27/10	Male	7		White Food
Cam	Smith	4/28/10	Male	7		
Larry	Bird	4/29/10	Male	7		arian
Adam	Scott	4/30/10	Male	7		
Craig	Parry	5/1/10	Male	7		Free
Greg	Norman	5/2/10	Male	7		d Allergy
Lauren	Jackson	5/3/10	Female	8		Free
Sarina	Williams	5/4/10	Female	8		Free
Venus	Williams	5/5/10	Female	8		lergy
Rhonda	Rousy	5/6/10	Female	8		
Ash	Barty	5/7/10	Female	8		
Cathy	Freeman	5/8/10	Female	8		Vegan
Kate	Campbell	5/9/10	Female	8		Vegetarian
Sam	Kerr	5/10/10	Female	8		Vegetarian
Elysse	Perry	5/11/10	Female	8		

Drop-down menu options shown: Don't Import, ID Number, First Name, Last Name, Age, Date of Birth, Gender, Is Leader, School Year, Class, Status, Has Paid, Payment Amount, Payment So Far, Payment Outstanding, Email, Mobile Phone, Home Phone, Work Phone, Address

[CONTINUE] [CANCEL IMPORT]

5. Another similar page will appear. Click 'CONFIRM'.

6. The import will then be complete. You can import another file if required. At the top of the page click 'BACK TO LIST'.

7. The list of registrations will appear. Click on an individual registrant and manually add any missing data (refer 'Manual Data Entry' above for more details).

STEP 4: ALLOCATE ROOMS

1. Click on 'Rooms'. Please note **cabin allocations are not finalised until Final Camp Numbers have been provided**. Please DO NOT allocate rooms until you know which cabins are allocated.

2. Click on the participant name and then click on the appropriate accommodation rooms/cabin. Use the filter (red circle below) to filter camp attendees. You can filter by Male/Female, Paid/Not Paid etc.

3. To print cabin door lists click on the little door graphic (orange circle). To print a summary of all accommodation allocations click on the printer icon (see below).

STEP 5: SETUP ACTIVITY GROUPS

1. Click on 'SETTINGS' and select the 'Activity groups' tile.

Manage your list of activity groups

ACTIVITY GROUP SETUP
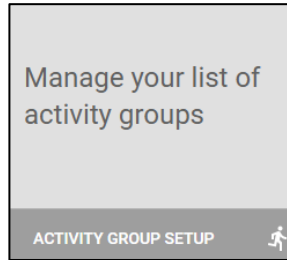
2. Enter Group Name and the maximum number of people (set to 20). Add additional groups as required (refer to Camp Program to ensure the correct number of groups). '**SAVE CHANGES'**.

Settings

← BACK TO SETTINGS

Activity Group Setup
Add or remove activity groups to suit the requirements of your event.

Group Name	Maximum People	
Activity Group 1	20	🗑
Activity Group 2	20	🗑
Activity Group 3	20	🗑
Activity Group 4	20	🗑

+ ADD GROUP

Note that if you delete a group, all people assigned to that group will be moved back to the unallocated list.
Similarly if you reduce the maximum number of people for a group, any extra people will be removed from that group.

SAVE CHANGES

3. Click on 'Activity groups' and then you can click and allocate names to the different groups. Use the filter (orange circle below) to filter the names. You can filter by Male/Female, Paid/Not Paid etc.
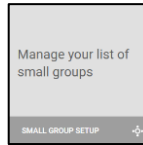
Activity groups

1. Select people
Click on a name to select a person, SHIFT+click to select multiple people

Not yet allocated

Larry Bird	Cathy Freeman	Lauren Jackson	Lebron James	Sam Kerr	Phil Mickelson
Greg Norman	Craig Parry	Elysse Perry	Rhonda Rousy	Cam Smith	Sarina Williams
Venus Williams	Tiger Woods				

2. Allocate to
Click on the activity group to allocate selected people

Group 1	Group 2	Group 3	Group 4
Ash Barty			
Coby Bryant			
Kate Campbell			
Michael Jordan			
Adam Scott			

4. To add/delete activity groups return to 'Settings' page and select 'Manage your list of activity groups' tile.

5. Print a summary of all activity group allocations by clicking the printer graphic. To print individual group lists click the page graphic (green circle above).

