

Mid Cornwall Scouts – Event Booking instructions

Please see below our event booking instructions, these are the same for all our events but note the extra parts below for Coast2Coast and the Cub Challenge.

Note the software is called EventBoo

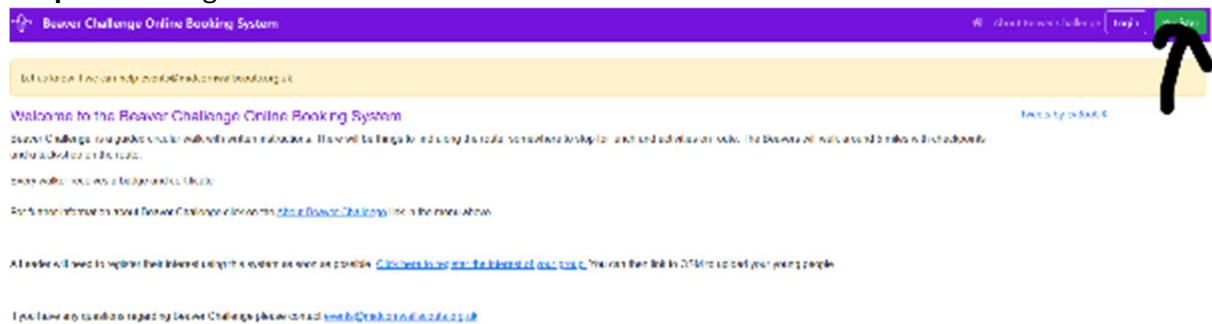
We also have some additional instruction for [parents here](#), that you can forward to them directly.

<https://midcornwallscouts.org.uk/wp-content/uploads/2026/04/Parents-event-instructions.pdf>

Registration

Step 1 Register for the correct event: <https://bookings.midcornwallscouts.org.uk/ChooseEvent>

Step 2 Click Register



Beaver Challenge Online Booking System

https://bookings.midcornwallscouts.org.uk

Welcome to the Beaver Challenge Online Booking System

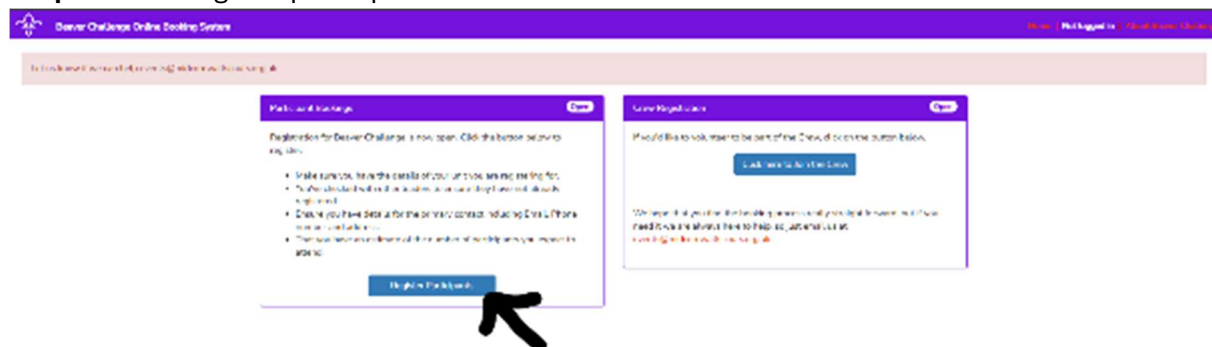
Beaver Challenge Online Booking System is a free online booking system for all our events. It is a web-based system that allows you to book and manage your bookings. The Beaver Challenge Online Booking System is a free online booking system for all our events. It is a web-based system that allows you to book and manage your bookings. The Beaver Challenge Online Booking System is a free online booking system for all our events. It is a web-based system that allows you to book and manage your bookings.

For more information about Beaver Challenge click on the [Beaver Challenge](#) link in the menu above.

All users will need to register their interest using this system as soon as possible. [Click here to register for the event of your choice](#). You can then link to this to spread your booking people.

