



1. Creating an Account and Logging in

Each participant must complete the On - Line Application on the Venture website, <https://www.ignite23.nz/> , select 'Register Now!' from the top menu. The process for creating an account is that you first must register as a user, once the registration has been accepted you will be able to logon to the Application section and complete the online application.

1.1. Register as a User

Every Participant must have an individual account and username, but an email address can be used for many participants, if required. Therefore a family can use the same email address, but each applicant will have to have their own account and username.

To register as a new user you need to create an account in the "Register New User" section at the bottom of the Login Information screen. You need to enter in your preferred User Name, this can be anything you like but you must be able to remember it. If someone has already used your preferred user name you will not be able to re-use it.

You also must enter a password. As the system contains your personal details your password must be a strong password. It is also recommended that each participant should have a different password. The password must meet the following constraints:

- Be a minimum of 8 characters long;
- Have at least:
 - 1 Capital letter;
 - 1 lowercase letter;
 - 1 number; and
 - 1 special character.

Please note that the following special characters or combinations cannot be used:

- The Apostrophe, '
- Two dashes, --
- Semi colon, ;

Your email address is also required, this is so that we can send you emails concerning your application and other important information regarding the Venture.

The Country you are from - this is so that we can customise the application for International Participants. Please note Australian participants do not use this application system – rather, they apply through their own National application system, please see your Contingent Leader for further information.

The NSO (National Scout Organisation) or the NGGO (National Girl Guide Organisation) you belong to in your country.

Finally you must tick that you agree to the Venture sending you emails via any of the email addresses that you may provide as part of the application process.

SCOUTS NZ ignite'23 MAYFIELD 15th NZ VENTURE

Login Information

Welcome to the New Zealand Venture 2023 Registration site for Participants.

Before you can logon you must create and activate an account, if you do not have an account please go to the Register New User section (see below or [click here](#)) and create your account. Once you have created your account (and activated it) log in and complete your actual application form.

Please note: Each Applicant must have a separate account, though the same email address can be used for multiple accounts.

An Online Application Process Guide is available for download and can be accessed by clicking on the following link. [Online Application Process Guide](#)

If you are experiencing any issues or have questions regarding the registration process please email the Registrar. Admin@ignite23.scouts.nz

Any field labelled with an * and in bold is mandatory and you will not be able to proceed unless it is completed.

Login

* User Name [Change your password](#)

* Password [Forgotten your User Name or Password?](#)

Register New User (Create an Account)

To register, in the relevant section enter your preferred Username, Password, email address and click Register. An email will be sent to your nominated email address with instructions detailing how to activate your application.

To ensure the security of your personal data we enforce a strict password policy. Your password must either be a strong password of at least 8 characters and contain at least 1 Capital letter, 1 lower case letter, 1 number and 1 special character (excluding the apostrophe) OR a passphrase of greater than 12 characters (eg My mother eats pavlova). Please note a password/phrase cannot include SCOUT, ROVER or VENTURE.

Create Participant Account

* Preferred User Name

* Password (Minimum 8 characters) * Confirm Password

* Email Address * Confirm Email Address

* Country * Scout Branch or NSO

Figure 1-1

Once all the above information has been completed an activation email will be sent to the email address that you enter, so please ensure that you have access to this email account. It is strongly recommended that for youth members the email address is an address to which the parents have access. All communications from the Venture Application System will be sent to this email so please check it regularly.

Please follow the instructions in the Activation email to activate your account. Should you not receive the email in your inbox please check your Junk or Spam folder in case it has ended up there. If you still have not received it please contact admin@ignite23.scouts.nz

1.2. Log in

Once you have activated your account all you have to do is login. Just enter your User Name and password in the top section. If you enter the wrong password three times in a row the account will be locked for 20 minutes as a security measure. Your account will automatically

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Login

* User Name [Change your password](#)

* Password [Forgotten your User Name or Password?](#)

[Register New User \(Create an Account\)](#)

To register, in the relevant section enter your preferred Username, Password, email address and click Register. An email will be sent to your nominated email address with instructions detailing how to activate your account and complete your application.

Figure 1-2

Please note that you need to enter all the characters of your password, this includes any full stops, blank characters or other special characters that you have entered in your password.

1.3. Changing your Password

You can change your password at any time just by clicking on the link, "Change your password". You will have to enter your username and current password, as well as your new password. If your User Name and current password is correct then your password will be changed and a Confirmation email will be sent to you.

1.4. Forgot your Password or User Name?

Should you have forgotten your User Name or Password just click on the link, you will need to enter your registered email address. An email will be sent to your registered email address, this is usually your Primary Email address, but if your Primary Email address has not been validated it will be to your last Primary Email address that was validated.

The email will contain information regarding all the accounts linked to the

entered email address. You can reset the password by clicking on the Password Reset link for the relevant account.

2. Complete the On-Line Application

The Application form consists of 9 tabs (pages) for a Venturer and 13 for a Rover, Leader, or other Adult. Figure 2-1 shows the first tab that is required. You must complete all the information on this page and then move on to each subsequent page. Note, it is not possible to save the information on the page (or to move on) unless all the mandatory information has been entered. Mandatory Information fields are indicated by the tag being highlighted with an asterisk.

SCOUTS NZ ignite'23 MAYFIELD 15TH NZ VENTURE

Personal
 ID Photo
 Medical
 Next of Kin
 T-Shirt
 Expeditions
 Transport
 Consent
 Status

Personal Details

Please enter general information about yourself onto this form.
Any field labelled with an * and bold is mandatory and you will not be able to proceed unless it is completed.

Registration Number: 00018 || Venture ID: Pending

General Details

* First Name
 Other Names
 * Last Name
 Preferred Name

* Country

* Residential Address
 * Postal Address

* Suburb
 * State
 * Post Code
 * Suburb
 * State
 * Post Code

* Phone - Home/Cell
 Phone - Work
 Phone - Cell
 * Primary Email Awaiting validation

Religious Affiliation
 * Date of Birth
 * Gender
 Alternate Email

For all Venturers your Primary Email address must be your Parents'/Guardians' email address.

Scouting Details

* NSO or Branch
 Membership #
 * Scouting Role
 * Formation (Unit)

You are logged in as: wendy - youth

You will not be able to submit or print your application until you have uploaded a photo.

Figure 2-1

The personal data must be completed fully prior to continuing, this will create your application in the system, if this is not saved you are not able to continue.

The tabs that are required are:

2.1. All Applicants

Tab	Explanation/Detail
Personal	Your personal details such as name, address, contact phone numbers, etc.
ID Photo	You are required to upload an ID photo of yourself; this will be used on your ID tag. The photo should be similar to a passport photo and only include your head and shoulders. Refer to the Photo Guide that can be downloaded on this tab for further information to assist you with selecting a photo.
Medical	This tab includes basic medical information as well as specific information to assist the doctors on site should you require their assistance. This tab also contains information that will assist the catering team to meet any of your dietary needs.
Next of Kin	The names of two people that will be contacted in an emergency. Both people must be contactable during the ignite'23.
T-Shirt	Each participant will be issued with a T-Shirt, therefore the Organising Committee needs to know your size. Please note that it is advisable to remember that you may grow before the event. Refer to the T-Shirt sizing guide that is downloadable from this tab for instructions on how to assess your size correctly.
Expeditions	As part of the Venture you will participate in an Expedition, this tab is only required if you are a Youth participant (ie Venturer) or a Leader who has selected "Line Leader" as one of your job preferences. If you meet either of these criteria you will need to put in three preferences for your expedition. You will be allocated to expeditions just before the Venture.
Transport	For planning purposes the Venture Organising Committee need to know how participants are travelling to and from the event and whether they will need assistance with this.
Consent	All event participants are required to agree to the terms and conditions of the event and attest that the personal information they provide is accurate. Parents or Guardians will also be asked to consent for participants under the age of 18 years and this will be sought once the application form is submitted
Status	Lists the status of your application, including what payments have been received by the Contingent. Also the Activity Consent information is listed on this tab. NB: Once the application has been submitted this is not changeable by the applicant.

2.2. All Applicants

Tab	Explanation/Detail
Leader/Rover Info	Basic information about your role as a Leader. Also if you have already been allocated a job during the event please enter this information here.
Skills/Job	Skills that you may have that could be useful to the Organising Committee for allocating a role at the event, your job preferences are also contained in this tab. Once your Job has been allocated it will also be displayed on this tab.

Qualifications	Any relevant qualifications that you may hold which could be useful to the Organising Committee.
Experience	Any experience at previous major events.

Each tab has a small "traffic light" against it to show you the status of that page.

- White: You have not completed the page.
- Amber: Whilst you have entered some data there is still some missing data that will need to be completed before you can submit your application.
- Pale Green: You have not completed this page but there are no Mandatory fields on the page.
- Green: You have completed this page.

2.3.Errors and Warnings

2.3.1. Errors

All Mandatory data must be completed when the form is saved, if there is any missing mandatory data an Error Message will be displayed at the top of the screen. The following is an example of an error showing which fields were not completed.

