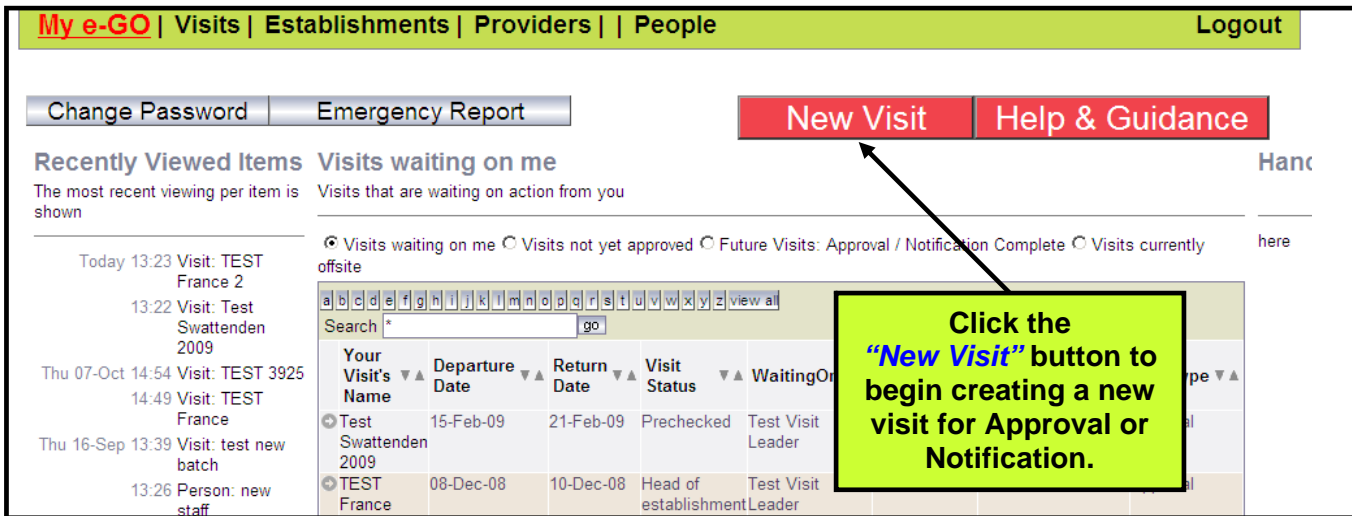


# Help Sheet

## Creating a New Visit on e-Go

- To gain **Local Authority Approval** for educational visits involving adventurous and/or residential activities, or to register a **Notification** of a non-adventurous day visit that is out of county, the visit details need to be submitted to the Outdoor Education via the e-Go system.
- When seeking Approval the visit needs to be submitted at least 6 weeks before the visit is due to depart. Notifications can be added anytime before the visit departs.



My e-GO | Visits | Establishments | Providers | | People Logout

Change Password | Emergency Report New Visit Help & Guidance

Recently Viewed Items Visits waiting on me Hanc

The most recent viewing per item is shown Visits that are waiting on action from you

Visits waiting on me 
  Visits not yet approved 
  Future Visits: Approval / Notification Complete 
  Visits currently here