If you have any questions regard Beaver Challenge please contact scouts@midcornwallscouts.org.uk

Step 3 – Click register participants:



Beaver Challenge Online Booking System

https://bookings.midcornwallscouts.org.uk

Participants

Registration for Beaver Challenge is now open. Click the button below to register.

- Make sure you have the details of your group booking in the form.
- You will need to fill in the details of your group booking in the form.
- Ensure you have details for the person to contact regarding the booking.
- The person to contact should be the person who is responsible for the booking.

User Registration

If you'd like to volunteer to be part of the Beaver Challenge, please click the button below.

Log In

Step 4 – Input your group details using the drop downs and also set up a username and password – You will need this every time you log in, and a new one for each event if you are using multiple events(You can set them all the same). Note this login is to manage the booking so the person booking does not need to attend the event and wont be charged:

Address in Group

Name:

 Surname:

 Title:

Workplace

First name:

 Surname:

 Email Address:

 Office Email Address:

 Mobile Address (optional):

 Phone Number:

 Work Phone:

 Address:

 Town/City:

 County:

 Postcode:

Employment Reference

Letter Reference:

 Password:

 Verify Password:

Additional Facilities

Number of Rooms:

 Number of Adults (Age 16+):

 Number of Young People (Ages 11-15):

We ask for your approximate numbers on booking

Additional Facilities

Book a Car:

 Payment:

 Verify Payment:

Enhanced Participation

Number of Rooms:

 Number of Adults (Age 16+):

 Number of Young People (Ages 11-15):

Comments

Stay in Touch

We will send you an email about your booking and we will contact you if we need any more information. You will also receive a confirmation email when you have booked your stay.

Yes, please. I'd like to hear more about your services and offers.

No, thanks. I don't want to hear more about your services and offers.

I'm not sure. Please contact me.

I don't want to hear more about your services and offers.

I don't want to hear more about your services and offers.

I don't want to hear more about your services and offers.

I don't want to hear more about your services and offers.

You will receive a confirmation email and a confirmation screen like below



Let us know if we can help events@midcornwallscouts.org.uk

Thank you for Registering

Your Registration Number for this event is **33608**.

Thank you for showing your interest in Beaver Challenge. Your details have been accepted and you should receive a confirmation email shortly.

Don't forget your registration is not complete until we have received your payment. Please forward your payment as described in the email attachment as soon as possible.

Your payment should be made using the following details:

Mid Cornwall Scouts
30-91-91
40460968

BC Beaver Challenge 🗨️ < Reply << Reply all >> Forward 📎 ...

To: Mid Cornwall Events Tue, 4/7/2025 9:24 AM

High Importance

Thank you for registering for Beaver Challenge.

Your Registration ID is 33608.

Please retain this email which includes your Registration ID. We recommend you securely record the username and password you've selected as you will need to use these details to login to the booking system and enter the details of all the participants, leaders etc attending the event.

You now need to register the details of all your participants, leaders and helpers.

Thanks for registering!

The Beaver Challenge Team

You will need Acrobat Reader to read the attachment which can be downloaded free from <http://get.adobe.com/acrobat/>

