

## REN on GO

### Help file for leaders in charge of events

This help file contains step-by-step instructions for submitting your Home or International REN form to your authorising commissioner for approval.

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If you notice anything wrong or missing in this help file, let us know by emailing [membershipsystems@girlguiding.org.uk](mailto:membershipsystems@girlguiding.org.uk) with the subject line *REN help file*.

## Overview of the REN process

### What is the REN form?

REN stands for residential event notification. This is the form that leaders in charge of residential events must use when planning a residential event with young members. This includes sleepovers, camps, holidays, large-scale events and international residential.

The form must be submitted to, and authorised by, a commissioner before the event takes place. [See here for when you need to submit the REN form](#), and [here for who can authorise the form](#).

### What do we mean by leader in charge, and what do they do?

The leader in charge is the person who completes the REN form and submits it to the authorising commissioner for approval. They're the person with overall responsibility for the residential and who holds, or is working towards, the relevant modules of the Going Away With scheme or Lead Away permit (the licence holder).

If a mentor is supporting a Guide camp permit they are classed as the leader in charge and should put their contact details in this section, list the supervisor in the participant details section and put the name of the Guide doing their camp permit in the 'brief summary of your event' section.

### What do we mean by authorising commissioner, and what do they do?

The authorising commissioner is the commissioner who approves the event.

International RENs can only be authorised by the country/region chief commissioner, or the assistant/deputy chief commissioner. The REN will be automatically assigned to the most local commissioner so the chief commissioner will need to assign themselves to the event.

Home RENs can be authorised by any commissioner, but they'll be automatically assigned to the most local commissioner. If an area has joint commissioners, the REN form will be automatically assigned to the commissioner listed on GO for the area. The other commissioner can assign themselves to the event and become the authorising commissioner instead.

A participant in the event must not act as authorising commissioner for that event. The responsibility for authorising the event sits with the commissioner at the next level up. If the authorising commissioner is just visiting an event, this is ok.

A county commissioner attending their unit event as a unit leader can have the form authorised by their district commissioner. If they're participating in a county event as a county commissioner, then the chief commissioner for the country/region needs to sign it off. If the chief commissioner is attending a region or international event, the chief guide or deputy chief guide must sign it off, or if they're unavailable, then another chief commissioner.

Forms must never be signed by family members; if the authorising commissioner is related to the leader in charge the form should be passed to the commissioner above.

Can the authorising commissioner be the home contact for the event?

Yes, they can. For larger events this may not be appropriate, as the commissioner may need to manage any issues which occur.

What do we mean by adviser, and what do they do?

Advisers are specialist volunteers who provide their knowledge and expertise to the authorising commissioner so that they can approve the event.

It's good practice for an adviser to see every form, but the authorising commissioner must pass on the form and other relevant information to be checked by a relevant adviser (eg residential, outdoor activity or international adviser) if:

- A Going Away With scheme assessment is needed.
- A Guide camp permit or Lead Away permit assessment is needed.
- They're organising a large-scale event
- They're planning an international residential

The leader in charge can also ask the authorising commissioner to share the form with an adviser if they're doing a specific activity and want some extra advice or local knowledge.

Do I have to complete the REN on GO?

The form is available on paper as well as on GO. But it's easier for the authorising commissioner if you complete the REN on GO, as GO automatically checks that volunteers have the right training and recruitment checks in place.

What is the difference between the Home REN form and the International REN form?

If your residential is taking place in the UK, you should use the Home REN form.

The International REN form should be used for any event where you are staying in, or travelling through, any country outside the UK, including Ireland.

The International REN form is slightly different to the Home REN form. You need to complete the permission to plan, as well as part 1 and part 2.

You also need to provide some additional information, including when you last checked the UK government guidance about travel to the country or countries you're visiting, and what restrictions or risks there are.

What else do I need to complete as part of the REN process?

You need to complete a few other documents as part of the process, and share these with the authorising commissioner. You can do this by email, or by using a shared online folder.

You'll need to complete:

- Risk assessment.
- Itinerary or activity plan.
- Home contact agreement form.
- Insurance certificates (if required).

You'll also need to collect consent forms and health information forms for the participants, but these don't need to be shared with the authorising commissioner.

When do I need to submit my REN form for authorisation?

This depends on the type of residential you are planning:

#### International trip

- 9-18 months before the event: international permission to plan and part 1, if agreed with your commissioner.
- 4 months before the event: updated risk assessment and activity plan.
- 4 weeks before the event: part 2.

#### Large-scale events

Check our [guidance on running a large-scale event](#). You only need to complete an International permission to plan form if the event is overseas.

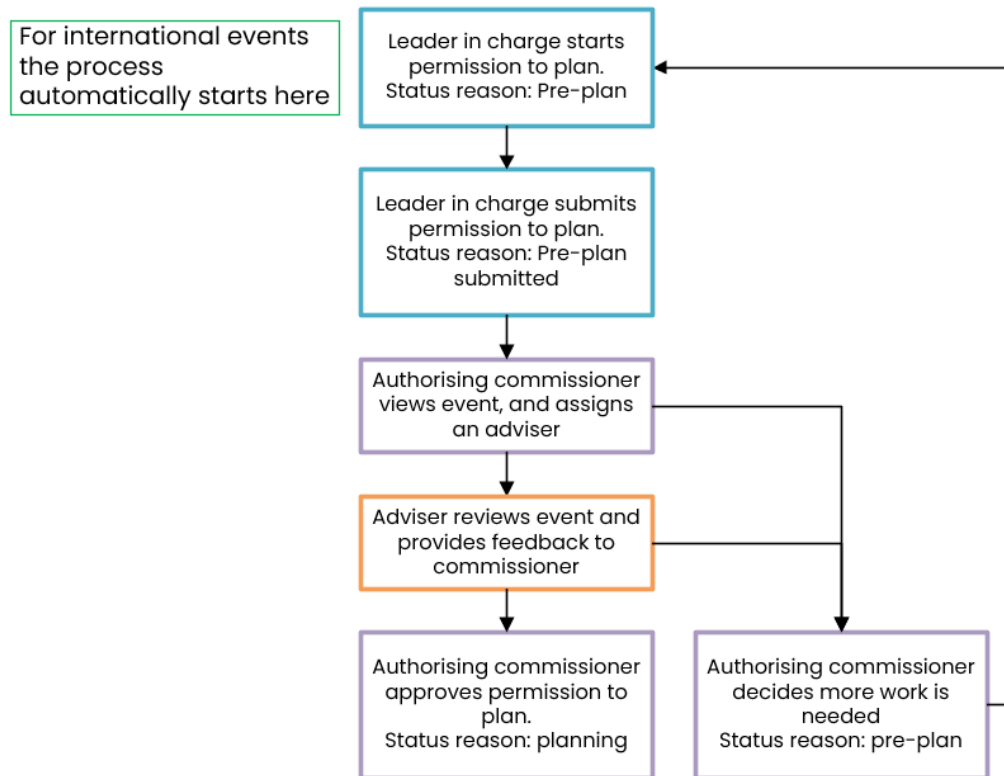
- 12-18 months before the event: part 1.
- 4 months before the event: updated risk assessment and activity plan.
- 4 weeks before the event: part 2.

All other home residentials

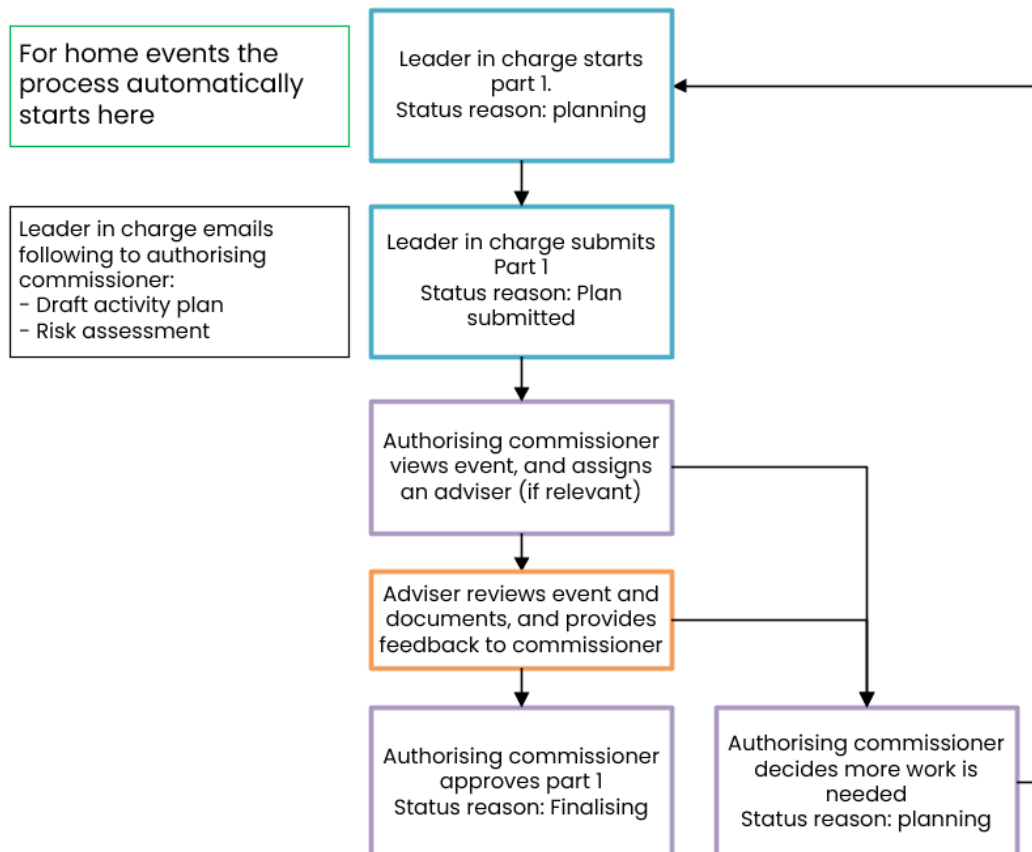
- 12 weeks before the event: part 1.
- 4 weeks before the event: part 2, along with the updated risk assessment and activity plan.

