

2) A Typed Programme Attached as a Document -

A document file containing the programme can be attached to the visit. **Please see the example below.**

Before attaching the document please ensure to give it a title, and add any notes applicable, on the e-Go form.

To get to this screen click on "Click here to attach an electronic copy of your programme" in Section 10 on the e-Go form.

Click the "Browse" button to search your files for the programme to attach. Click "Open" when you find the document then click "Confirm" to attach it to the visit.

An example activities programme or itinerary -

Date	AM	PM	Evening
Monday 13/12	09:00 Depart School – travel to Calshot Outdoor Centre by coach. 11:30 Arrive at Calshot. H&S Brief, fire drill and room allocation.	12:30 Lunch 13:30 High Ropes* 15:00 Break 15:30 High Ropes*	17:00 showers etc. 17:45 Dinner 19:00 School staff led quiz night on site. 22:00 Bed time
Tuesday 14/12	09:00 Velodrome cycling session* 11:00 Break 11:30 Archery*	12:30 Lunch 13:30 Challenge Course* 16:00 Depart centre by coach	18:00 Arrive back at school

* = provider led sessions. All other sessions led by school staff.