< Reply > Forward

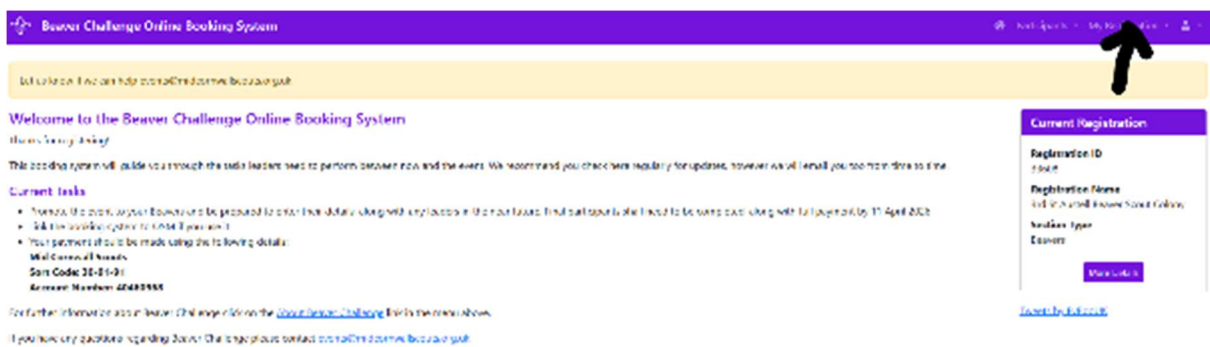
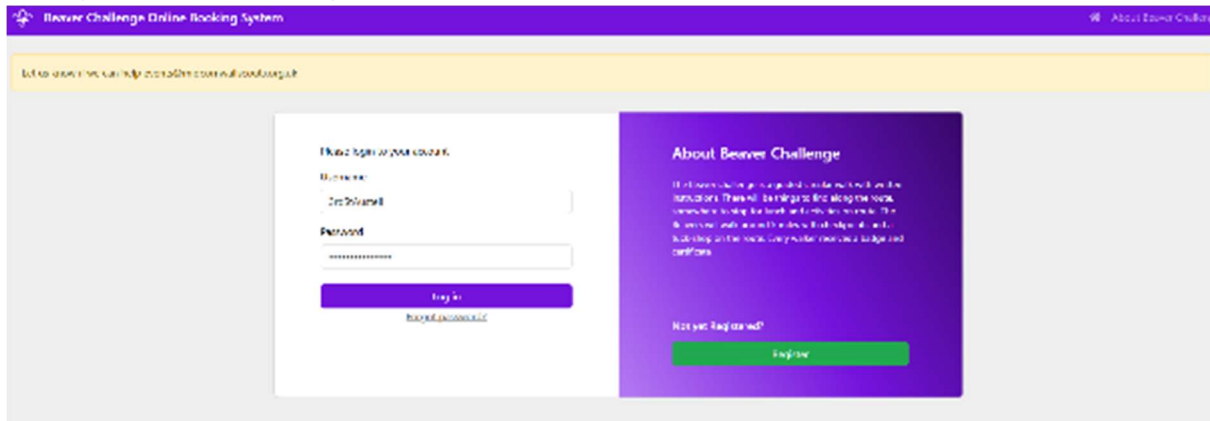
Login and provide info of attendees:

Step 1: Return to the same screen as before

<https://bookings.midcornwallscouts.org.uk/ChooseEvent>

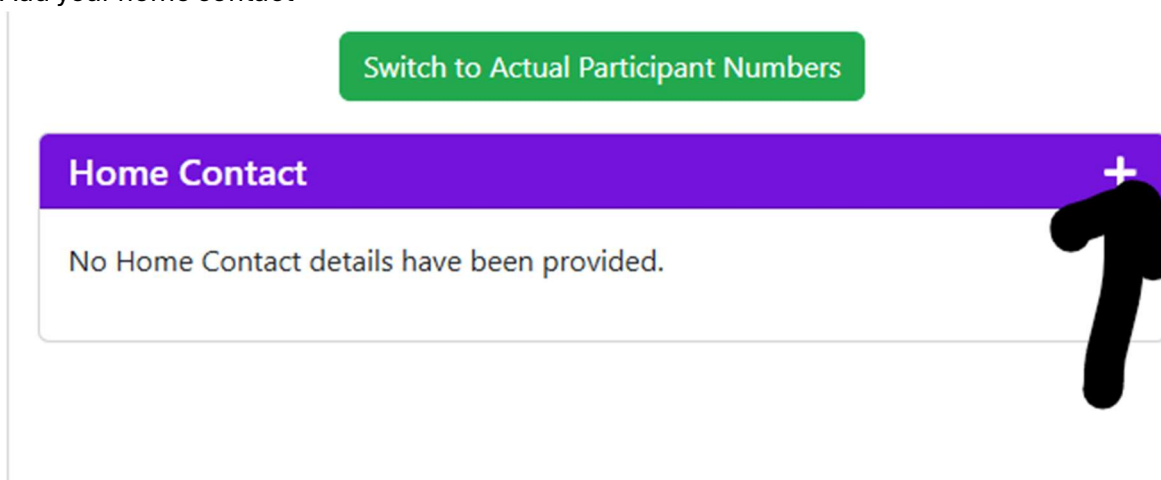
Click login

Enter your username and password:



Step 2 click on registration:

Add your home contact



Let us know if we can help events@midcornwallscouts.org.uk

Submit Home Contact Details for 3rd St Austell Beaver Scout Colony

Name

Membership Number

Telephone Number

Mobile Phone Number

Email Address

Confirmation that the home contact has been briefed on their role and responsibilities and has confirmed their understanding of the role.