## REN form process flowchart

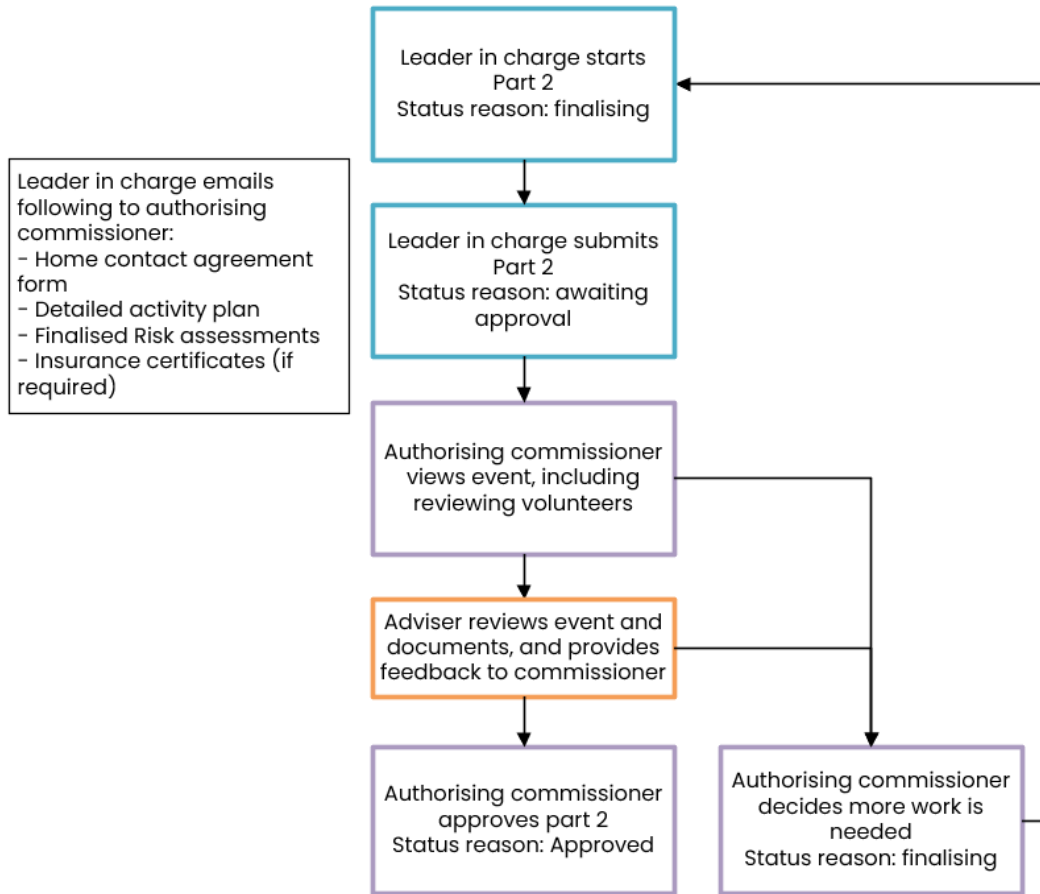
### Permission to plan



### Part 1



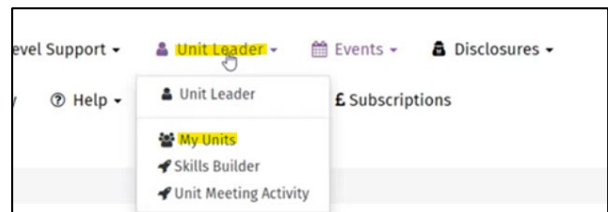
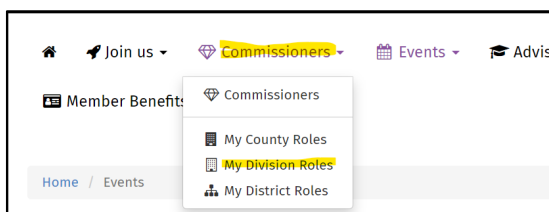
Part 2






## Starting your REN

- How you start a REN form depends on your role.
  - If you're a unit leader, leader in training or unit administrator select **Unit leader** at the top of the page.
  - If you're a district, division, county or country or region event administrator select **Adviser/Coordinator** at the top of the page.
  - If you're a district, division or county commissioner select **Commissioners** at the top of the page.
  - If you're a district, division or county level support, select **Level Support** at the top of the page.



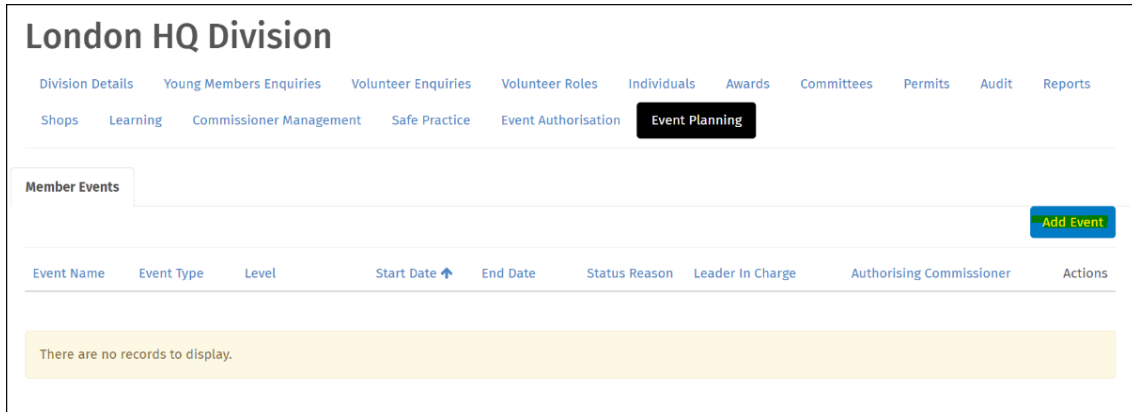
- Select the level type eg **My Division Roles** or **My Units**, then select the name of the unit or level from the list.

