

This guide will help with:

- 1 The St John Ambulance Youth Onboarding Portal
- 2 The journey and checkpoints
- 3 What happens once onboarding is complete
- 4 Who to contact for further assistance

Our Badger and Cadet Programmes

There are lots of ways that young people can get involved with St John Ambulance, having fun, learning important life skills, and even volunteering.

Badger Setts and Cadet Groups are our longest standing programmes for young people, offering activities, education, and first aid training for anyone between 5-17.



Need help?

Contact Us:



youthadmin@sja.org.uk

Our onboarding system will notify you throughout your onboarding journey, so please look out for emails from '**St John Ambulance Youth Onboarding**'. If your young person is approaching the maximum age for our programmes, we will be in contact to let you know the options available to you!

Want to volunteer as a youth leader and help us increase our youth offering?

Take a look:



<https://www.sja.org.uk/get-involved/>



ONBOARDING YOUTH INTO

St John
Ambulance



A PARENT/GUARDIAN GUIDE



www.youthonboarding.sja.org.uk

Onboarding your Young Person

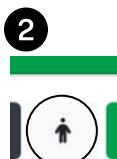
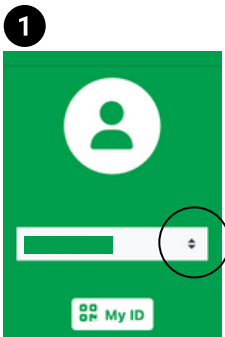
Once navigating to: youthonboarding.sja.org.uk

- You can **'Browse Groups/Setts'** to see where we are in the country and what we offer in your local area
- You'll then need to **'Create Account'** This step is all about your information (the parent/guardian of the child you are onboarding)
- You can then go onto **'Family Member Registration'** by adding a family member (you can complete this form multiple times if you intend to onboard more than one child)

Note: If you can't locate the family member registration form, you'll find it by clicking **'My Profile'** on the left hand side of your screen, and scrolling to the bottom to find the **'Add Family Member'** button

You are then ready to add your young person to a waitlist. Make sure to:

- **'Impersonate'** your young person by clicking on your name on the left hand side of your screen and then selecting their name (1) OR navigating to **'My Profile'**, scrolling to the bottom and clicking the person icon next to your young persons name (2):



The Onboarding Journey and Checkpoints



Selecting Your Group/Sett

When entering the age of your young person, it will allow you to add them to a Badger or a Cadet waitlist by clicking **'Groups/Setts'**, **'Apply Now'** and **'Apply'**

Note: Use the search function to look around your local area



On The Waitlist

You'll receive an email to confirm you are on the waitlist.

Note: You can add a young person to multiple waitlists



Invited to a Taster Session

When you reach the top of the waitlist, you'll receive an email inviting you to a taster session. You'll need to **'Confirm'** or **'Withdraw'** for the proposed date. Confirming will let our youth leaders know you'll be at the session, withdrawing enables them to get in contact with you to discuss a new date or next steps



Attending a Taster Session

Our volunteers will make sure you have a great first session with us! Once you have decided that our youth programme is right for you and your young person, you'll be progressed in the system onto the **'Registration'** step. You will be emailed asking you to log back into the system for the next steps



Registration Forms

There are two forms for you to complete within the onboarding portal. The **'Medical Form'** will ask you to enter some information about your young person so that we can ensure they are safe and supported whilst with us. This will include emergency contacts (which might be different to your details you added in your profile) Then you'll need to complete the **'Financial Assistance'** form.

Note: Make sure you are in **'Dashboard'** and then click **'View'** next to the unit you are onboarding onto to find the forms

 Dashboard

 View



Subscription Payment

If you selected that you require financial assistance, you'll be notified if the request is accepted, and if its unsuccessful, you'll be contacted by a member of our team to discuss next steps

If you selected that you did not require financial assistance, you'll receive an email from rosterfy@noreply.co with a link to our subscription portal where you can set up an monthly or annual direct debit

Note: Once selecting **'Monthly'** or **'Annually'** make sure to click on the amount so you can progress onto entering your bank details for payment

You have then successfully onboarded with us and your young persons details will be transferred over to our people system and our volunteers will give you everything you need to have a great time as a St John Ambulance Badger or Cadet!