Step 3 – Add your participants:
go to actions and manage participants

Beaver Challenge Online Booking System

Let us know if we can help events@midcornwallscouts.org.uk

Registration Details for 3rd St Austell Beaver Scout Colony

[Details - Complete](#)


| Registration Details | Participant | Actions |
|--|-------------|---|
| <p>Registration ID 12330</p> <p>Registration Name 3rd St Austell Beaver Scout Colony</p> <p>Organisation Scouts</p> <p>County Cornwall</p> <p>District Mid Cornwall</p> <p>Section Type District</p> <p>Section Name 3rd Colony</p> | | <p>Registration Primary Contact</p> <p>Username 3rdstau123</p> <p>First Name Dor</p> <p>Surname Parker</p> <p>Email Address 3rdstau123@midcornwallscouts.org.uk</p> <p>Telephone 07720 12 123</p> <p>Mobile Number 07720 12 123</p> <p>Website www.3rdstau123.org.uk</p> <p>View Payment Summary Manage Participants</p> |

Step 4– Add your participants manually using the green buttons or automatically through OSM pressing the OSM logo highlighted in Yellow.

Let us know if we can help events@midcornwallscouts.org.uk

Participant Details

[Export Participants List](#)

 **3rd St Austell Beaver Scout Colony (13848)**

Beavers [Add Beavers](#)

| First Name | Surname | Date of Birth |
|------------|---------|---------------|
| | | |

Young Leaders [Add Young Leaders](#)

| First Name | Surname | Date of Birth |
|------------|---------|---------------|
| | | |

Adults / Helpers [Add Adults / Helpers](#)

| First Name | Surname | Date of Birth |
|------------|---------|---------------|
| | | |

Children (Non Participating) [Add Children \(Non Participating\)](#)

For OSM – Click link to OSM

Beaver Challenge Online Booking System Participants

Let us know if we can help events if you are having trouble booking it.

OSM Status

Registration Linked to OSM No

Last OSM Sync Not Synced


OSM Auto-Sync Enabled No

Number of Linked Participants 0

[Return to Participants Summary](#)

3rd St Austell Beaver Scout Colony (33608)

Link to OSM



Work through the wizard using your OSM details:

Beaver Challenge Online Booking System Home | Ben Powell | Logout

Let us know if we can help events if you are having trouble booking it.


Online Manager Help | Settings | Logout

We are about to connect to Online Scout Manager, a third party system for managing your beavers. Before attempting to link please ensure that you are already a user of Online Scout Manager and that you have already created an account for Beaver Challenge in Online Scout Manager.

Once you have finished linking to Online Scout Manager, the Booking System will refresh so your members that are tracked as attending within the above event in Online Scout Manager. This will result in all your own members that are linked to your manager details. This will include: Name, Location, and that they will not be included in the booking system. If you are not a user of Online Scout Manager, please contact your local Scout Group.

Do you want to link to Online Scout Manager? [Yes](#) or [No](#) [Return to Participants Summary](#)

Next | Cancel



Log in to EvBeaver-Mid Cornwall Scouts with your OSM credentials.