Divisions								
Name <span>↑</span>	Level Number	Parent Level	Main Contact	Commissioner	Active Girls	Volunteer Roles	No of Units	Actions
London HQ Division	100005936	London Testing County	Lara Cook HQ	Palvi Test	17	7	6	

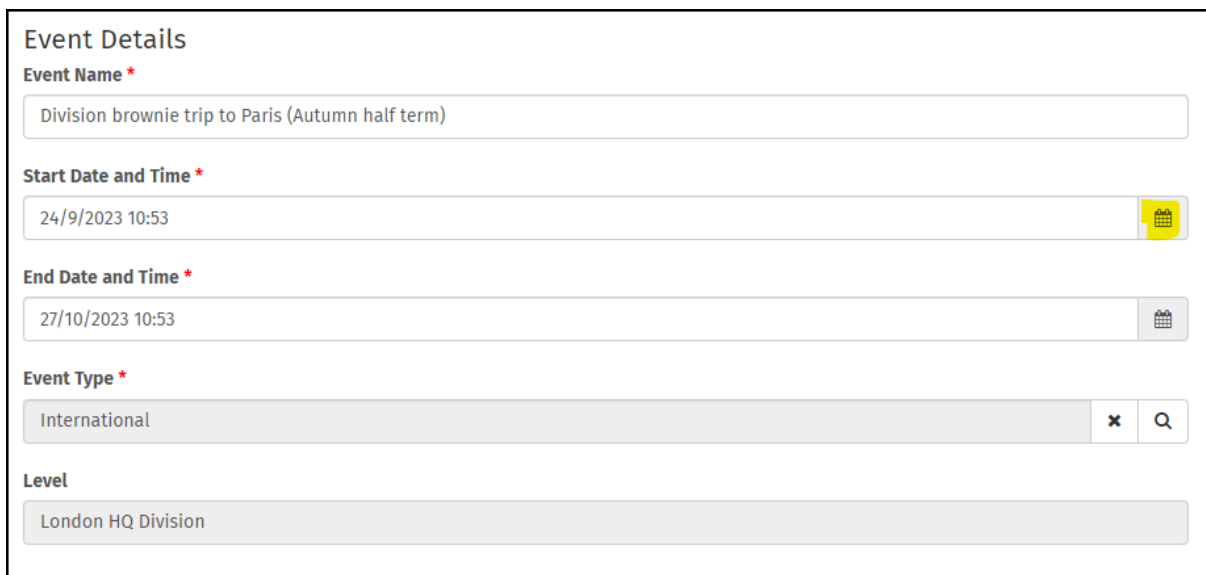
- Select the **Event planning** tab. If you're a commissioner, you'll also see a tab called **Event Authorisation**. This is where you'll find REN forms submitted to you for authorisation. You can find out more about this in our REN help file for commissioners authorising residential events.



- Any REN forms you've started will show up here. Select the **Add Event** button.



- A pop-up window will appear for your new REN. Read the information in blue and fill in the required fields. Try to use an event name that will be helpful for you and your commissioner.



- Select the date for your event using the calendar button. You can then type over this if you need to, for example to change the times. The start time and date should be when the first person will arrive on site, for example to set up. You can add information about when the young members are arriving when you provide a summary of the event on the **Event Details** tab.

- Click the magnifying glass to choose the event type.



- A pop-up window will appear. Choose your event type and click **Select**. You won't be able to change the event type once you do this, so double check if you're not sure.

✓ [Name ↑](#)

Activity out of the meeting place

✓ International

One day event

Overnight Stay

Residential at an event where the activity centre is the licence holder

Residential lasting two nights or more

Residential using or gain the Guide camp permit

Residential using or to gain the Lead away permit

- The **Level** field will already be filled in with the level you selected in step 2. You can't change this.
- Once you're happy with the information, select **Submit**.

Submit

Exit

- You'll be taken back to the **Event Planning** page automatically when you submit your event. You should then see your event listed under **Member Events**.



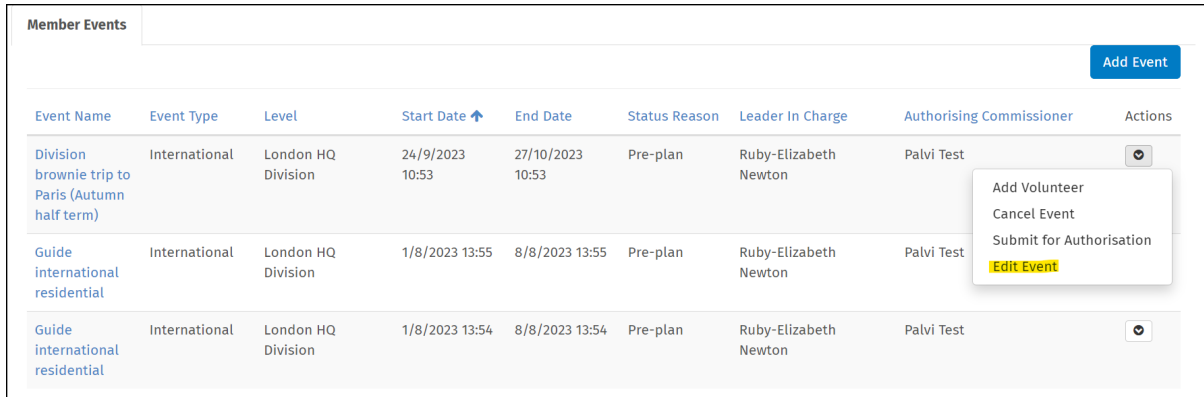
If it doesn't show immediately, click on one of the headings to refresh the page or log out of GO and back in. If you log out you'll need to follow steps 1-3 to get back to the **Event Planning** page. You should then see your new event listed.

Member Events									<a href="#">Add Event</a>
Event Name	Event Type	Level	Start Date ↑	End Date	Status Reason	Leader In Charge	Authorising Commissioner	Actions	
<a href="#">Division brownie trip to Paris (Autumn half term)</a>	International	London HQ Division	24/9/2023 10:53	27/10/2023 10:53	Pre-plan	Ruby-Elizabeth Newton	Palvi Test		
<a href="#">Guide international residential</a>	International	London HQ Division	1/8/2023 13:55	8/8/2023 13:55	Pre-plan	Ruby-Elizabeth Newton	Palvi Test		
<a href="#">Guide international residential</a>	International	London HQ Division	1/8/2023 13:54	8/8/2023 13:54	Pre-plan	Ruby-Elizabeth Newton	Palvi Test		

## Adding information to your REN

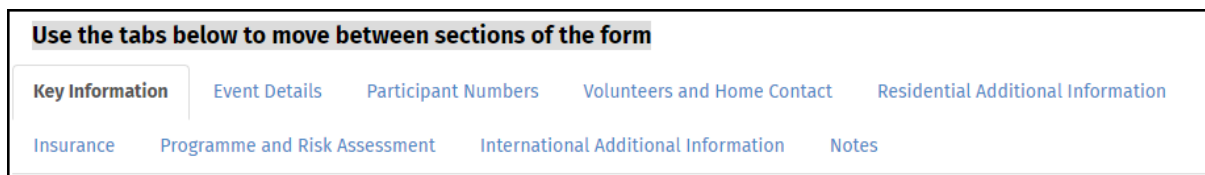
Once the REN has appeared on the **Event Planning** page, you can add the more detailed information for the Permission to Plan (International only), and part 1.

1. Click on the **Actions** arrow and select **Edit Event**. You can also just click the blue writing below **Event Name**.



Event Name	Event Type	Level	Start Date ↑	End Date	Status Reason	Leader In Charge	Authorising Commissioner	Actions
Division brownie trip to Paris (Autumn half term)	International	London HQ Division	24/9/2023 10:53	27/10/2023 10:53	Pre-plan	Ruby-Elizabeth Newton	Palvi Test	<ul style="list-style-type: none"> <li>Add Volunteer</li> <li>Cancel Event</li> <li>Submit for Authorisation</li> <li><b>Edit Event</b></li> </ul>
Guide international residential	International	London HQ Division	1/8/2023 13:55	8/8/2023 13:55	Pre-plan	Ruby-Elizabeth Newton	Palvi Test	
Guide international residential	International	London HQ Division	1/8/2023 13:54	8/8/2023 13:54	Pre-plan	Ruby-Elizabeth Newton	Palvi Test	

2. A pop-up window will appear, asking you to fill in the information on each tab.

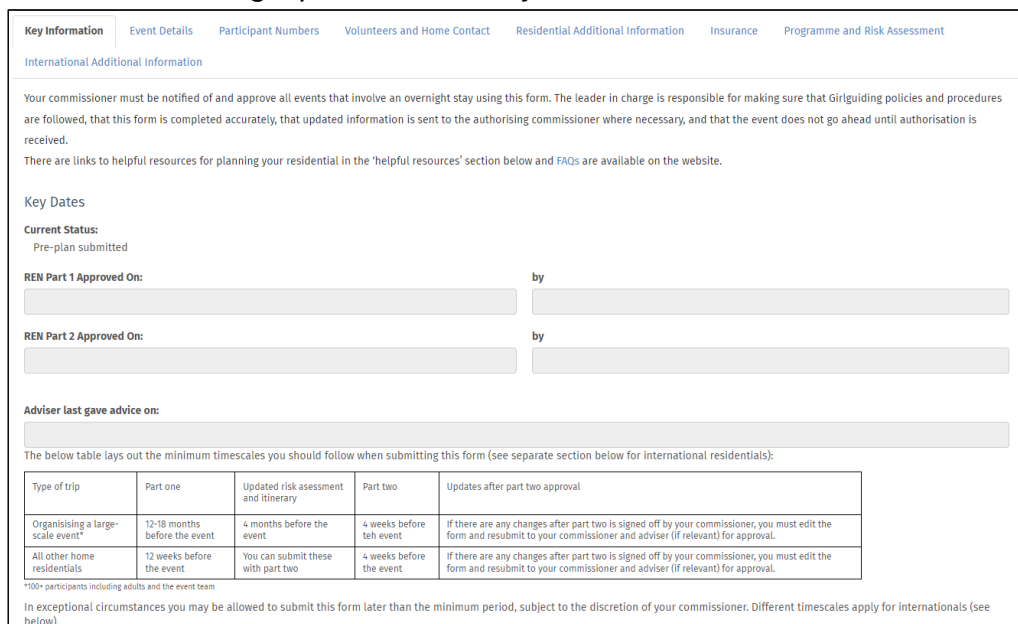


**Use the tabs below to move between sections of the form**

- Key Information
- Event Details
- Participant Numbers
- Volunteers and Home Contact
- Residential Additional Information
- Insurance
- Programme and Risk Assessment
- International Additional Information
- Notes

### Key Information

The boxes on this tab will be automatically filled with information later on. You don't need to fill in the greyed-out boxes, just read and check the information.