STEP 6: SETUP SMALL GROUPS

The 'Small Groups' feature can be used for allocating camp participants to Duty Groups or for another purpose.
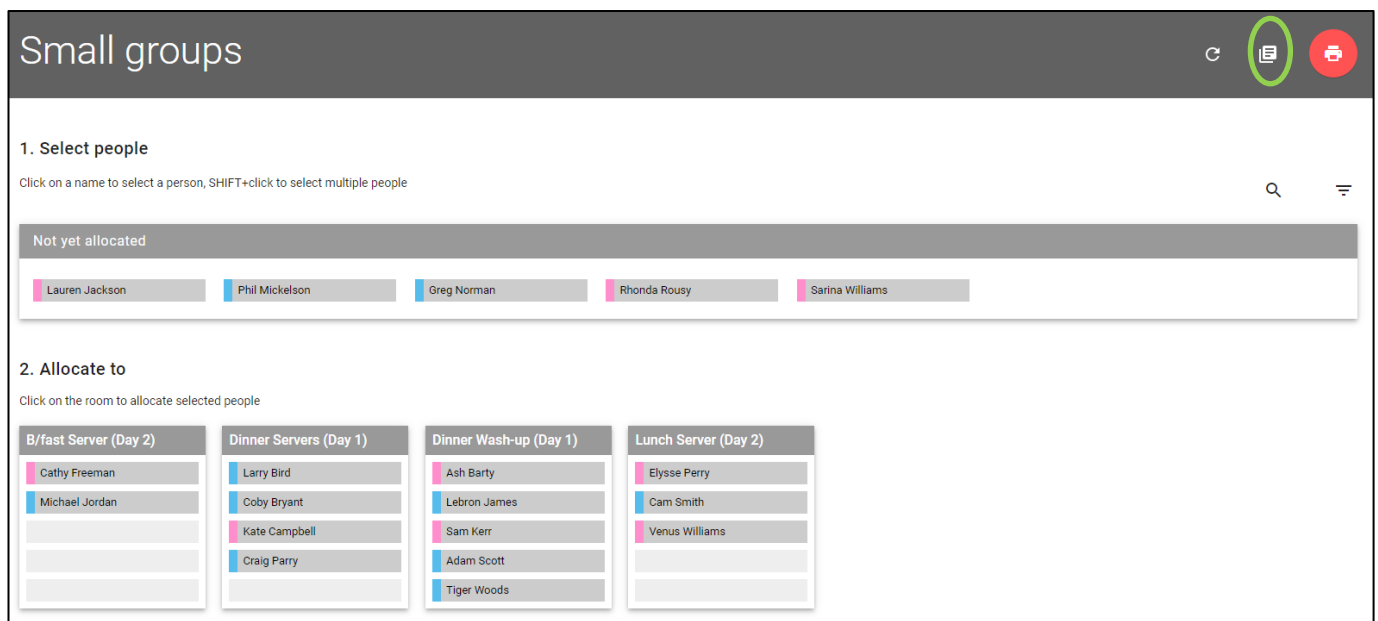
1. Click on 'SETTINGS' and select the 'small groups' tile.

2. Add Group Names/Descriptions and maximum numbers. '**SAVE CHANGES**'.

3. Click on 'Small groups' and then click and allocate participant names to the appropriate group. Please note you can only allocate a person to a group once.

