

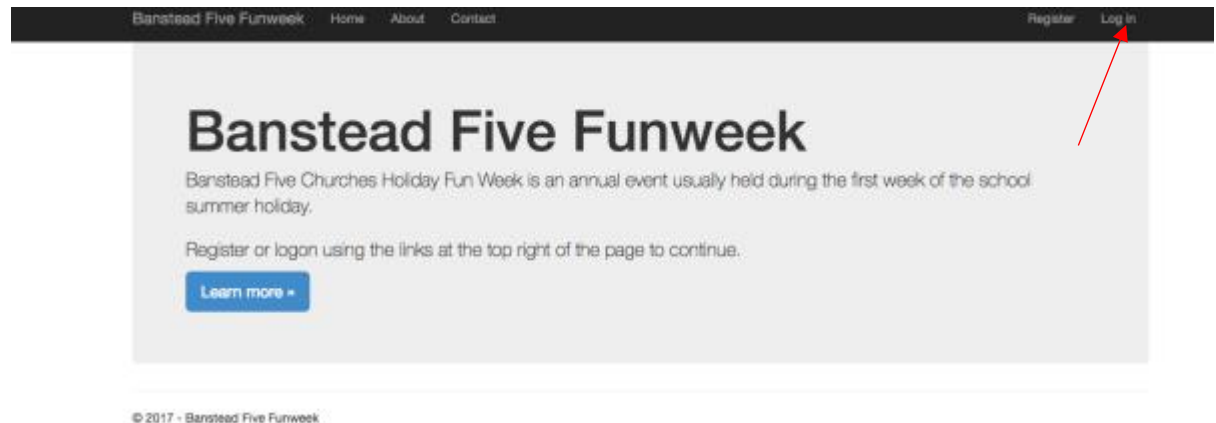
Holiday Funweek On-Line Registration

Below are the instructions on how to select the activities for any adults or teenagers attending this year's Holiday Funweek.

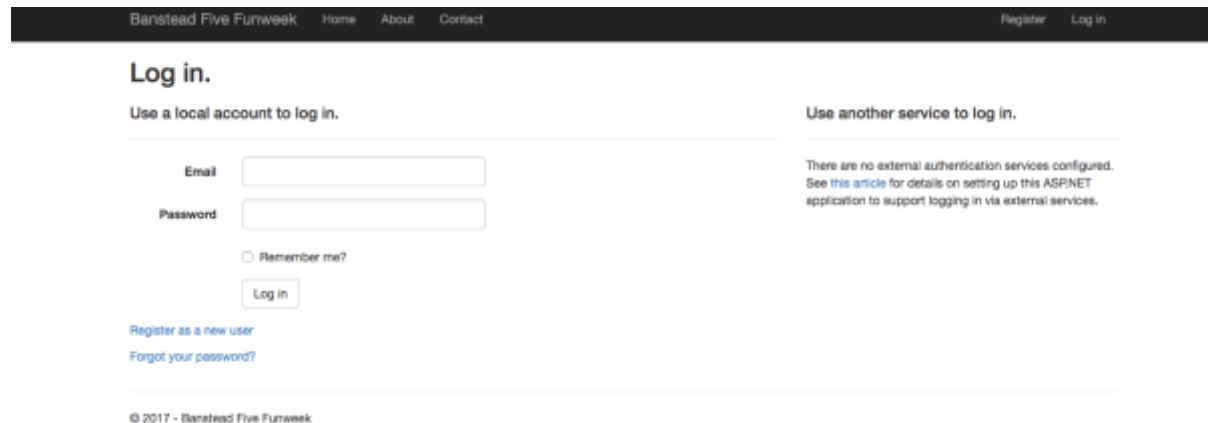
Copy and paste this URL into your web browser:-