EvBeaver-Mid Cornwall Scouts will receive your full name, email address, profile image and the following access to your sections:

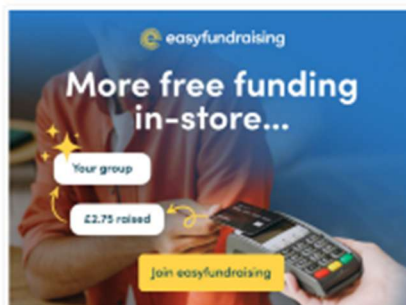
- Events - Read only access
- Members - Read only access

Email

Password 👁

LOG IN

[RESET PASSWORD](#) [CREATE ACCOUNT](#)



Pick your section:

Beaver Challenge Online Booking System to save your password to Google Firebase Manager, click the key

Let us know if we can help events@midlesexscouting.org.uk

Select Section Steps: 1 2 3 4 5 6 7 8 9

Select the correct section to link and click Next.

Beavers (1st St Austell)

Beavers - Wednesday (1st St Austell)

If you only have one beaver section in your Group and it is selected above click Next. Otherwise select the correct section from Online Scout Manager and then click next.

Pick your event:

Beaver Challenge Online Booking System Home | B

Let us know if we can help events@midlesexscouting.org.uk

Select Event Steps: 1 2 3 4 5 6 7 8 9

Select the correct event from the list and click next.

Beaver Challenge

We found the following Events in Online Scout Manager, please select the one that relate to Beaver Challenge and click next.

Get your adults and young people to sign up through OSM as normal.

IF you do not wish to use OSM add people directly use the green button and add their basic details:

Beaver Challenge Online Booking System Home | B | See Postcard | Add Child

Let us know if we can help events@midlesexscouting.org.uk

Review Details

First Name:

Surname:

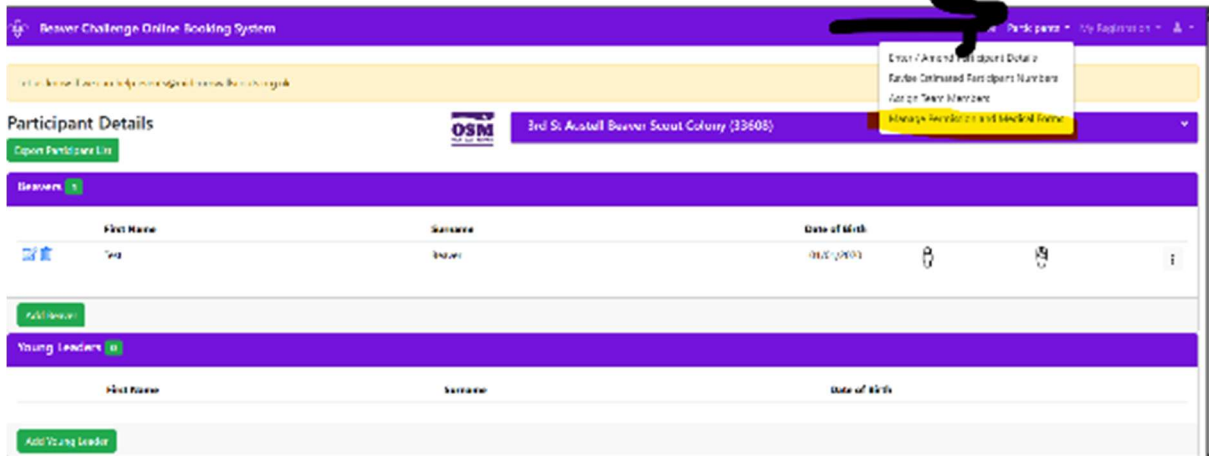
Date of Birth:

Medical conditions:

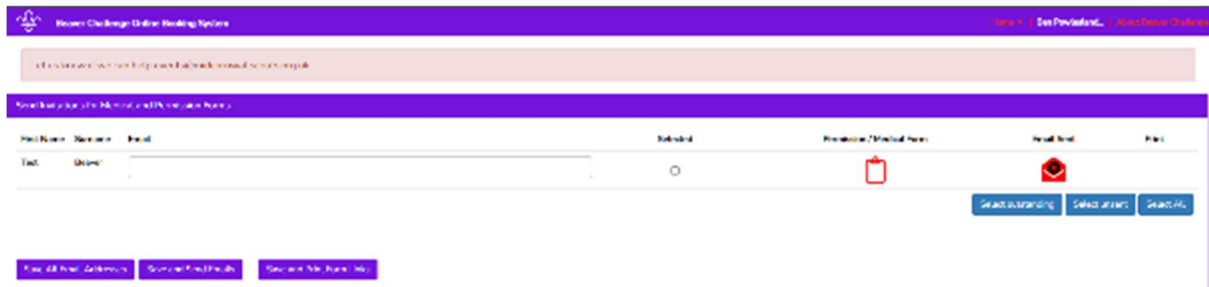
Gender: Male Female Unspecified

Step 5 – Once you have added the young people and adults you need to request their medical forms are completed – note for catered events this is also the link for people to add food choices:

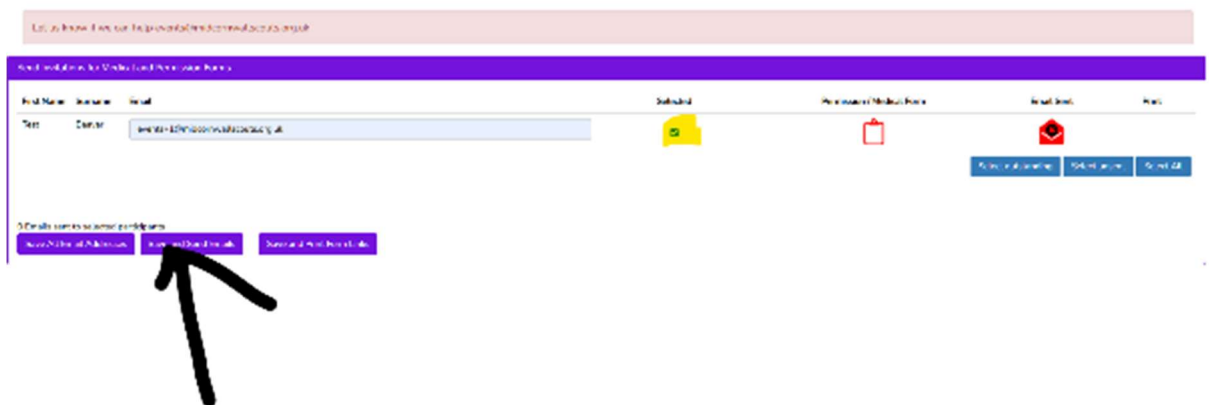
From the participants menu select: Manage permission and medical forms



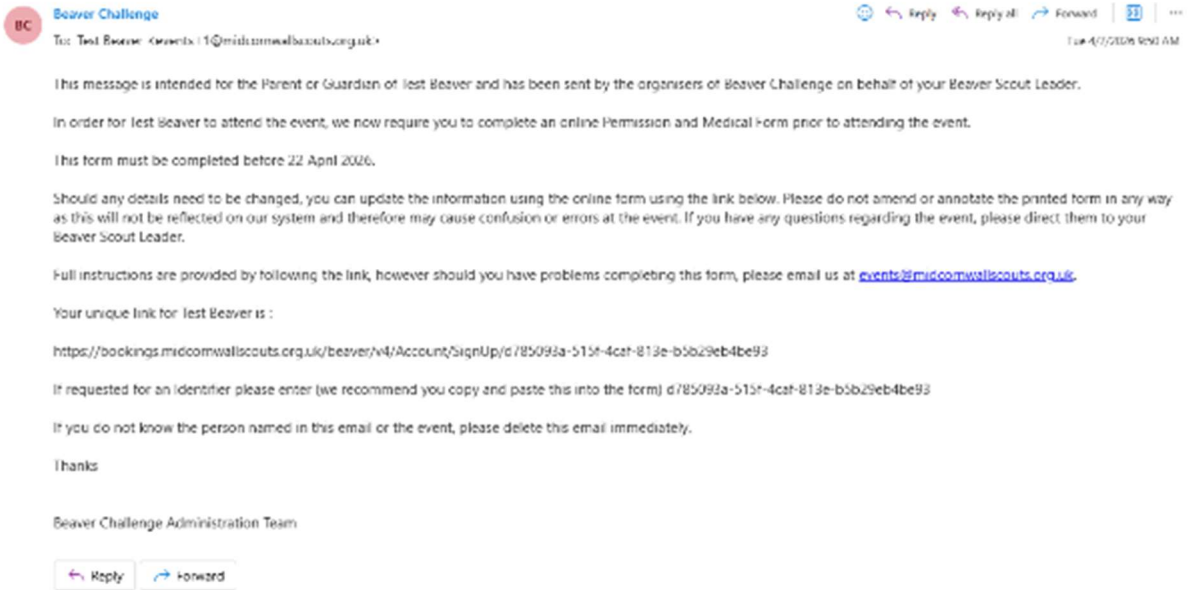
If using OSM the emails will already be complete – if manually entering participants you will need to add the email addresses