4. To add/delete small groups return to 'Settings' page and select 'Manage your list of activity groups' tile.

5. Print a summary of all small group allocations by clicking the printer graphic. To print individual group lists click the page graphic (green circle above).
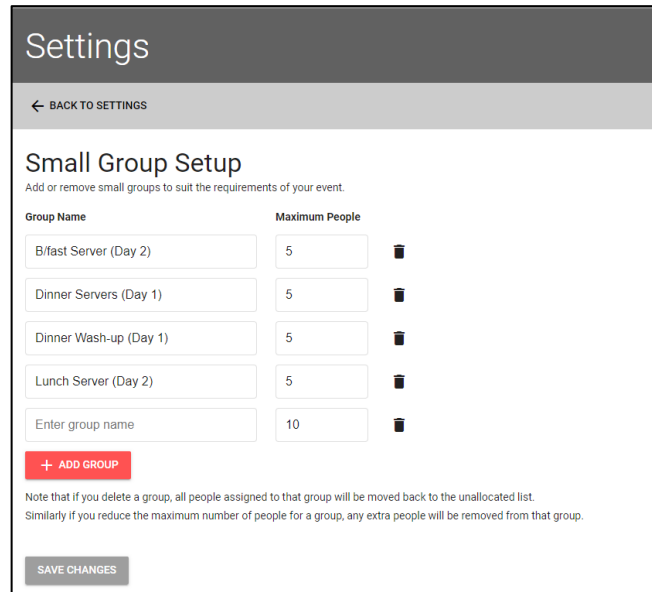
STEP 7: CHECK-IN

This feature can be used to check-in camp attendees and/or as a roll call before boarding buses. This can also be accessed on a phone or iPad device

1. Click on 'Check-in' and then tick 'CHECKED IN' or 'CHECKED OUT' as required.

Showing all
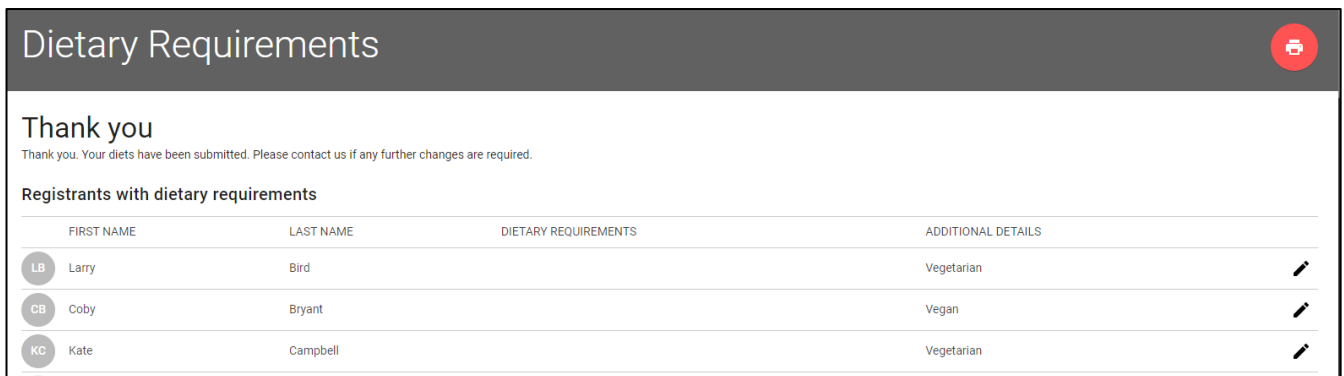
	FIRST NAME	LAST NAME	CHECKED IN	CHECKED OUT
AS	Adam	Scott	☐	☐
AB	Ash	Barty	☐	☐
CS	Cam	Smith	☐	☐
CF	Cathy	Freeman	☐	☐

OTHER FEATURES

DIETS

A detailed and accurate special dietaries list is critical to ensure the well-being of campers. Our catering staff require details prior to camp (minimum 7 days) so they can prepare alternate meal options as required. The 'Diets' will be automatically submitted to our Catering Team 7 days prior to camp.

You can review all special diets by clicking 'Diets'. A summary of dietary requirements can then be viewed and printed.

Dietary Requirements

Thank you
Thank you. Your diets have been submitted. Please contact us if any further changes are required.