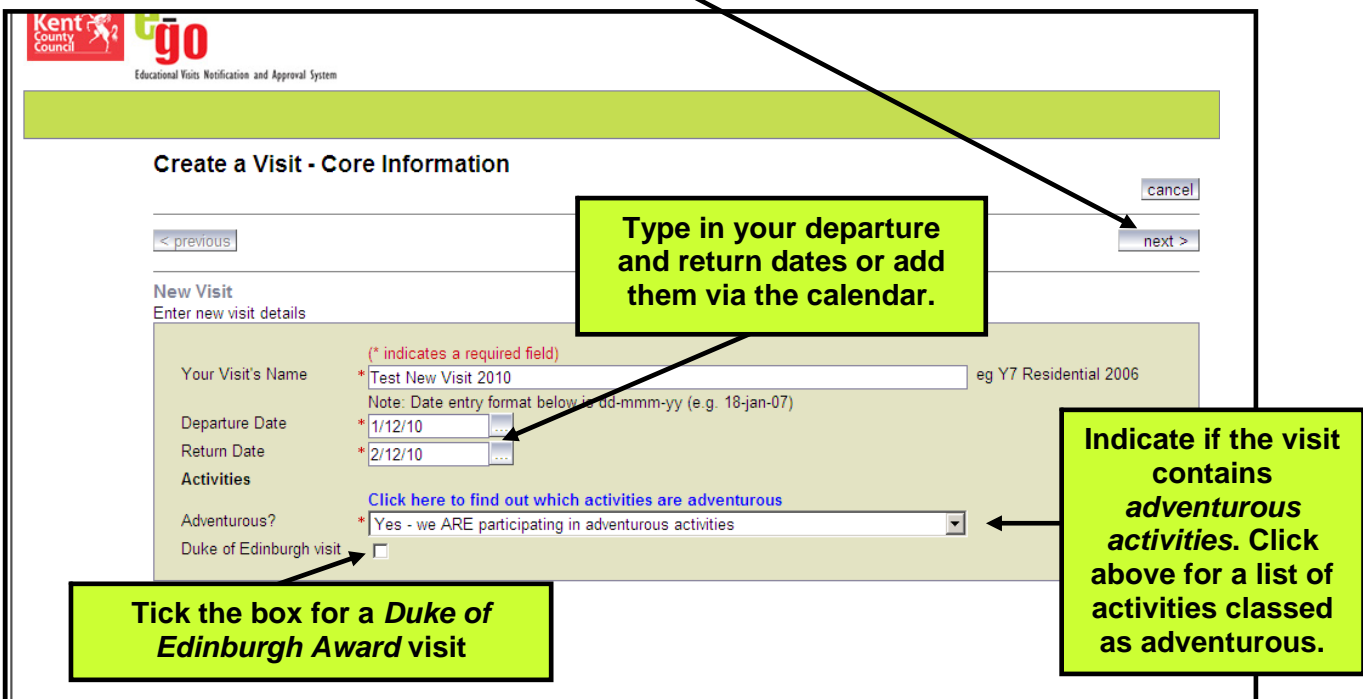
Your Visit's Name	Departure Date	Return Date	Visit Status	Waiting On
Test Swattenden 2009	15-Feb-09	21-Feb-09	Prechecked	Test Visit Leader
TEST France	08-Dec-08	10-Dec-08	Head of establishment	Test Visit Leader

**Click the "New Visit" button to begin creating a new visit for Approval or Notification.**

2) Enter the title of your visit and select the departure and return date by either typing in the boxes or using the adjacent calendar to select the date.

**Please note that if you are using an internet browser other than Internet Explorer the calendar may not work correctly - please contact the Outdoor Education Unit for further information.**

Select the relevant option to indicate if the visit includes any adventurous activities. If it is a Duke of Edinburgh Award visit tick the relevant box. Then click **"next"**



Kent County Council **e-go**  
Educational Visits Notification and Approval System

Create a Visit - Core Information cancel

< previous next >

**New Visit**  
Enter new visit details

Your Visit's Name (\* indicates a required field)  
\* Test New Visit 2010 eg Y7 Residential 2006

Departure Date Note: Date entry format below is dd-mmm-yy (e.g. 18-jan-07)  
\* 1/12/10

Return Date  
\* 2/12/10

Activities  
[Click here to find out which activities are adventurous](#)

Adventurous? \* Yes - we ARE participating in adventurous activities

Duke of Edinburgh visit

**Type in your departure and return dates or add them via the calendar.**

**Indicate if the visit contains adventurous activities. Click above for a list of activities classed as adventurous.**

**Tick the box for a Duke of Edinburgh Award visit**

3) Select the country/s being visited during the visit (not countries that are only being passing though on route). Use the search function to find the country you require e.g. if you want to select United Kingdom, put "u" in the search box and click "go". Now tick the relevant box and click "next".

4) If your destination country is United Kingdom indicate which counties are being visited. If the destination is abroad click "next" without selecting a county.

5) If your visit is a "Batch" of repeated day visits (see separate *Creating a Batch Visit* help sheet), mark the relevant selection, and then please insert the first and last dates of the total Batch period.

6) Search for any Providers of adventurous activities and/or accommodation that are being used. Searches can be by name, address, location or key words e.g. activities, etc.

If you find the Provider listed on the database this indicates they have already been 'vetted' by the Outdoor Education Unit, tick the box adjacent to their name and click "next".

If you cannot find your chosen Provider listed you will need to create a new Provider that requires 'vetting' by the Outdoor Education Unit (please see separate *Creating A New Provider* help sheet). New Providers that require vetting should be submitted at least 12 weeks before the visit is due for submission.

The screenshot shows the 'Create a Visit' page from the Kent County Council 'e-go' system. The page has a green header with the Kent County Council logo and 'e-go Educational Visits Notification and Approval System'. Below the header, there are navigation buttons: '< previous' on the left and 'next >' on the right. A 'cancel' button is also visible. The main section is titled 'Providers' and includes instructions: 'Please indicate your accommodation and activity providers. Further guidance on what constitutes a provider can be found by clicking here.' and 'If participants are staying with host families leave this section blank and refer to this document. Checklists 7.1.1 and 7.1.2 must be attached to the visit.' There is a search bar with a dropdown menu showing letters 'a' through 'z'. The search input contains 'Calshot' and a 'go' button. Below the search bar, there are two columns: 'Selected Items' and 'Available Items'. The 'Available Items' column has a table with one entry: 'Calshot Activities Centre Calshot Spit, Fawley, Southampton, Hampshire, SO45 1BR,' with a checked checkbox. A yellow box at the bottom left says 'Click here to add a new provider to the KCC database'. Two yellow callout boxes with black borders provide instructions: one points to the search bar saying 'To search for your Provider enter the Provider's name (or part of it) and click "go".' and another points to the 'next >' button saying 'Now tick the correct box and click "next".'

7) Select the Visit Leader who is responsible for the visit. If they not listed for your establishment you can create the new person - please see the *Creating a New Person* help sheet

8) Select the correct activities declaration that applies to the visit. This states who is responsible for any adventurous activities, then click "next".

9) The screen below will now appear indicating that you have successfully **'Pre-Checked'** your visit. The summary details for the visit are shown.

You can click on **["Click Here To Return To Your Visit Form"](#)** to continue filling out the form. If you do not want to complete the form now, all the information you have added so far has been saved automatically for you to return to later. Please see the *How to Find an Existing Visit* help sheet.

**Kent County Council** **eGo**  
Educational Visits Notification and Approval System

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**PRECHECK CONFIRMATION**

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**VISIT STATUS: SUCCESSFULLY PRECHECKED**  
**This visit has not been approved as yet**  
**The visit MUST be submitted for Local Authority approval a minimum of 6 weeks prior to departure (12 weeks for overseas expeditions)**

Your visit has been logged onto the system and the visit detail can be completed at any time by selecting and clicking on the name that you have given the visit in the My eGo or Visits pages

**VISIT SUMMARY**  
Establishment: Test Establishment  
Visit Reference Number: 13840  
Your Visit's Name: Test New Visit 2010  
Date of Visit: 13 Dec 2010  
Date of Return: 14 Dec 2010  
Date of Pre-check: 12 Oct 2010  
**Approval Deadline: 02 Nov 2010**  
Destination: United Kingdom, Hampshire (Incl. Southampton, Portsmouth)  
Providers: Calshot Activities Centre  
Activities: All adventurous activities will be delivered by the providers previously identified

As the visit has been successfully pre checked you can now proceed with your booking including making any necessary payments to the vetted provider/s selected.

Once you have finished entering the visit detail you must "Pass it on" to your Educational Visit Co-ordinator (EVC), Headteacher or Area Youth Officer (AYO) for internal approval. Once this has been granted your EVC should submit the visit to the Local Authority for approval

**[CLICK HERE TO RETURN TO YOUR VISIT FORM](#)**

**Check the details are correct. Note the visit must be submitted before this date to gain LA Approval.**

**Click here if you want to continue completing your form now.**