**Key Information** | Event Details | Participant Numbers | Volunteers and Home Contact | Residential Additional Information | Insurance | Programme and Risk Assessment

**International Additional Information**

Your commissioner must be notified of and approve all events that involve an overnight stay using this form. The leader in charge is responsible for making sure that Girlguiding policies and procedures are followed, that this form is completed accurately, that updated information is sent to the authorising commissioner where necessary, and that the event does not go ahead until authorisation is received.

There are links to helpful resources for planning your residential in the 'helpful resources' section below and FAQs are available on the website.

**Key Dates**

**Current Status:**  
Pre-plan submitted

**REN Part 1 Approved On:** \_\_\_\_\_ **by** \_\_\_\_\_

**REN Part 2 Approved On:** \_\_\_\_\_ **by** \_\_\_\_\_

**Adviser last gave advice on:** \_\_\_\_\_

The below table lays out the minimum timescales you should follow when submitting this form (see separate section below for international residential):

Type of trip	Part one	Updated risk assessment and Itinerary	Part two	Updates after part two approval
Organising a large-scale event*	12-18 months before the event	4 months before the event	4 weeks before the event	If there are any changes after part two is signed off by your commissioner, you must edit the form and resubmit to your commissioner and adviser (if relevant) for approval.
All other home residential	12 weeks before the event	You can submit these with part two	4 weeks before the event	If there are any changes after part two is signed off by your commissioner, you must edit the form and resubmit to your commissioner and adviser (if relevant) for approval.

\*100+ participants including adults and the event team

In exceptional circumstances you may be allowed to submit this form later than the minimum period, subject to the discretion of your commissioner. Different timescales apply for internationals (see below).

## Event details

Use this tab to fill in information about the event. It's okay if you don't know all the information when you submit your Permission to Plan or part 1. Just make sure the information is correct when you submit part 2. [What if I need to change information after I've submitted part 2?](#)

On the event details tab you can change the details you entered when you created the REN, except the **Event type** which is greyed-out.

The **Nights away** field is filled in automatically based on the start date and time. You can click **Save and Exit** at any time to save your progress and come back later.

Key Information
**Event Details**
Participant Numbers
Volunteers and Home Contact
Residential Additional Information
Insurance

Programme and Risk Assessment
International Additional Information

**i** Complete for international permission to plan and part one, and update as needed for part two.

Please see our current guidance ([Click here](#)) on the Girlguiding website around licence holder requirements at girlguiding activity centres events. Large-scale event organisers must be approved by their Commissioner.

**Event Name \***

**Event Type**

**Start Date and Time \***

**End Date and Time \***

**Going away with assessment required yes/no?**

 No  Yes

**Attending A Large Scale Event**

 No  Yes

**Organising A Large Scale Event**

 No  Yes

**Nights Away**

**Please provide address details of the venue(s) you are**

**Please provide a summary for your event, including any activities planned**

**Please give details of how participants will travel to and from the venue and any additional travel arrangements during the event:**

Save and Exit

Exit

Feedback

## Participant numbers

For Permission to Plan and part 1 you can estimate the numbers on this page. Don't forget to update them so they're correct when you submit part 2.

Key Information	Event Details	<b>Participant Numbers</b>	Volunteers and Home Contact	Residential Additional Information	Insurance
Programme and Risk Assessment	International Additional Information				
<p><b>i</b> Complete for international permission to plan and part one, and update as needed for part two</p> <p>These numbers can be an estimated maximum when submitting part one, but must include final numbers at part two. Rainbow and Brownie Helpers should be listed as Guides.</p> <p>Please also see current guidance on ratios (<a href="#">Click here</a>) and children of volunteers on residentials (<a href="#">Click here</a>)</p>					
<b>Rainbows</b>					
<input type="text"/>					
<b>Brownies</b>					
<input type="text" value="12"/>					
<b>Guides</b>					
<input type="text"/>					
<b>Rangers</b>					
<input type="text"/>					
<b>Other children</b>					
<input type="text"/>					
<b>Volunteers aged 13-17</b>					
<input type="text"/>					
<b>Adults</b>					
<input type="text" value="3"/>					


## Volunteers and Home Contacts

There are two ways to add volunteers to an event.

### Volunteers at the same level as the event

You can add volunteers to an event yourself, but only if the volunteer has a role at the same level that the event is being organised at. So if you're organising a unit event, you'll be able to add volunteers from your unit, but if you're organising a division event, you'll only be able to add volunteers at that level, like a division helper.

You can add volunteers from the **Event Planning** page. Click **Save and Exit** to return to this page. Then select the **Actions** arrow for the event and choose **Add Volunteer**.

Member Events									Add Event
Event Name	Event Type	Level	Start Date ↑	End Date	Status Reason	Leader In Charge	Authorising Commissioner	Actions	
Brownie trip	International	London HQ Division	19/8/2023 10:00	26/8/2023 14:00	Pre-plan	Ruby-Elizabeth Newton	Lara Cook HQ		
Guide camp	Residential lasting two nights or more	London HQ Division	6/1/2023 10:00	8/1/2023 14:00	Planning	Ruby-Elizabeth Newton	Lara Cook	<ul style="list-style-type: none"> <li>Add Volunteer</li> <li>Cancel Event</li> <li>Submit for Authorisation</li> <li>Edit Event</li> </ul>	

A pop-up window will appear. The **Event Details** section will be automatically filled in and greyed-out, so you can't edit it here.

Fill in the **Residential Information** section, using the magnifying glass to find the **Volunteer Role**. The options are **Residential Volunteer**, **First Aider**, and **Home Contact**.

Then select **Submit** to add the volunteer. They should then be listed on the **Volunteers and Home Contact** page.

### Add Volunteer

**Event Details**

Event Name  
Brownie trip

Level  
London HQ Division

Event Type  
International

Start Date  
19/8/2023 10:00

End Date  
26/8/2023 14:00

**Residential Information**

Volunteer Role \*  
[Search field]

Type \*  
Residential Volunteer

Arrival Date and Time \*  
[Calendar icon]

Departure Date and Time \*  
[Calendar icon]



I am registering this volunteer as they are not able to use the URLs provided on the 'edit event' form. I confirm that I have therefore taken on the responsibility of explaining to them their role on the event and the responsibilities they hold, including the volunteer code of conduct and the managing information policy. They have told me that they are aware of their role in the event and that relevant volunteers and staff will see their personal details, including contact details and learning, to ensure the safety of the young members.

**Submit**

## Adding other volunteers

To add any other volunteers to the event, you need to send them the relevant link from the **Volunteers and Home Contact** tab. You can send the links by email or Whatsapp.

### [What happens when a volunteer clicks the link to be added to an event?](#)

Key Information	Event Details	Participant Numbers	<b>Volunteers and Home Contact</b>	Residential Additional Information	Insurance
Programme and Risk Assessment		International Additional Information			
<p><b>i</b> Complete for international permission to plan and part one, and update as needed for part two.</p> <p>Please share the following links with all volunteers to register them as attending the event. If a volunteer is part of your level team but have that they are not able to access GO you can add them using the action on the main organiser page.</p> <p>The following volunteers are linked to this event. The authorising commissioner can review them using the action the Commissioner event page</p>					
Residential Volunteer (not first aider)		<a href="https://girlguidingtestportal.azurewebsites.net/attendee-signup-residentialvolunteer/?id=e0751613-151e-ed11-b5cf-0004ffd70903">https://girlguidingtestportal.azurewebsites.net/attendee-signup-residentialvolunteer/?id=e0751613-151e-ed11-b5cf-0004ffd70903</a>			
Residential volunteer - first aider		<a href="https://girlguidingtestportal.azurewebsites.net/attendee-signup-firstaider/?id=e0751613-151e-ed11-b5cf-0004ffd70903">https://girlguidingtestportal.azurewebsites.net/attendee-signup-firstaider/?id=e0751613-151e-ed11-b5cf-0004ffd70903</a>			
Home Contact		<a href="https://girlguidingtestportal.azurewebsites.net/attendee-signup-homecontact/?id=e0751613-151e-ed11-b5cf-0004ffd70903">https://girlguidingtestportal.azurewebsites.net/attendee-signup-homecontact/?id=e0751613-151e-ed11-b5cf-0004ffd70903</a>			
<p>Volunteers wont be able to renew their A Safe Space levels until the recertification window opens on the learning platform. Hold off on submitting the REN part 2 until everyone is up to date.</p>					
<b>All Residential Volunteers</b>					
Individual 	Type	Arrival Date and Time	Departure Date and Time	Status Reason	Actions
Ruby-Elizabeth Newton	Leader in charge	19/8/2023 10:00	26/8/2023 14:00	Interested	

## Removing a volunteer from an event

If you need to remove a volunteer from the event, you'll need to ask the authorising commissioner to help. They can find instructions on how to do this in the REN help file for commissioners authorising residential events.



