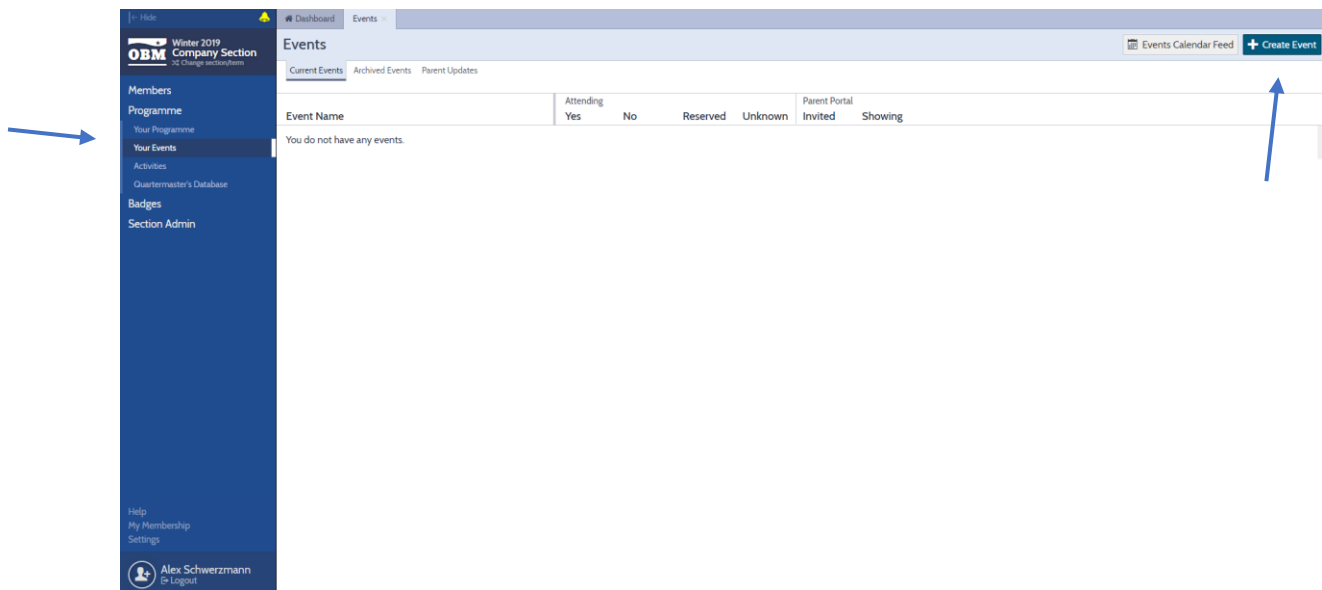


Creating an event in OBM for your Camp, Holiday or Expedition Notification . . .

Important! Please note that this will guide you through completing your notification with the mandatory requirements for the notification. When creating this event, there will be the option to add additional information in. All mandatory details for the event are indicated in OBM with the wording 'Required' next to the various fields.

Go to the youth section

In the top left-hand corner, navigate to the youth section that the event relates to (if this is a joint section event, please use one of the sections and this can be shared to the other at a later stage). This will refresh your page on to a new dashboard. Then proceed to 'Programme' along the left-hand side of the page, and in this drop down you will see 'Your Events' – click on this and it will open a new tab for you.



Creating the Event

In the top right-hand corner of the screen click on 'Create Event' and then fill out the four steps for creation:

1. Fill in a name for the event and select from the drop-down menu an event type then select 'Next'. The event types that create a notification are:
 - a. 'Residential – Indoor' – Holiday Notification
 - b. 'Residential – Canvas Camp' – Camp Notification
 - c. 'Residential – Overseas' – Overseas Notification
 - d. 'Expedition – BB Award' – Expedition Notification
 - e. 'Expedition – Duke of Edinburgh' – Expedition Notification

New Event - Basic Details

Basic Details > Dates and Times > Notification Details > Attendance > Parent Portal

Event name Required

Event type Required

Location Required

New Event - Dates and Times

Basic Details > Dates and Times > Notification Details > Attendance > Parent Portal

Start date Required

Start time Required

End date Required

End time Required

2. For the Dates and Times, enter the Start Date and End Date of the event

3. Fill in all the location details and estimated numbers.

New Event - Notification Details

Basic Details > Dates and Times > Notification Details > Attendance > Parent Portal

Overnight Location Name Required

Address 1 Required

Town Required

County Required

Postcode

Telephone Number

Grid Reference
e.g. NN166712

Sharing
List any other sections/companies attending.

Estimated no. of Young People Required

Estimated no. of Leaders Required
All events MUST have 2+ registered leaders

4. The next two steps of the event relate to attendance restrictions and Parent Portal engagement. Neither of this are mandatory requirements for the notification, but will need completing with the following information:

- a. Leave the attendance limit set at '0'
- b. The Confirmation deadline will need a date; set this as the start date of the event

New Event - Attendance

Basic Details > Dates and Times > Notification Details > Attendance > Parent Portal

Attendance limit
Use 0 or leave empty if there is no limit.

Limit includes leaders? No

New Event - Parent Portal

Basic Details > Dates and Times > Notification Details > Attendance > Parent Portal

Confirmation deadline
Required
Parents cannot change anything after this date.

Cost £
 To be confirmed later.
If ticked, the cost will show as TBC (to be confirmed) on the email to the parents and in the Parent Portal.

Attendance changes
Allow parents to change their child's attendance up to the confirmation deadline.

Invitation reminders
If disabled, parents will be emailed the invitation once and no further emails will be sent.

Bookings for 'Show in Parent Portal'
If disabled, people that are 'Show in Parent Portal' will not be able to sign up yet - this allows you to let parents know of upcoming events before details are finalised.