<https://bansteadfive-live.azurewebsites.net>

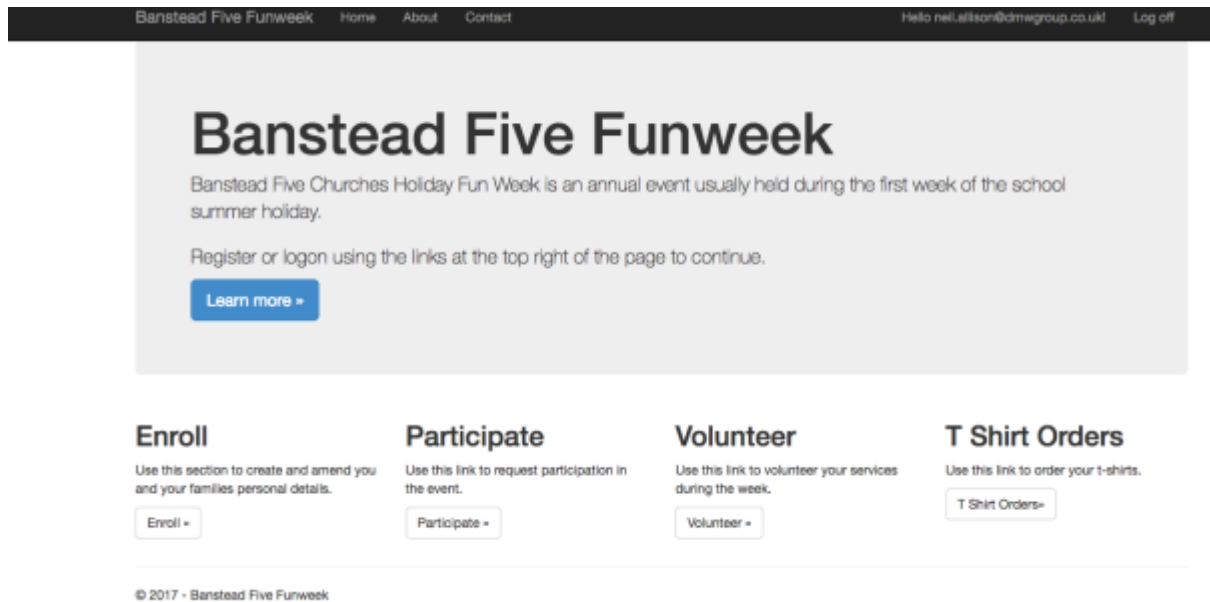
You will see this screen



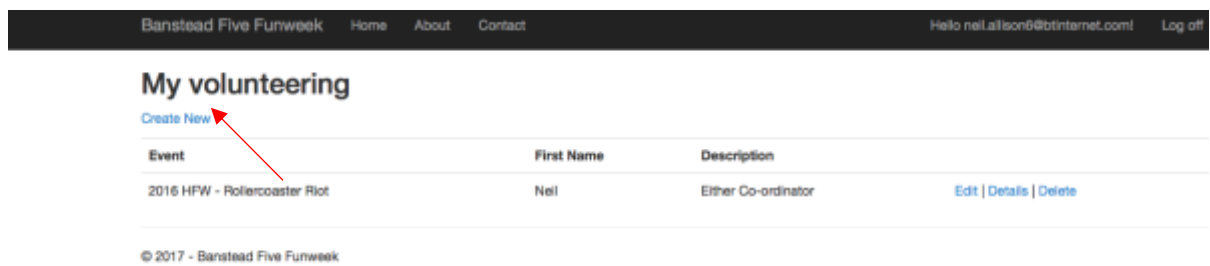
Select the LOGIN option in the top right hand corner and you'll see the following screen



