

1. Introduction

To help ensure the safety, wellbeing, and enjoyment of all participants, every young person and adult attending Chamboree must have a completed Health and Permission Form submitted before arrival.

This form provides essential information that enables the event team to understand any medical needs, dietary requirements, additional support requirements, emergency contact details, and permissions relating to participation in event activities. Accurate and up-to-date information helps us provide appropriate care, respond effectively in an emergency, and ensure that all participants can take part safely.

Those completing, are asked to read the form carefully and complete all sections as fully as possible. Where circumstances change after submission, you can return to the form to re-submit by using the login details you will create.

2. Who should complete the form?

When sending invites to complete the form, please ensure you are sending to the correct person, based on the table below.

Grouping	Section/Comments	Who Should Complete
Participants & Young Leaders	Squirrels, Rainbows, Beavers, Cubs, Brownies, Scouts, Guides, Explorers, Rangers (all ages)	Parent/Carer
Leaders	All	Themselves
Young Service Team	16 & 17 year old Service Team	Parent/Carer
Service Team	18 years and older	Themselves

NB whilst we understand that 16 & 17 year old Rangers often complete their own Health form, this online form combines both health and activity permissions and as such, should be completed by the appropriate parent/carer.

3. How do I send the form?

To distribute the forms for your booking, please log in to the booking system. From the Home Page, you can select the 'Send Health Forms & Check Progress' button.

You will be provided with a list of everyone within your registration. You will need to add an Email address for each. Please then click to 'Save and Send Emails'. Please review the 'Who should complete the form' section for who you should send the emails to.

This will send an invite to complete the form to each email address. To view what recipients receive (and are required to do), please view the Completion Guidelines.

Send Invitations for Medical and Permission Forms

First Name	Surname	Email	Selected	Permission / Medical Form	Email Sent	Print
Test	Scout	<input type="text" value="scoutmum@test.com"/>	<input type="checkbox"/>			
Huw	Test	<input type="text"/>	<input type="checkbox"/>			
Test	Leader	<input type="text"/>	<input type="checkbox"/>			

Select outstanding
Select unsent
Select ALL

Save All Email Addresses
Save and Send Emails
Send Emails (no save)
Save and Print Form Links

The same link can also be viewed to check progress. The system will confirm whether an email has been sent and whether it has been completed or not.

4. How do I view submitted information?

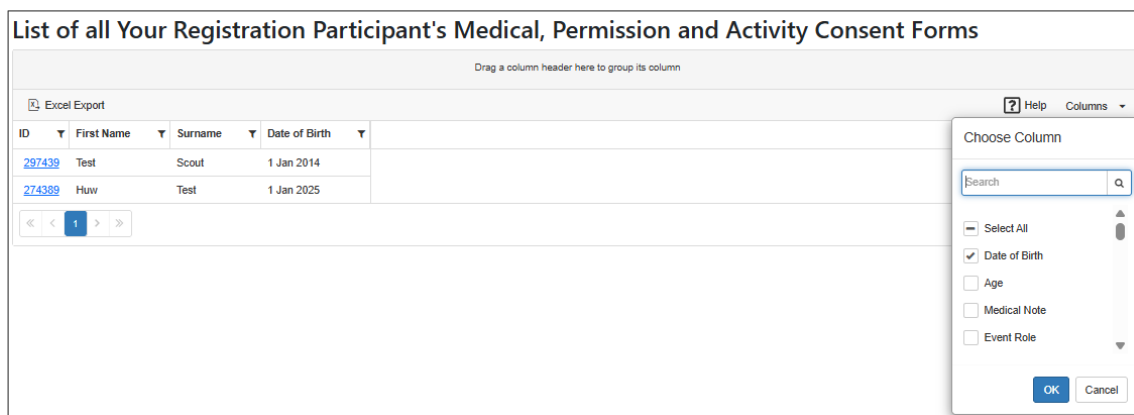
You can view individual health forms (as a pdf) or download all submitted health information as an excel spreadsheet.

a. Viewing Individual Forms as a pdf.

From the Home Page select the 'Send Health Forms & Check Progress'. Against each person with a completed form, you can select the Print icon, which will make the information available in a pdf form.

b. Downloading in a spreadsheet.

From the Home Page select the 'Export Health Forms' button, this will take you to screen where you can choose the fields to include in the download and then select the 'Excel Export' button – as per the screenshot below.



5. Do I need to capture 'inked' hard copies of the health and permission forms

We are not requesting that these be submitted to Chamboree. The form submission constitutes an electronic signature as per the below statement. You, as a Section Leder, may still choose to print and/or collated 'inked' copies.

Electronic consent and signature: By completing and submitting the online Permission and Medical form, you confirm that the information provided is accurate and complete to the best of your knowledge. You acknowledge that your submission constitutes your electronic signature and that it is intended to have the same force and effect as a handwritten signature for the purposes of this event's records and consent requirements.