Registrants with dietary requirements

	FIRST NAME	LAST NAME	DIETARY REQUIREMENTS	ADDITIONAL DETAILS	
LB	Larry	Bird		Vegetarian	✎
CB	Coby	Bryant		Vegan	✎
KC	Kate	Campbell		Vegetarian	✎

IMPORT SETTINGS

Once you have set-up a camp with Y Camping you can import all of your settings for future camps!

1. Click on 'SETTINGS' then the 'Import settings' button.

Import settings from previous event at our venue to save you time

IMPORT SETTINGS ⬆
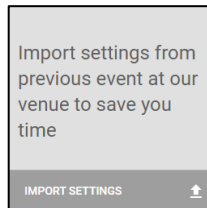
2. Enter 'reference number' from previous booking (found on Camp Proposal and other documents).

Settings

← BACK TO SETTINGS

Import account settings
If you have used our Event Management app before for a similar event, you can import your account and registration settings from your previous account.

Simply enter the booking reference number from your previous booking.

Reference number

IMPORT SETTINGS

3. All of the settings ie Registration Form, Group Names etc will copy across. To be safe clean data by clicking 'Tools to clean-up your registration database'.

Tools to clean up your registration database
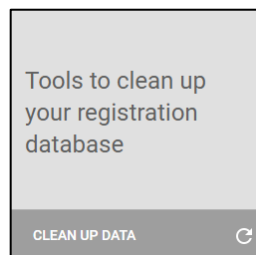
CLEAN UP DATA ↻

4. Select 'Remove all registrations and start over'.

Clean up registration database
Here we've provided some time-saving tools to help clean up your database.

These may be useful if something has gone wrong or an import attempt was unsuccessful.

SELECT CLEAN UP OPTION

○ Cancel all registrations (19)
  This will update the status of all registrations to Cancelled.

◉ Remove all registrations and start over (19)
  If you need to clear everything and start again, this option will remove all registrations.

CONFIRM

STATS

Click on the 'STATS' to get a quick overview of your camp i.e. number of registrations, gender breakdown etc.

TEMPLATES/SAMPLE TEXT FOR ONLINE REGISTRATION

The below text may assist with planning for your camp. Please edit/add/delete content as required.

ONLINE REGISTRATIONS TEXT (Text which will appear on Online Form)

Event Information:

'Insert Year ??' students are invited/required to attend 'Insert Year ?? Camp' designed to provide students with an opportunity to demonstrate and develop their skills in team building, leadership and independence. Camp provides a great opportunity for students to strengthen peer relationships and sets the platform for the rest of the year and beyond. Please find the details below.

Name of Activity: 'Year ?? Camp'

Venue: YMCA Camp Warrawee – 81 Byrnes Road North, JOYNER Q 4500
        YMCA North Pine Lodge – Old Petrie Tow, Dayboro Road, KURWONGBAH Q 4500
        (delete as required)

Date: Day Date Month – Day Date Month, 2023

Times: Meet at 'Insert Location' at 'Insert Time' for 'Insert Time' departure. Return to 'Insert Location' at (approx.) 'Insert Time'.

Teacher/s in charge: 'Insert Name' and 'School Name' staff

Transport: Students will travel to and from the venue by bus

Dress: Sun-smart and suitable clothing to undertake outdoor activities

Equipment: A full list of requirements is attached, detailing suggested equipment to bring

Meals: All meals are prepared by YMCA staff, and is included in the cost. YMCA caters for the following dietary requirements dairy/lactose free, gluten free, seafood free, vegetarian, egg free (whole egg only), nut free and halal (no pork and beef).

Should you have any questions, please do not hesitate to contact 'Insert Name' via 'Insert Email'

Thank you message for successful registrations (optional):

Thank-you for registering for the 'Insert Year ? Camp'! A copy of your registration has been sent to your email address.

Thank you message for waiting list registrations (optional):

Thank-you for your interest in 'Insert Year ? Camp'! Unfortunately at this stage we are fully booked however we have added your child/ren to the Waiting List. Should a spot become available 'School Name' will contact you to confirm.