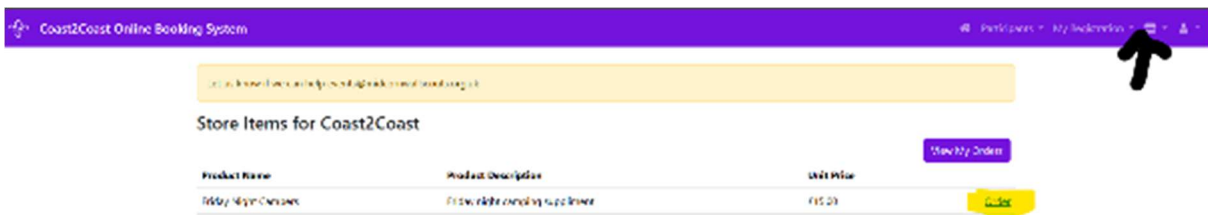
Select the people you want to send too and press the – Save and Send emails button



The Email sent logo will turn green and the email will save parents will receive the email below:



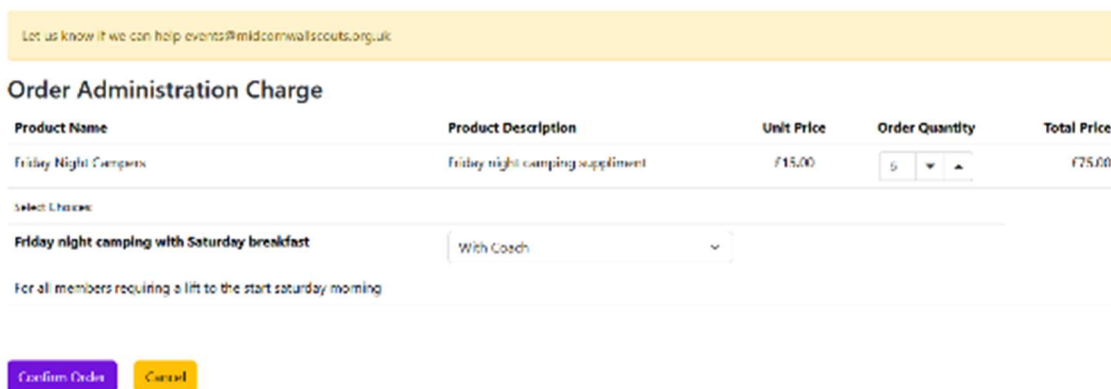
Step 6 - Coast to Coast only - Please visit the online shop and book Friday night camping and bus tickets for Saturday morning (£15.00 surcharge)



Click on the shop logo

Click on Order

Select the number of Friday night campers you have – with or without a coach seat. If you have a mixture please place two orders one of each type:



If you click on view orders you will be able to see your Friday night options and the food bookings for your young people:

Coast2Coast Online Booking System

List of Orders for 3rd St Austell Scout Troop [33468]

| Order Date | Participant Firstname | Participant Surname | Product Name | Friday night camping with Sunday breakfast | Quantity | Unit Price | Total Price |
|------------|-----------------------|---------------------|-------------------|--|----------|------------|-------------|
| 02/04/2020 | | | Troop Night Camps | No Coach | 4 | £10.00 | £00.00 |
| 02/04/2020 | | | Troop Night Camps | With Coach | 10 | £10.00 | £100.00 |
| Order Date | Participant Firstname | Participant Surname | Product Name | Saturday night dinner | Quantity | Unit Price | Total Price |
| 02/04/2020 | Ben | WJ | Saturday Dinner | Full Dinner | 1 | £0.00 | £0.00 |
| Order Date | Participant Firstname | Participant Surname | Product Name | Friday night camping with Saturday breakfast | Quantity | Unit Price | Total Price |
| 02/04/2020 | | | Troop Night Camps | With Coach | 5 | £17.00 | £85.00 |