## Residential additional information

Read the information in the blue box and answer each of the questions on this tab.

Key Information	Event Details	Participant Numbers	Volunteers and Home Contact	<b>Residential Additional Information</b>	Insurance
Programme and Risk Assessment		International Additional Information			

**i** Complete for international permission to plan and part one, and update as needed for part two

All UK venues must be approved by Girlguiding. If you're unsure whether your venue has been approved, contact your county residential adviser to confirm/arrange a visit to approve it. At the part one stage this can be a 'no' or 'don't know' but this must be approved by part two. You can find further information about approving venues on the going on residential webpage ([Click here](#))

If you're staying outside of your local area, it's good practice to make contact with the residential/outdoor activities adviser from the area in which you're staying. They are sometimes referred to as the host adviser. This is especially true if you're staying at an independent site (such as a church hall or farmer's field) as they'll be able to assess whether it's approved for Girlguiding residential. Or, if you're doing activities specific for that location (eg walking up a local mountain), as they'll be able to let you know if there's anything specific you need to include in your risk assessment.

For international events where it isn't possible to approve venues in advance, you must ensure each venue meets Girlguiding's policies, and risk assess the venue on your arrival.

### Residential Additional Information

**Is the property approved for Girlguiding residential?**

Yes ▼

**Do you have appropriate facilities (for e.g, toilets and washing) for everyone attending the event?**

No  Yes

**Is this a joint event with other Girlguiding members?**

No  Yes

**Is this a joint event with another organisation?**

No  Yes

**For residential with 2 nights away or more:**

<p><b>Responsible for catering</b></p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p><b>Responsible for programme</b></p> <p><input type="radio"/> No <input checked="" type="radio"/> Yes</p>	<p><b>Responsible for facilities</b></p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p><b>Responsible for camping equipment</b></p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**i** If you do not have appropriate facilities, you must ensure this is covered in your risk assessment.

If you're joining an event run by another Girlguiding unit or area, please ensure the event coordinator has provided their commissioner with full details. For joint events with other organisations you must follow all Girlguiding policies, including the safeguarding and Managing information policies.

Save and Exit

Exit

## Insurance

Read the information in the blue box and answer each of the questions. Check the insurance pages on the website for more details.

For part 1 you need to confirm if your event needs insurance.

For part 2 you need to give the insurer's name and the insurance policy number.

Key Information	Event Details	Participant Numbers	Volunteers and Home Contact	Residential Additional Information	<b>Insurance</b>
Programme and Risk Assessment		International Additional Information			

**i** Complete for part one and update as needed for part two.

Girlguiding's insurance does not cover cancellation or curtailment, travel issues, hiring a vehicle or using your own, or damage to personal belongings.

More information and guidance can be found at the below links:

- [Vehicle Insurance](#)
- [Travel and Trips Insurance](#)
- [Insurance for activities](#)

Insurer's name and insurance policy number is only required for part two.

All international trips must have appropriate travel insurance.

**Based on the guidance, does your event require insurance?**

Yes ▼

**If no:**

**Insurance Confirmation**

I can confirm I have read the up-to-date guidance on the website and that insurance is not required, and any risks (including cancellation and travel) are included in the risk assessment.

**If yes:**

**Are you aware of the costs and limitations within the insurance and have accounted for these in your risk assessment?**

Yes ▼

**Insurer's Name**

**Insurance Policy Number**

Save and Exit

Exit

## Programme and Risk Assessment

Use the calendar buttons on the right hand side to fill in each date.

Fill in the rest of the questions. If the last three questions don't apply to your event, you can just leave them blank.

Key Information
Event Details
Participant Numbers
Volunteers and Home Contact
Residential Additional Information
Insurance

Programme and Risk Assessment

International Additional Information

**i** Complete a draft for part one and update as needed to a final version for part two.

You must have considered the needs of all the individuals on the trip in the risk assessment and activity plan. You should speak to the young members, parent/carers and volunteers to ensure that each individual's needs are taken into account.

Your risk assessment, activity plan and any other relevant documents must be submitted to the authorising commissioner outside of GO (e.g. by email).

Check the activity finder ([Click here](#)), for guidelines and requirements for all activities.

The narrowboat skipper or walking group leader must be included in the participant details section as an attending adult. If this is for an assessment, or if this is the first time they've skippered a trip/led a walk of this kind, make sure you have included it in the risk assessment.

**Risk Assessment Last Updated**

17/8/2022
📅

**Activity plan last updated**

17/8/2022
📅

**Event financial accounts/budget last updated**

17/8/2022
📅

**Date last consulted with young members, parent/carers and volunteers about your proposed plan**

12/8/2022
📅

**Confirmation that all instructors/providers have the correct qualifications, risk assessment and insurance for the activities they are providing?**

Yes
▼

**If you using a narrowboat what is the skipper's name?**

**If you are walking in the countryside, what is the classification?**

▼

**If you are walking in the countryside, what is the group leaders name?**

Save and Exit

Exit


Feedback

## International Additional Information

This tab will only appear if you've chosen the event type **International**. Answer each of the questions.

Key Information   Event Details   Participant Numbers   Volunteers and Home Contact   Residential Additional Information

Insurance   Programme and Risk Assessment   **International Additional Information**   Notes

 Complete for international permission to plan and update as needed for part one and two  
This advice should be checked regularly, and the form updated should there be any changes.

**Which country will you be visiting?**

**What is the second country will you be visiting (if applicable)?**

**What is the third country will you be visiting (if applicable)?**

**Date last checked current UK government advice about the country/ies travelling to/through**

**Date last confirmed that the laws and customs of where you are going are suitable for all attendees and all planned activities**

**What, if any, are the restrictions or risks mentioned by the government?**

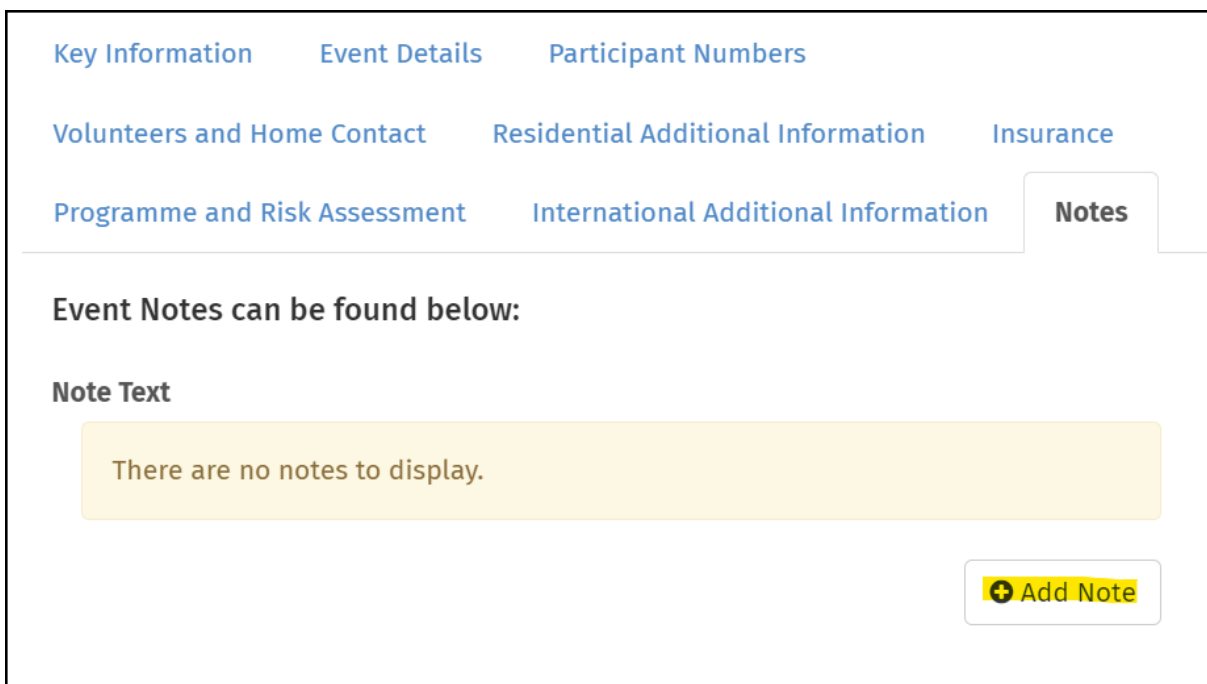
**How will you monitor whether the destination/s and country/ies you are travelling to/through do not pose an unacceptable risk?**

## Notes

On the notes tab you can add any other information about the event that you want to share with the authorising commissioner or the adviser. They will be able to see these notes and also add their own.