WAIVERS & TERMS

Terms & conditions:

Privacy Statement
'Insert School Name' is collecting personal information requested in this form in order to:
- obtain lawful consent for your child to participate in the activity;
- help coordinate the activity;
- respond to any injury or medical condition that may arise during, or as a result of the activity; and
- update school records where necessary.

Activity Risks & Insurance
During the camp, students will be participating in the following activities; 'insert activity 1', 'insert activity 2', 'insert activity 3', 'insert activity 4', 'insert activity 5', 'insert activity 6', 'insert activity 7'. 'insert activity 8'.

The activities outlined above carry an inherent risk of physical injury occurring. including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may be also be covered by your provider. Any other costs must be covered by parents/carers. It is up to all parents/carers to decide what types and what level of private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow your child to participate in this activity.

Camp Rules

General:
- Closed footwear to be worn at all times, including meal time/free time
- Be sun-safe! Hats, sunscreen and appropriate clothing (no mid-rifts, singlets etc.) at all times
- No running
- Keep Camp beautiful. Place all rubbish in the correct bins provided
- Swimming is not permitted in the pool without adult supervision
- Do not feed the Wildlife
- Stay within the camp boundaries (highlighted by YMCA staff during introduction)

Accommodation
- Keep accommodation tidy and clean of obstacles in walkways. Care of accommodation is student's responsibility
- Do not move the beds from their original positions
- No jumping on beds
- Do not remove the mattress protector from the beds
- Report anything at camp that isn't working immediately to your teachers and/or an instructor
- Keep showering time to a minimum
- At meal times students are required to keep the dining hall tidy and wipe tables
- Keep all fire exits clear
- No eating in cabins

Student Code of Conduct
Students will be aware of the following expectations of behaviour and conduct:
- Appropriate dress including footwear must be worn at all times.
- Safe, responsible behaviour is to be shown at all times.
- Students are to be punctual for all activities and willing to participate.
- No student is allowed to go into a cabin/dorm that is not their own.
- Students are **not** to leave the camp grounds at any time.
- Obscene or offensive language is **not** to be used
- Other people's property should **not** be touched or interfered with in any way
- Students are to show respect to each other, YMCA and school staff and any other camp guests at all times.
- All people are to be valued and treated with courtesy
- Chewing gum, is NOT permitted on the Camp site
- Drugs, cigarettes or alcohol are NOT permitted on the Camp site
- Dangerous weapons are NOT permitted on the Camp site

If a student does not abide by the Code of Conduct, parents will be contacted and the student will be removed from the camp.

EMAIL CONFIRMATIONS (automatically generated email sent upon completion of registration form)

Email content for successful registrations (optional):

Thank-you for registering for the 'Insert Year ? Camp'!

A few reminders of what to wear/pack:

IT IS ADVISABLE NOT TO BRING ANY VALUABLE ITEMS TO CAMP
- The camp will not accept any responsibility for belongings that are lost, damaged or stolen
- Mark off as the item is packed (old clothes are recommended)
- Please name all items. Lost property is kept for 1 month

Activity Items:
- Full brim hat
- 1 x Large water bottle
- Sunscreen
- Insect repellent
- Raincoat (programming/ activities will still continue in wet weather)
- Closed-in shoes eg. joggers - Extra pair of shoes able to get wet for water activities (old joggers or water shoes that cover heel and toes – NO THONGS OR SANDALS)
- Togs, swimming shirt and swimming towel
- Plastic bag for wet and dirty clothes

General Items:
- Sleeping bag or blanket
- Fitted single bed sheet (for mattress cover/protection)
- Pillow and pillowcase
- Sufficient clothing for each day (shorts, t-shirts, long-sleeved shirts)
- Sufficient socks and underwear
- Pyjamas
- Warm jumper - coat/ jacket (season suitable)
- Bath towel
- Toiletries
- Torch

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Email content for waiting list successful registrations (optional):

Thank-you for your interest in 'Insert Year ? Camp'! Unfortunately at this stage we are fully booked however we have added your child/ren to the Waiting List. Should a spot become available 'School Name' will contact you to confirm.