Payment Summary

Back to my order

Step 7 – Payment

Click on my registration and Payment:

Coast2Coast Online Booking System

Participant - My Registration

Payment Status

Registration ID: 33468

Registration Name: 3rd St Austell Scout Troop

Section Type: Scouts

Submit as Enhanced Participant Number

Participant Summary

| Type | Valid Period | Team Type | Total |
|------------|--------------|------------------|-------|
| Full Board | 2020-2021 | No Team Assigned | 0 |

Payments Received: 0

| Payment Reference | Date | Payment Made By | Payment Type | Method | Processed By | Amount Received |
|-----------------------|------|-----------------|--------------|--------|--------------|-----------------|
| No payments received. | | | | | | |

Payments Due

| Type | Payment Name | Due By | Amount |
|----------------------|-------------------|------------|---------|
| Admin/Station Charge | Troop Night Camps | 02/04/2020 | £00.00 |
| Admin/Station Charge | Troop Night Camps | 02/04/2020 | £100.00 |
| Admin/Station Charge | Troop Night Camps | 02/04/2020 | £75.00 |
| Attendance Fee | Attendance Fee | 17/04/2020 | £20.00 |

Make a payment before Friday 17th April to

Mid Cornwall Scouts

Sort Code: 30-91-91

Account Number: 40460968

Any payments received will be shown on here in the form of a receipt.

Step 8 – Putting members into teams:

Click on Participants and assign team members:

Coast2Coast Online Booking System

Participants

Search

Find / Assign Participant Details

Back to my order / Participant Number

Go to my order / Members

Manage my order / Members

Current Registration

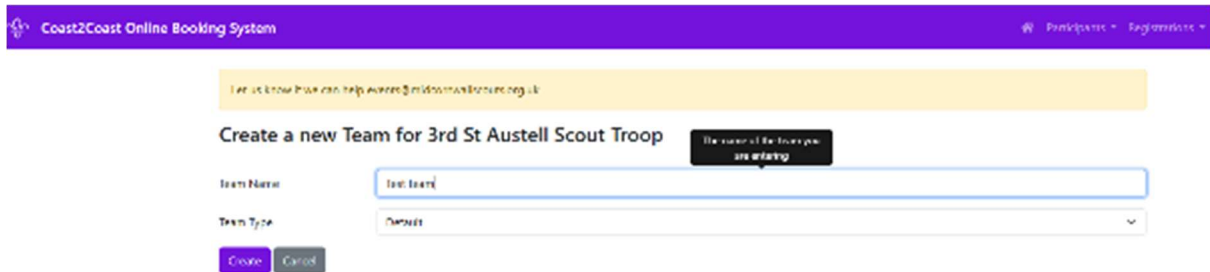
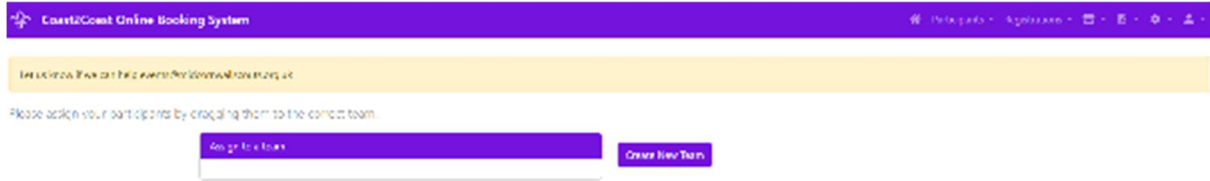
Registration ID: 33468

Registration Name: 3rd St Austell Scout Troop

None Selected

View as: 000000

Click Create new team – create the number of teams you need



Drag participants into the team – Adults and young people:

