

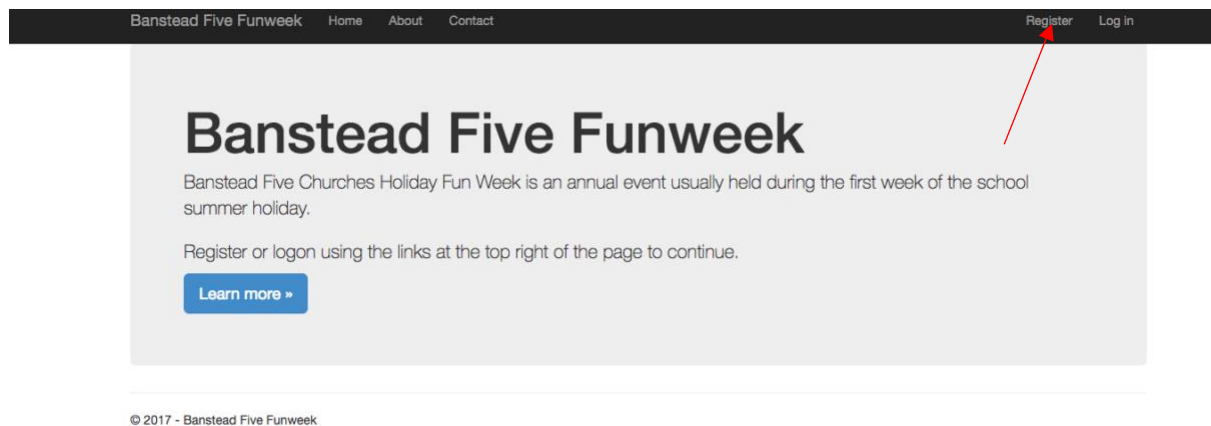
# Holiday Fun Week On-Line Registration

Below are the instructions on how to register the personal details for anyone attending this year's Holiday Funweek.

Copy and paste this URL into your web browser:-

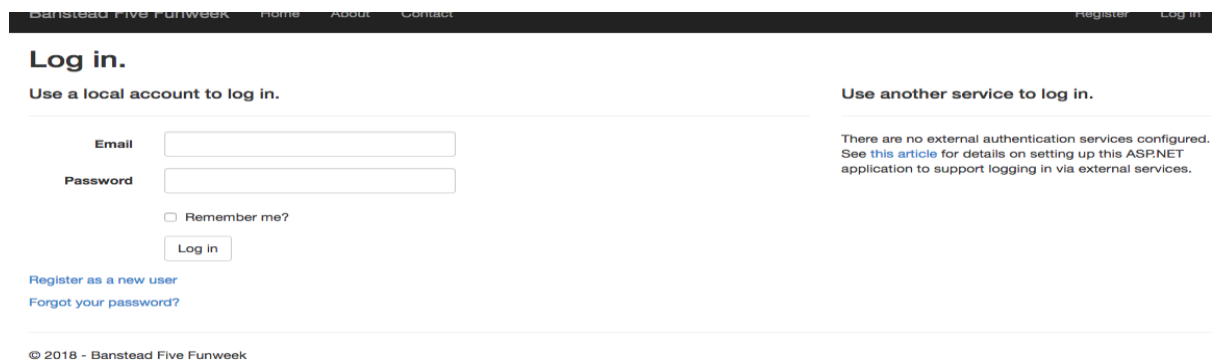
<https://bansteadfive-live.azurewebsites.net>

You will see this screen



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

IF YOU ARE JUST RESETTNG THE PASSWORD USE THE RESET PASSWORD LINK AND THEN CONTINUE IGNORING THE ENROL SECTION BELOW, JUMP



Fill in your e-mail address and password. Please note that passwords should be:-

- A minimum of 8 characters
- Contain at least 1 capital letter, 1 number and 1 special character (\*&%\$@)

Once entered, please select the REGISTER button. **E.g Funweek1%**

You will see the following screen asking you to check your e-mail to complete the registration process. Depending on your e-mail system, e-mails may go into your SPAM folder so please check there if you haven't received it within 10 minutes.

### Info.

Check your email and confirm your account, you must be confirmed before you can log in.

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Within 10 minutes, you receive an e-mail with the following message

## Confirm your account



Banstead Five Funweek <banstead.five@b5.com>

Thursday, 2 February 2017 at 09:19

To: Neil Allison

Please confirm your account by clicking [here](#)

Click on the HERE link and you will see the following screen

# Banstead Five Funweek

Banstead Five Churches Holiday Fun Week is an annual event usually held during the first week of the school summer holiday.

Register or logon using the links at the top right of the page to continue.

[Learn more »](#)

### Enroll

Use this section to create and amend you and your families personal details.

[Enroll »](#)

### Participate

Use this link to request participation in the event.

[Participate »](#)

### Volunteer

Use this link to volunteer your services during the week.

[Volunteer »](#)

### T Shirt Orders

Use this link to order your t-shirts.

[T Shirt Orders»](#)

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Click on ENROLL and complete all the fields. The screen shot below shows the format that you need to use

## Create new person

### Personal details

First Name	<input type="text" value="Olivia"/>
Last Name	<input type="text" value="Allison"/>
Date of Birth	<input type="text" value="2006-08-31"/>
Name of Parent	<input type="text" value="Neil Allison"/>
Regular Church Attended	<input type="text" value="All Saints"/>

### Address

Address 1	<input type="text" value="Rowans"/>
Address 2	<input type="text" value="10 Longcroft Avenue"/>
Address 3	<input type="text" value="Banstead"/>
Address 4	<input type="text" value="Surrey"/>
Postcode	<input type="text" value="SM7 3AE"/>

## Contact details

Email Address	<input type="text" value="neil.allison@dmwgroup.co.uk"/>
Home Tel No	<input type="text" value="01737 352986"/>
Mobile Tel No	<input type="text" value="07958 767189"/>

## Emergency Information

Name	<input type="text" value="Tina Allison"/>
Telephone No	<input type="text" value="07778 406590"/>

Do you hold a First Aid Qualification? Select for Yes, leave blank for No

Are you Autoinjection (Epipen/JEXT) Trained?

Are You A Registered Nurse or Medical Practitioner??

## Health Information

Doctor

Allergies or Illnesses

Special Dietary Requirements

Additional Needs

Banstead Five Churches Holiday Fun Week aims to cater for the needs of as many children as possible. To help us in our planning and staffing please indicate below if your child has any identified additional needs\* or receives support at school and a Banstead Five Churches Holiday Fun Week leader will contact you to discuss confidentially any additional support which will need to be put in place during Banstead Five Churches Holiday Fun Week. \* The term additional needs relates to Medical Needs, Cognitive Needs, Physical and Sensory Needs, Social Communication Needs (including Autistic Spectrum Disorders) and Behavioural, Social and Emotional Needs

SEN Details

Once complete, click on the create button and you'll see the following screen.

Banstead Five Funweek [Home](#) [About](#) [Contact](#) Hello neil.allison@dmwgroup.co.uk | [Log off](#)

### My Personal Details

[Create New](#)

First Name	Last Name	Date of Birth	
Olivia	Allison	31/08/2006	<a href="#">Edit</a>   <a href="#">Delete</a>

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Click on CREATE NEW and repeat this process for all Adults, Teens & children who will be attending Holiday Funweek this year.

IF YOU EXPERIENCE ANY ISSUES, PLEASE E-MAIL [b5holidayfunweek@gmail.com](mailto:b5holidayfunweek@gmail.com) or call on 07956 753353. Thank you.