



North Leigh 18 Mile Hike – EMS Booking Process

This is aimed to be an aid to helping our participants book a place on our hike using our new booking system called Scout EMS.

- Click on the “BOOK EVENT” link at the top page of the NL18 Website (www.nl18.info)
 - This will take you to the Scouts EMS website
- Click on the “Event” from the menu across the page
- Select “OPEN” on the tab for NL18 Hike
- Select “BOOK NOW!” to take you to the detail page to be filled in:
 - Complete the requested details into the list of boxes.
 - One person needs to be the ‘Administrator’ in-order to make the booking for each team or for each section only. This is to help with the invoice / payment process. If you have one ‘Administrator’ for you whole Scout Group, that administrator will be the only person that can make changes on the system up until the event closes.
 - Ensure you read the ‘Terms & Conditions’ (available on our website www.nl18.info in document download section) for the NL18 Hike before clicking in the box.
 - An account will be created for you to log into EMS.
 - You will see a Dashboard for you booking allowing you to enter participant, see any payments made, add leaders and share the booking.
 - To add a participant, you will need to enter their name and an email address for them.
 - An email will then be sent to registered participants asking them to create an account so all their details can be added to EMS (includes health forms, contact details etc). The Administrator for the Section, Team or Group will be able to log in and monitor progress of individuals registration until the event registration closes. After this date, changes can only be made upon special request to the Event Team via email.
 - Invoices are generated via EMS and are to be forwarded to Group Treasurers for payment or paid by individual teams or sections using the Invoice reference as payment reference. Any payments made are recorded on EMS which you can also track by the Administrator under the created account
 - You will also be able to see if individual participants have completed forms their details on the EMS System
 - If the details are incorrect, the Administrator can change any details, for instance if the email is wrong.
- The Administrator can log in at anytime until the closing date to check progress of those participating within the process of registration.
- Walkers can be put into teams just before the NL18 Hike – The form can be downloaded from our website in the ‘document download’ section (www.nl18.info) for completing by all team in the week before the start date of the NL18 Hike.
- Each Group booking onto the NL18 Hike will need to provide a least one person to help support the event for the whole day. If you cannot provide a person to help, you will not be permitted to take part in the event.
- Select the “STAFF BOOKING” to enter those helping details. This will follow the same process as a ‘Participant’ on the Scout EMS System.

If you have any questions or problems with the booking-in process, please email the organisers at

team@nl18.info or visit our website and contact us there.