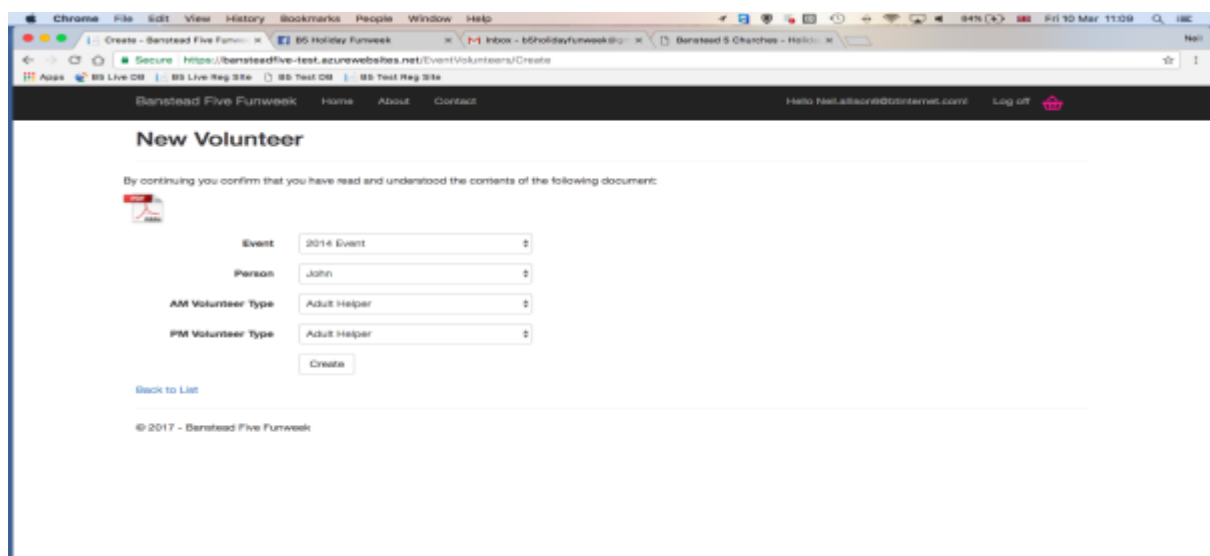
Login with the same e-mail & password that you used to register your personal details at the previous stage. If you have forgotten your password, click on the FORGOT YOUR PASSWORD link and follow the reset option.



Click on PARTICIPATE and you will see the following screen



Click on CREATE NEW and you'll see the following. You'll also notice a letter at the top and an attached PDF file. PLEASE READ THROUGH THIS BEFORE CONTINUING AS ONCE YOU CREATE, IT WILL BE ASSUMED THAT YOU HAVE READ AND UNDERSTOOD.



Select this years event (2017 – Desert Detectives) and then select the first name from your drop down list. Remember this is just for Adults or Teens not Children.

Please review the drop down options and select which activity you wish to volunteer for and which role you want to take, e.g. Joint Coordinator, Adult Helper etc. Once you click on the CREATE button, the morning and afternoon activities will appear as check boxes, select as many as you like and we will allocate later. We cannot guarantee that you will get your first choice but we will try where possible.

The screenshot shows a web browser window with the URL <https://bansteadfive-test.azurewebsites.net/EventVolunteers/Edit/9>. The page title is "Banstead Five Funweek" and the user is logged in as "Neil". The main heading is "Edit Volunteer".

The form contains the following fields:

- Event:** Online Test
- Person:** Neil
- AM Volunteer Type:** Co-ordinator
- PM Volunteer Type:** Joint Co-ordinator

Days available:

- Monday 25/7/2016
- Tuesday 26/7/2016
- Wednesday 27/7/2016
- Thursday 28/7/2016
- Friday 29/7/2016

Activities:

- Monday AM Test 1
- Monday PM Test 1
- Monday PM Test 2
- Tuesday PM Test 1
- Tuesday PM Test 2
- Wednesday PM Test 1
- Wednesday PM Test 2
- Thursday PM Test 1
- Thursday PM Test 2

Buttons: Save, Back to List

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Then fill in the box with the names of any children for whom you will be responsible for. We will not put parents in the same group as their children so that the volunteers can focus on the group as a whole and it also encourages the children to mix and make new friends.

Once you have finished, select CREATE and repeat the process for all Adults & Teens attending this year's Holiday Funweek.

IF YOU EXPERIENCE ANY ISSUES, PLEASE E-MAIL b5holidayfunweek@gmail.com or call on 07956 753353. Thank you.