



APPLICATION PROCESS

2019

Please read carefully so that the process is as smooth as possible and correctly completed.

This year there is a new way to apply to be a member of Comedy Capers Gang Show. In line with Scouts SA, CCGS will use the online registrations system in place of application forms for all members. CCGS Admin has trialed the system last year with considerable success, and we look forward to streamlining the process for you. Unfortunately, it is not possible to use the system on your phone just yet. There is a link on the registration website with additional instructions, should you encounter any problems. **To apply for Comedy Capers Gang Show, you need to complete 2 steps.**

Step 1—Registering For Auditions - Cast only

1. Follow the link to Trybookings. The link is: <https://www.trybooking.com/YEPU>
2. Register and select one audition session. **Each person attending the audition must have a separate booking in their own name please.**

You will receive a confirmation email from Trybookings, but you will not receive an additional email to confirm your booking from CCGS. Just come on the day and time you have booked. We will be expecting you and you will not need a ticket.

Step 2—CCGS Membership Application Process - Cast and Crew

Below are the steps for completing the Online Application Form. NOTE: If you are unable to do this electronically, please contact CCGS Admin and we will assist you to complete the process at auditions. Please arrive with enough time to do this.

1. Follow the link to access the Scouts SA online registration system. The link: <https://sasas.sa.scouts.com.au/login.asp>
2. If you are already registered with the system, log in. If you are a new user follow the prompts and register. It's easy! (Make sure your password is at least 8 characters and has a Capital letter, number, lowercase letter and a symbol) All members of CCGS in 2018 were registered on this system. If you do not know your log in contact Admin.
3. Work your way through the questions, ensuring that you answer all questions with a red*. These are compulsory.

The **Personal** page:

- Everyone must use SA for the "Branch" field, except members of Guides SA. You can select the option of Guides.
 - If you are unsure of your membership number, please type in [Unknown]
 - Your Scouting role is what you normally do in Scouting—if you don't hold a designation use [Other Adult]. For the formation, use your scout or guide group if you cannot find it or don't have a group select [Comedy Capers Gang Show]
- SAVE** this page before moving to the **Medical** page.

The **Medical** page:

- For the Medicare number, you must include the reference number for you individually. These are printed next to each individual name on your Medicare card.
 - If you are unsure of your tetanus injection date, please type [Unknown]
- SAVE** this page before moving on to the **Emergency Contacts** page.

The **Emergency Contacts** page:

- You will need two different Emergency Contacts, and for cast and crew members under 18 we request that one is NOT a parent.

The **Comedy Capers** page:

- Select either *cast* or *crew*. Only crew need to make a selection about which department they wish to join. Cast leave this blank.
 - You **DO NOT** need to complete the Auditions page. Please leave it blank.
 - Lastly, enter the years you have been in CCGS (the number of years you have on your woogle). If this is your first year, type in [1].
- SAVE** the information again, before moving on to the final page.

Only complete the **Leader** Page, if you are a leader. Leaders need to select SA Police Clearance and complete the data if you have it. The detail fields are not compulsory.

- Complete the final page **Status**. Click on the [Submit] button and press **SAVE** again to be sure.

4. **Finally**, print out a copy of your application (4 pages), sign the form on page 2 & 4. Cast & crew under 18years require a parent to sign. **Bring it with you to auditions or hand to Admin.**

If you have any problems, please email: terri_scanlon@aami.com.au or mobile 0417 436 518