

Cooinda Burrong Scout Camp - Committee Quick Start Guide

1) Sign in

- Open website > Committee Login
- Enter email and password
- Admin users also enter MFA code if prompted

2) Access levels

- General Committee: view only
- Exec Committee: edit bookings, pricing, and property details
- Admin: full access, including committee members and MFA admin

3) Main pages

- Committee Home: central dashboard and shortcuts
- Manage Bookings: update bookings, send emails/invoices, export CSV
- Booking Calendar: private monthly calendar + blocked dates + sync
- Property Details & Pricing: sites, rates, and invoice items
- Committee Members (Admin): user access and role control

4) Daily workflow

- Check new booking requests
- Review and update details
- Approve booking
- Send confirmation email
- Send invoice
- Send (or schedule) site instructions email
- Review activity log

5) Site instructions PDF attachment

- In Manage Bookings, open 'Site instructions PDF attachment'
- Upload/replace the PDF used in site instruction emails
- Replacing uses a double-confirmation step

6) Quick troubleshooting

- If updates do not show, refresh with Ctrl+F5
- If you cannot edit, check your committee role
- If email fails, check Activity Log and retry

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