

## **Making the Application**

Applicable to Group Leader, Deputy Group Leader, Group Secretary and Section Leader.

1. Log onto my.scouts.ie.
2. Click “Manage Group”.
3. Click the “Events” Tab and select “Camps”.
4. Click “+New Camp Application”.
5. Fill out the information as required on the screen,
  - ‘Section’,
  - Camp type – ‘International’
  - Start and end date.
  - Number of Scouts attending
  - Number of Scouters attending
6. Enter the name of the Camp Leader, (once you have selected the name of the Camp Leader, this name is automatically added to the list of adult members)
7. Enter the name of the First Aider, (once you have selected the name of the First Aider this name is automatically added to the list of adult members)
8. Enter the names of all youth members, only members of the Cub Section may be entered into a Cub section Camp Application, only Scout section members in a Scout Section Camp application etc.
9. Enter the names of the adult members (the list will already show the names of the Camp Leader and the First Aider)
10. Enter the name and address of the Camp Venue.
11. Enter the name, contact phone number, and email address of the person who will be acting as Home Contact Person for the duration of the Camp.
12. Enter details of the ‘Shared Scouting Experience’ or the ‘Service/Partnership Project’ that will be part of the camp programme.

**If you do not have the finalised correct information, click “Save Application” and you can return to the application at a later date.**

**When your application information is finalised and correct click “Submit for Approval”**

**It is not possible to edit a Camp Application once it has been submitted for approval.**