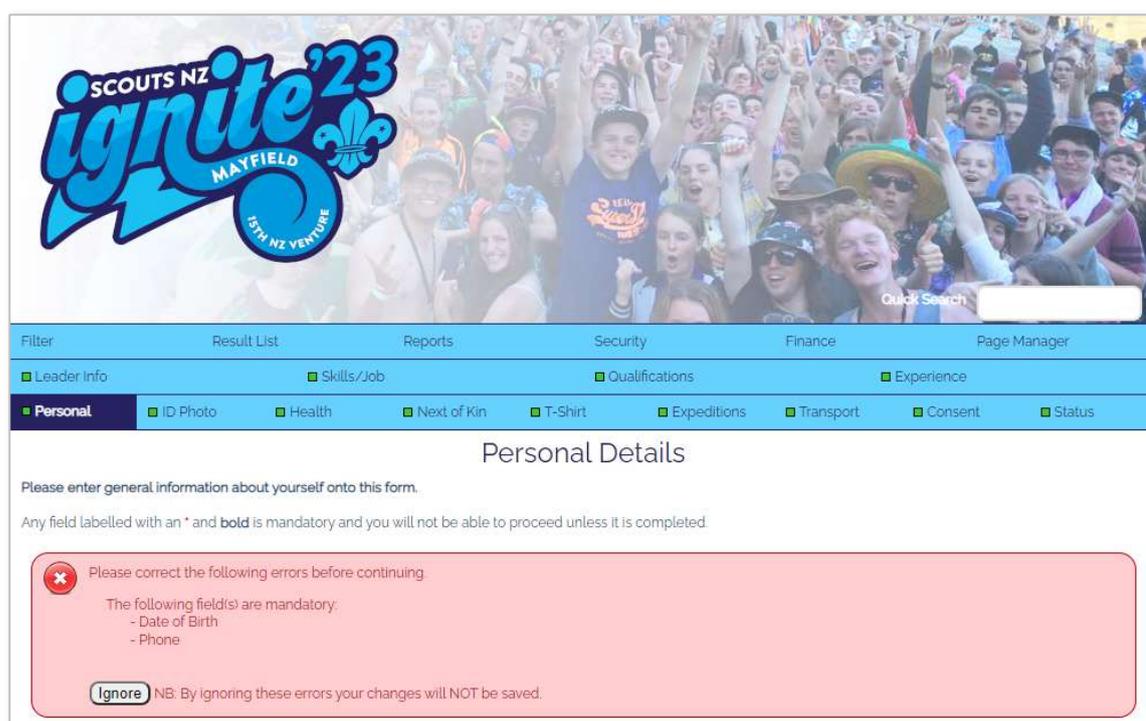


Figure 2-2

All that is required is for the data to be completed and then re-saved.

If you do not know the data, or do not want to fill it is at this point in time then you can click on the "Ignore" button in the error message. This will mean that none of the changes that you may have made on the page will be save, but you will be able to continue to the next page.

When creating an application the personal data page must be fully completed and saved, the error is slightly different for this page:

SCOUTS NZ ignite'23 MAYFIELD 15TH NZ VENTURE

Personal ID Photo Health Next of Kin T-Shirt Expeditions Transport Consent Status

Personal Details

Please enter general information about yourself onto this form.

Any field labelled with an * and bold is mandatory and you will not be able to proceed unless it is completed.

✘ Please enter all the required information to enable your application to be created. You cannot continue until this page is completed.

The following field(s) are mandatory:

- First Name
- Last Name
- Address
- Town/City
- Post Code
- Postal Address
- Postal Town/City
- Postal Post Code
- Date of Birth
- Gender
- Phone
- Role
- Formation

NB. By clicking "Logout" your changes will NOT be saved.

Logout

Figure 2-3

As with the other errors all that is required is to complete the missing data and then re-save the page. The difference though is that you can not just ignore the message and continue. If you cannot complete the basic personal data you will have to log out. **Note: No data will be saved.**

2.3.2. Warnings

Any data that is mandatory when the application is submitted but not yet completed will generate a warning message.

SCOUTS NZ ignite'23 MAYFIELD 15TH NZ VENTURE

Personal ID Photo Health Next of Kin T-Shirt Expeditions Transport Consent Status

Personal Details

Please enter general information about yourself onto this form.

Any field labelled with an * and bold is mandatory and you will not be able to proceed unless it is completed.

! The following field(s) are mandatory, you will be able to continue but you will not be able to SUBMIT your application until they are completed.

- Membership #

OK

Figure 2-4

If the information is known update the information and res-save, otherwise click "OK" to continue, any unsaved data **WILL BE** saved. Note: You will not be able to submit your application until this data is completed.

3. Submit the Application

Once all the mandatory information has been completed you will be able to "Submit" the application. Clicking the "Submit" button before all the information is entered will show you what information is missing.

Once your application has been submitted you will receive an email confirming the receipt of your application. You must follow the information included in this email, especially the details around payment, as your application will not progress to the next approval stage until your payment has been received.

4. Return and check the Application Status

You can return to the system to check on the status of your application, all you have to do is to log back into the system and go to the "Status" tab.

You will be able to see at what stage your application is and all monies that have been received. There are seven stages at which an application can be set.

Stage	Explanation/Detail
Initial	The applicant has started the application but has not entered all the information.
Submitted	The application has now been submitted, but the paperwork and deposit has not been received.
NHQ Approved	The Contingent has approved the applicant as a member of the Contingent, Australian Contingent Only.
NHQ Rejected	The Contingent has rejected the applicant as a member of the Contingent, Australian Contingent Only.
VOC Accepted	The application has been accepted by the Venture Executive Committee.
VOC Rejected	The application has been rejected by the Venture Executive Committee.
Withdrawn	The applicant withdrew the application, after paying a deposit.
Not Proceeding	The applicant is not proceeding and did not pay a deposit.

5. Change of details

You can change any of the details after the application has been submitted. It is encouraged that as your circumstances change that you update the information on the system. The only details that cannot be changed after the application has been submitted are the Activity Permissions/Consents. If these require changing you will need to contact your contingent via either email or letter.