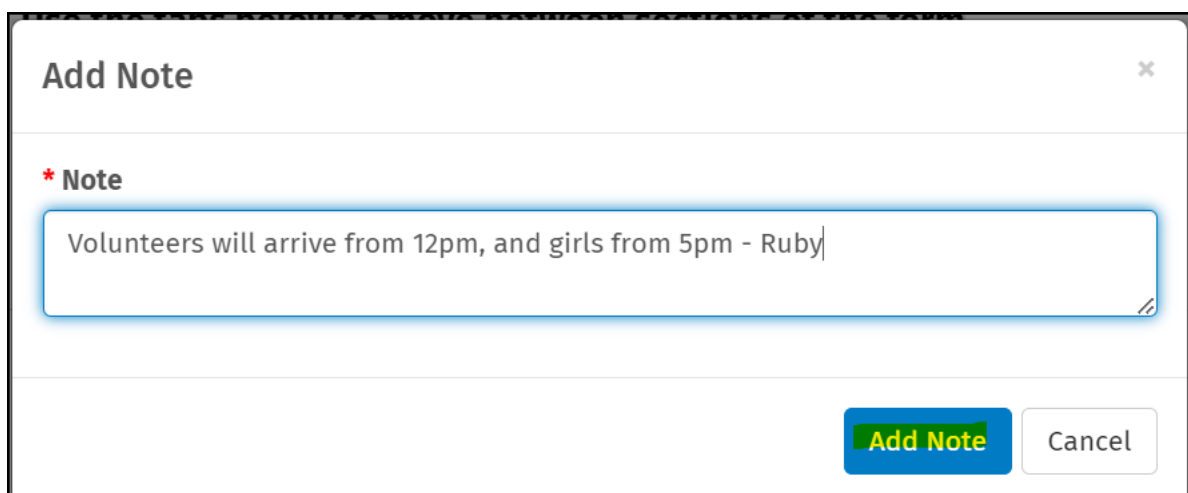
You could use this to record additional timings for the event, or any training that still needs to be completed. Or you could add a link to a shared folder with the risk assessment and activity plan – just make sure to let your commissioner know.

1. Click on **Add Note**.



The screenshot shows a navigation menu with the following items: Key Information, Event Details, Participant Numbers, Volunteers and Home Contact, Residential Additional Information, Insurance, Programme and Risk Assessment, International Additional Information, and Notes. The Notes tab is selected. Below the menu, the text reads "Event Notes can be found below:". Underneath is a section labeled "Note Text" containing a yellow box with the message "There are no notes to display." and a yellow "Add Note" button with a plus icon.

2. Fill in the information you want to add and select **Add Note**. Don't forget to make it clear who it is who has added the note.



The screenshot shows a modal window titled "Add Note" with a close button (X) in the top right corner. Below the title is a red asterisk followed by the label "Note". A text input field contains the text "Volunteers will arrive from 12pm, and girls from 5pm - Ruby". At the bottom right of the modal are two buttons: a blue "Add Note" button and a white "Cancel" button.

- The note will now appear on the notes page with details about when it was added. You can't edit the notes so if you need to make any corrections, add a new note.
- Each new note will appear at the bottom of the list.

Key Information    Event Details    Participant Numbers

Volunteers and Home Contact    Residential Additional Information    Insurance

Programme and Risk Assessment    International Additional Information    **Notes**

---

**Event Notes can be found below:**

**Note Text**

about a minute ago

Volunteers will arrive from 12pm, and girls from 5pm - Ruby

---

less than a minute ago

Oops, I meant girls will arrive from 4:30pm - Ruby

+ Add Note

### Save and Exit

Once you've finished filling in your information, click the green **Save and Exit** button. This'll take you back to the **Event Planning** page.

Save and Exit

Exit

Feedback

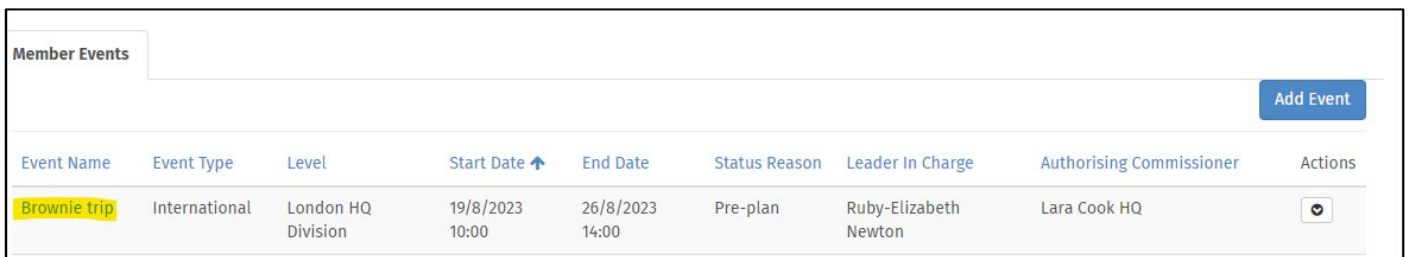
## Submitting your REN for Approval

When you're happy that the information you've filled in for your REN is correct, and you've saved and exited, you're ready to submit your REN to your authorising commissioner.

### Permission to Plan – International events only

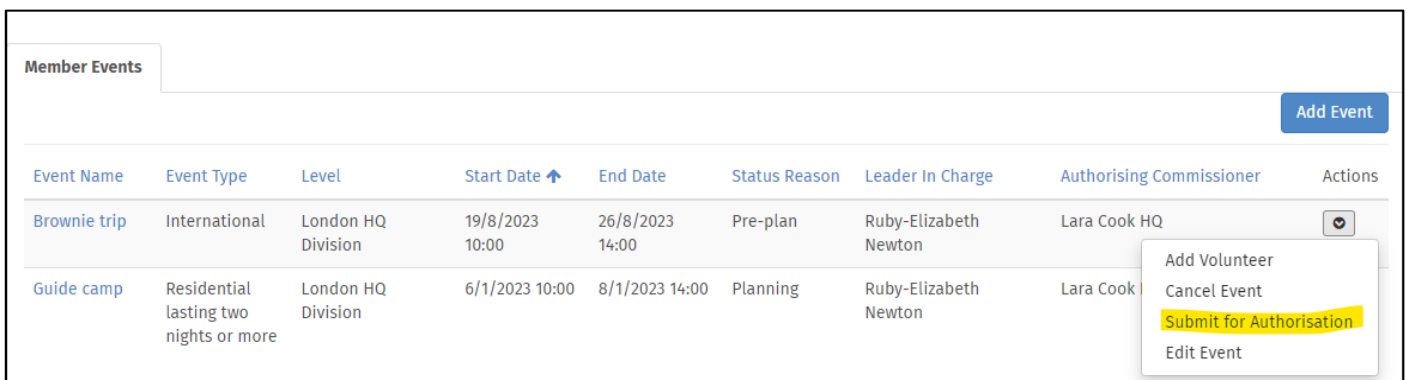
International events are authorised by your country or region chief commissioner, or the assistant/deputy chief commissioner.

1. On the **Event Planning** page you'll see your event listed. As it's an International event, the status reason will say **Pre-plan**.



Event Name	Event Type	Level	Start Date ↑	End Date	Status Reason	Leader In Charge	Authorising Commissioner	Actions
Brownie trip	International	London HQ Division	19/8/2023 10:00	26/8/2023 14:00	Pre-plan	Ruby-Elizabeth Newton	Lara Cook HQ	⌵

2. Select the **Actions** arrow by the event and then **Submit for Authorisation** to send your REN Permission to Plan to your authorising commissioner for approval.