Attendance reminders
This will send the parents a reminder that their child is attending the event.

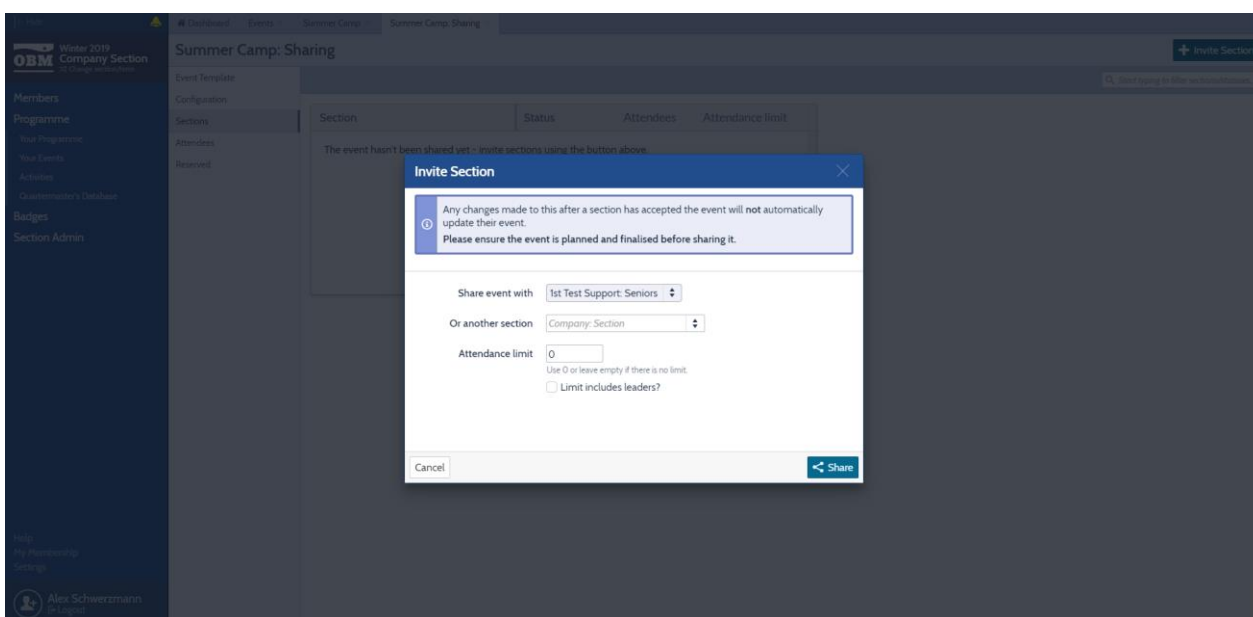
5. Click on 'Finish'

Sharing an Event

If the Event is a joint event with another Section, Company or Battalion then in the new tab a 'Sharing' button will show in the top right-hand corner of the screen. Click on this to register it as a joint event.

When inviting another section to the event, there are two options available:

1. 'Share event with' – choose this when it is another section on OBM that your User Account has access to
2. 'Or another section' – use this when inviting any other section in the organisation. Please note this is not a drop-down option, but the name of the section must be typed (i.e. 1st Felden)



Finalising and Submitting the Event

Now the Event has been created, it will expand into a new tab with several sub menus. All the details entered so far can be reviewed and edited.

1. Under the 'Event Types' sub menu, all the required qualifications for the event will appear and need an individual selected. Please use the 'My Leaders' drop down for a leader registered in your Company, or 'Other leaders' for another nominated leader in the organisation who will be responsible. 'Other leaders' will only be viewable if in their User Account they have selected they are happy to help others with their events

Winter 2019 Company Section
OBM

Summer Camp

Basic Details
Notification Details
Parent Portal Configuration
Parent Portal Description
Event Plan
Members
Badges
Public Attachments
Equipment
Event Types
Approvals

Event Types

Please tick the appropriate types for this event.

Event type Required

- Residential - Indoor
- Residential - Canvas Camp
- Residential - Overseas
- Expedition - BB Award
- Expedition - Duke of Edinburgh
- Company Activity
- Fundraising
- Battalion/District Activity
- Other

Roles

Please select who will be the appropriate leader for each required role. Please note, only leaders with the appropriate qualifications will be shown in the lists below.

Holiday Leadership Required

- My leaders
- Other leaders

Camp Craft Required

- My leaders
- Other leaders

2. Under the 'Approvals' sub menu, all information must be confirmed by selecting each tick box for submission. Please read through all of the statements and ensure all information is correct before clicking 'Submit for Approval'

Winter 2019 Company Section
OBM

Summer Camp

Basic Details
Notification Details
Parent Portal Configuration
Parent Portal Description
Event Plan
Members
Badges
Public Attachments
Equipment
Event Types
Approvals

When you are ready to submit the event for approval, please click the button below. Please note, once submitted, you will not be able to edit the 'Authorisation' tab.

Please read through the following statements and tick each tick-box.

- I confirm that the details entered for this event are correct and that any changes will be notified to the appropriate Regional Headquarters.
- I confirm that the Company Captain has authorised this residential.
- I confirm that all adults assisting with the above residential/expedition are registered with Brigade Headquarters.
- I confirm that Brigade policies and procedures are being adhered to in the planning and running of this event and that arrangements are in place for First Aid provision and supervision of water/adventure activities.

Submit for Approval

That's it, you've done it!

Providing that all details have been entered meeting the requirements set by The Boys' Brigade then the event will be automatically approved on OBM. Should there be any queries, then a member of the Regional or National Headquarters may make contact about the event.

Need help with completing the notification? Get in touch with the Regional Headquarters

For any other OBM queries, including using further functionality, contact the Support Team at National Headquarters