Event Name	Event Type	Level	Start Date ↑	End Date	Status Reason	Leader In Charge	Authorising Commissioner	Actions
Brownie trip	International	London HQ Division	19/8/2023 10:00	26/8/2023 14:00	Pre-plan	Ruby-Elizabeth Newton	Lara Cook HQ	⌵
Guide camp	Residential lasting two nights or more	London HQ Division	6/1/2023 10:00	8/1/2023 14:00	Planning	Ruby-Elizabeth Newton	Lara Cook	⌵

- Add Volunteer
- Cancel Event
- Submit for Authorisation
- Edit Event

3. A pop-up will appear with information about your submission. Read this and select **Proceed** if you're happy to go ahead.

By submitting for authorisation you are confirming that you have sent the Commissioner:

- Activity plan (draft for part 1, detailed for part 2)
- Risk assessment (draft for part 1, finalised for part 2)
- Insurance certificates (if required)
- Any other documents you think would be helpful for the Commissioner and have completed all relevant information on the form.

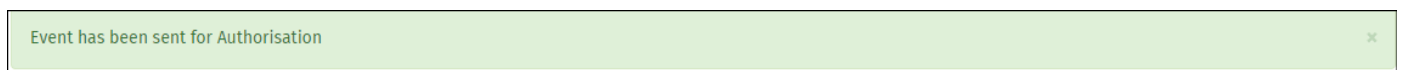
You don't need to submit any documents for the commissioner for international permission to plan.

Once submitted your Commissioner will approve, or send the form back for more information. The event will be locked (read only) while the Commissioner is approving, however volunteers can still register onto the event team. If you are submitting your international permission to plan your Commissioner will inform you when you need to submit your REN part 1.

You must not continue with an event unless you have carried out any additional actions to the authorising commissioner's satisfaction and you have received the signed form from them. Failure to do so is considered a serious breach of Girlguiding policy and may result in restriction or removal of membership.

Proceed
Cancel


4. A green banner will appear to confirm your event has been submitted.




5. The status reason should now show as **Pre-plan submitted**.



If this doesn't update immediately, try refreshing the page by clicking on one of the blue column headings in the table.

Event Name	Event Type	Level	Start Date ↑	End Date	Status Reason	Leader In Charge	Authorising Commissioner	Actions
Brownie trip	International	London HQ Division	19/8/2023 10:00	26/8/2023 14:00	Pre-plan submitted	Ruby-Elizabeth Newton	Lara Cook HQ	

6. Your Permission to Plan request has now been submitted to your commissioner. GO doesn't send them a notification, so you'll need to get in touch and let them know you've submitted it for authorisation. You don't need to do anything further until they've reviewed and approved your Permission to Plan. Once this is done the status reason of the event will update to **Planning** and you can move onto your part 1.




Brownie trip	International	London HQ Division	19/8/2023 10:00	26/8/2023 14:00	Planning	Ruby-Elizabeth Newton	Ruby-Elizabeth Newton	
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## Part 1

Check you've filled in the right information for part 1 before you submit it for authorisation.

1. On the **Event Planning** page you'll see your event listed with the status reason **Planning**.

Member Events								
Event Name	Event Type	Level	Start Date ↑	End Date	Status Reason	Leader In Charge	Authorising Commissioner	Actions
Brownie trip	International	London HQ Division	19/8/2023 10:00	26/8/2023 14:00	Pre-plan submitted	Ruby-Elizabeth Newton	Lara Cook HQ	
Brownie UK trip	Residential lasting two nights or more	London HQ Division	30/6/2023 10:00	7/7/2023 14:00	Planning	Ruby-Elizabeth Newton	Lara Cook HQ	
Guide camp	Residential lasting two nights or more	London HQ Division	6/1/2023 10:00	8/1/2023 14:00	Planning	Ruby-Elizabeth Newton	Lara Cook HQ	

2. Select the **Actions** arrow by the event and then **Submit for Authorisation** to send your REN part 1 to your authorising commissioner for approval.

Member Events								
Event Name	Event Type	Level	Start Date ↑	End Date	Status Reason	Leader In Charge	Authorising Commissioner	Actions
Brownie trip	International	London HQ Division	19/8/2023 10:00	26/8/2023 14:00	Pre-plan submitted	Ruby-Elizabeth Newton	Lara Cook HQ	
Brownie UK trip	Residential lasting two nights or more	London HQ Division	30/6/2023 10:00	7/7/2023 14:00	Planning	Ruby-Elizabeth Newton	Lara Cook HQ	
Guide camp	Residential lasting two nights or more	London HQ Division	6/1/2023 10:00	8/1/2023 14:00	Planning	Ruby-Elizabeth Newton	Lara Cook	<ul style="list-style-type: none"> <li>Add Volunteer</li> <li>Cancel Event</li> <li>Submit for Authorisation</li> <li>Edit Event</li> </ul>

3. A pop-up will appear with information about what happens next. Read this and select **Proceed** if you're happy to go ahead.

By submitting for authorisation you are confirming that you have sent the Commissioner:

- Activity plan (draft for part 1, detailed for part 2)
- Risk assessment (draft for part 1, finalised for part 2)
- Insurance certificates (if required)
- Any other documents you think would be helpful for the Commissioner and have completed all relevant information on the form.

You don't need to submit any documents for the commissioner for international permission to plan.

Once submitted your Commissioner will approve, or send the form back for more information. The event will be locked (read only) while the Commissioner is approving, however volunteers can still register onto the event team. If you are submitting your international permission to plan your Commissioner will inform you when you need to submit your REN part 1.

You must not continue with an event unless you have carried out any additional actions to the authorising commissioner's satisfaction and you have received the signed form from them. Failure to do so is considered a serious breach of Girlguiding policy and may result in restriction or removal of membership.

Proceed
Cancel




4. A green banner will appear to confirm your event has been submitted.

Event has been sent for Authorisation
✕

5. The status reason should now show as **Plan submitted**.






If this doesn't update immediately, try refreshing the page by clicking on one of the blue column headings in the table.

Member Events								Add Event
Event Name	Event Type	Level	Start Date ↑	End Date	Status Reason	Leader In Charge	Authorising Commissioner	Actions
Brownie trip	International	London HQ Division	19/8/2023 10:00	26/8/2023 14:00	Pre-plan submitted	Ruby-Elizabeth Newton	Lara Cook HQ	
Brownie UK trip	Residential lasting two nights or more	London HQ Division	30/6/2023 10:00	7/7/2023 14:00	Plan Submitted	Ruby-Elizabeth Newton	Lara Cook HQ	
Guide camp	Residential lasting two nights or more	London HQ Division	6/1/2023 10:00	8/1/2023 14:00	Planning	Ruby-Elizabeth Newton	Lara Cook HQ	

- Your REN part 1 is now complete and submitted. Your authorising commissioner won't get a notification from GO so you'll need to let them know you've submitted the form. For part 1 you also need to send them your draft activity plan and risk assessment for the event, and any insurance certificates.

You can view the information you submitted by selecting the **Actions** arrow and **Edit Event**. All the fields will be greyed-out, so you won't be able to edit them once you've submitted part 1 for authorisation.

Member Events								<a href="#">Add Event</a>
Event Name	Event Type	Level	Start Date ↑	End Date	Status Reason	Leader In Charge	Authorising Commissioner	Actions
Brownie trip	International	London HQ Division	19/8/2023 10:00	26/8/2023 14:00	Pre-plan submitted	Ruby-Elizabeth Newton	Lara Cook HQ	
Brownie UK trip	Residential lasting two nights or more	London HQ Division	30/6/2023 10:00	7/7/2023 14:00	Plan Submitted	Ruby-Elizabeth Newton	Lara Cook HQ	
Guide camp	Residential lasting two nights or more	London HQ Division	6/1/2023 10:00	8/1/2023 14:00	Planning	Ruby-Elizabeth Newton	Lara Cook	


Add Volunteer

Cancel Event

Submit for Authorisation

Edit Event



- You'll get a GO communication to let you know when your commissioner has reviewed and authorised part 1. The status reason will update to **Finalising** and you can move onto part 2.

Brownie UK trip	Residential lasting two nights or more	London HQ Division	30/6/2023 10:00	7/7/2023 14:00	Finalising	Ruby-Elizabeth Newton	Ruby-Elizabeth Newton	
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## Part 2

Check the information you filled in when you submitted part 1, update anything that's changed and fill in anything that's missing.

1. On the **Event Planning** page select the **Actions** arrow by the event and **Submit for Authorisation** to send your REN part 2 to your authorising commissioner.

Event Name	Event Type	Level	Start Date ↑	End Date	Status Reason	Leader In Charge	Authorising Commissioner	Actions
Brownie trip	International	London HQ Division	19/8/2023 10:00	26/8/2023 14:00	Planning	Ruby-Elizabeth Newton	Ruby-Elizabeth Newton	
Brownie UK trip	Residential lasting two nights or more	London HQ Division	30/6/2023 10:00	7/7/2023 14:00	Finalising	Ruby-Elizabeth Newton	Ruby-Elizabeth Newton	
Guide camp	Residential lasting two nights or more	London HQ Division	6/1/2023 10:00	8/1/2023 14:00	Planning	Ruby-Elizabeth Newton	Lara Cook	<ul style="list-style-type: none"> <li>Add Volunteer</li> <li>Cancel Event</li> <li><b>Submit for Authorisation</b></li> <li>Edit Event</li> </ul>

2. The same pop-up will appear as when you submitted your part 1. Read this and select **Proceed** if you're happy to go ahead.

By submitting for authorisation you are confirming that you have sent the Commissioner:

- Activity plan (draft for part 1, detailed for part 2)
- Risk assessment (draft for part 1, finalised for part 2)
- Insurance certificates (if required)
- Any other documents you think would be helpful for the Commissioner and have completed all relevant information on the form.


You don't need to submit any documents for the commissioner for international permission to plan.

Once submitted your Commissioner will approve, or send the form back for more information. The event will be locked (read only) while the Commissioner is approving, however volunteers can still register onto the event team. If you are submitting your international permission to plan your Commissioner will inform you when you need to submit your REN part 1.

You must not continue with an event unless you have carried out any additional actions to the authorising commissioner's satisfaction and you have received the signed form from them. Failure to do so is considered a serious breach of Girlguiding policy and may result in restriction or removal of membership.

3. A green bar will confirm your REN has been submitted, and the status reason will update to **Awaiting Approval**.

Event has been sent for Authorisation ✕

Brownie UK trip	Residential lasting two nights or more	London HQ Division	30/6/2023 10:00	7/7/2023 14:00	<b>Awaiting Approval</b>	Ruby-Elizabeth Newton	Ruby-Elizabeth Newton	
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- Your REN part 2 is now complete and submitted. Your authorising commissioner won't get a notification from GO so you'll need to let them know you've submitted the form. For part 2 you also need to send them your finalised activity plan and risk assessment for the event, as well as any insurance certificates and your Home Contact agreement form.

You can view the information you submitted by selecting the **Actions** arrow and **Edit Event**. All the fields will be greyed-out, so you won't be able to edit them once you've submitted part 2 for authorisation.



Member Events								Add Event
Event Name	Event Type	Level	Start Date ↑	End Date	Status Reason	Leader In Charge	Authorising Commissioner	Actions
Brownie trip	International	London HQ Division	19/8/2023 10:00	26/8/2023 14:00	Pre-plan submitted	Ruby-Elizabeth Newton	Lara Cook HQ	⌵
Brownie UK trip	Residential lasting two nights or more	London HQ Division	30/6/2023 10:00	7/7/2023 14:00	Plan Submitted	Ruby-Elizabeth Newton	Lara Cook HQ	⌵
Guide camp	Residential lasting two nights or more	London HQ Division	6/1/2023 10:00	8/1/2023 14:00	Planning	Ruby-Elizabeth Newton	Lara Cook	⌵

- Add Volunteer
- Cancel Event
- Submit for Authorisation
- Edit Event

If you do need to make any changes, you'll need to ask the authorising commissioner to select **More work needed** so you can edit and resubmit the event for authorisation. They can find instructions on how to do this in the REN help file for commissioners authorising residential events.

## REN Approved

You'll get a GO communication to let you know when your commissioner has reviewed and authorised part 2. The status reason will update to **Approved** which means you can go ahead with your planned residential event. You must not go ahead with any event until it has been approved by the relevant commissioner.

Event Name	Event Type	Level	Start Date 	End Date	Status Reason	Leader In Charge	Authorising Commissioner	Actions
Brownie trip	International	London HQ Division	19/8/2023 10:00	26/8/2023 14:00	Approved	Ruby-Elizabeth Newton	Ruby-Elizabeth Newton	

If you make any changes to the event, you'll need to resubmit part 2 for authorisation. Your commissioner won't know you've made changes to the event until you do this.

## FAQs

What do I do if my level doesn't show on the My Levels page?

Check your profile to make sure your role at that level is showing as active. If you don't have one, or it's showing as active-pending, get in touch with your commissioner.

If you're running an event for a district, division, county, or country or region, and you don't already have a role at this level, you can be made an event administrator.

What if I need to change information after I've submitted part 2?

If there're any changes after part 2 is approved by the authorising commissioner, for example there's been a change of venue or a leader has had to withdraw and a replacement has stepped in, the form must be edited and resubmitted for approval.

If you're using the REN form on GO, you should ask the authorising commissioner to move your form back to the finalising stage. You can then make the changes and resubmit your form.

You must not hold an event unless you've received this reapproval.

Can I cancel an event after submitting it to my commissioner?

Yes. You can cancel at any time by going to the **Event Planning** page, selecting the **Actions** arrow by the event and then **Cancel Event**. If your commissioner has already authorised part 1 or 2 it's a good idea to let them know that you're cancelling the event and why.

Member Events								Add Event
Event Name	Event Type	Level	Start Date ↑	End Date	Status Reason	Leader In Charge	Authorising Commissioner	Actions
Brownie trip	International	London HQ Division	19/8/2023 10:00	26/8/2023 14:00	Pre-plan	Ruby-Elizabeth Newton	Lara Cook HQ	<ul style="list-style-type: none"> <li>Add Volunteer</li> <li><b>Cancel Event</b></li> <li>Submit for Authorisation</li> <li>Edit Event</li> </ul>
Guide camp	Residential lasting two nights or more	London HQ Division	6/1/2023 10:00	8/1/2023 14:00	Planning	Ruby-Elizabeth Newton	Lara Cook	

By cancelling the event the information will disappear from your views and your commissioner will no longer be able to view your event. If you decide to go ahead with the event later you'll need to create a new event.

What do the different status reasons on the Event Planning page mean?

Status Reason	Meaning
<b>Pre-plan</b>	This only applies to International RENs. It means that a new International REN has been started, and the permission to plan is being filled in by the event organiser.
<b>Pre-plan submitted</b>	This applies only to International RENs. It means permission to plan has been submitted to the commissioner.
<b>Planning</b>	Event organiser is completing part 1.
<b>Plan submitted</b>	Part 1 has been submitted to the commissioner for approval. The REN can't be edited by the event organiser after it's been submitted.
<b>Finalising</b>	Event organiser is updating part 2.
<b>Awaiting approval</b>	Part 2 has been submitted to the commissioner for approval. The REN can't be edited by the event organiser after it's been submitted.
<b>Approved</b>	The commissioner has approved the REN. If any changes are made, part 2 must be submitted again.



What happens when a volunteer uses a link to register for an event?  
 After opening the link, the volunteer will need to log in to GO. They'll see this page, which shows the event details. The volunteer must fill in their arrival and departure date and time, and select **Submit**.

### Attendee Sign Up - Residential Volunteer

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By accepting my role as a residential volunteer on this event:

- I understand the expectations of me in the volunteer code of conduct and that if I breach the Code I may have my membership restricted or withdrawn.
- I give permission for all relevant volunteers and staff to see my personal details, including contact details and learning. This is required to ensure the safety of our young members.
- I understand that I am expected to manage information in accordance with the Managing Information Policy. For further information on how and why Girlguiding use your personal data, including how long we keep it, your rights, and how you can contact us, please read our full privacy notice at: [girlguiding.org.uk/privacy-notice/](http://girlguiding.org.uk/privacy-notice/)

If you are uncomfortable with accepting this role, please speak to the leader in charge.

**Event Details**

**Event Name**

**Start Date and Time**


**End Date and Time**

**Event Type**

**Level**


<p><b>Residential Information</b></p> <p><b>Type</b>  <input type="text" value="Residential Volunteer"/></p>	<p><b>Volunteer Confirmation</b></p> <p><b>Arrival Date and Time *</b>  <input type="text" value=""/></p> <p><b>Departure Date and Time *</b>  <input type="text" value=""/></p>
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Once the sign up is complete, a green box will appear at the bottom of the screen to confirm this.

 If the link doesn't work, they should try signing into GO first, then opening the link again.

The volunteer will show in the list of volunteers for the event on the **Volunteer and Home Contact** tab.

If the commissioner hasn't approved the volunteer yet, you can edit their arrival and departure date and time by selecting the **Actions** arrow. If the commissioner has already approved the volunteer, you'll need to ask the commissioner to move them back to **Interested** before you can make any changes.

Status Reason	Actions
Interested	
Approved	<a href="#">Edit arrival/departure</a>

If someone needs to be removed from an event, your commissioner will need to do this for you. They can find instructions on how to do this in the REN help file for commissioners authorising residential events.