

## Overview

A field trip request is required to be submitted by the Field Trip Leader for all field trips run by staff and students of the University.

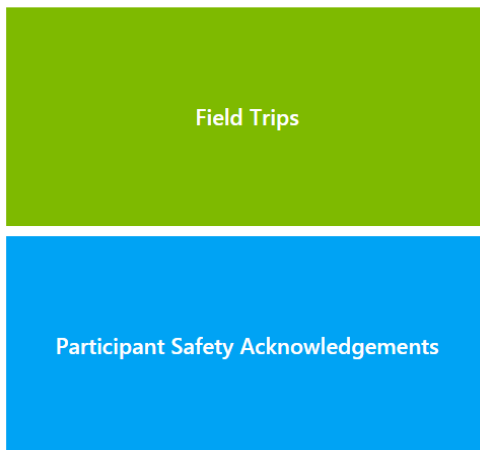
Staff and students participating in the field trip are required to complete a Participant Safety Acknowledgement (PSA) form prior to the approval of the field trip.

Participants of a field trip will receive an email containing a link to complete the safety acknowledgement.

Note: These screens have been designed to be used on both fixed and mobile devices.

## Steps

Log into [FlinSafe Field Trips](#) using Okta (may need to also login with your FAN and password) or via the link in the Participant Safety Acknowledgement email, which will take you straight to the form to be updated and submitted).



Click on Participant Safety Acknowledgements



From this section you can select to display open acknowledgement tasks or view PSAs you have already completed.

## Navigation

Sarah Lawson ▾ 1

▶ [Participant Safety Acknowledgements](#) ▶ [My Open Participant Safety Acknowledgements](#) 2

Date From  Date To

Field Trip Leader Name

PSA Reference ID	Field Trip Reference ID	Field Trip Title	Field Trip Leader's Name	Start Date	Due Date
FT000117-PAR001	FT000117	Pt Lincoln	Grant Dodgman	19/02/2017 06:00 AM	07/02/2017 08:00 AM
FT000116-PAR001	FT000116	Mt Gambier	Karen Willson	05/02/2017 08:00 AM	26/01/2017 01:37 PM
FT000115-PAR004	FT000115	Brighton Beach	James Watson	05/02/2017 08:00 AM	01/02/2017 03:18 PM

Referring to the highlighted areas above:

### Section 1

Log out by pressing the down arrow and selecting Log Out

### Section 2

Navigate back to the Home screen, or to the menu options for Participant Safety Acknowledgements by clicking on the relevant section

▶ [Participant Safety Acknowledgements](#) ▶ [My Open Participant Safety Acknowledgements](#)

### Section 3

Select a Participant Safety Acknowledgement by clicking on the PSA reference ID on the related field trip line.

### Section 4

Select a field trip by clicking on the field trip reference ID. This will show details about the field trip.

## Completing a Participant Safety Acknowledgement request

Home ▶ Participant Safety Acknowledgements ▶ My Open Participant Safety Acknowledgements ▶ FT000117-PAR001

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2

Guidelines	<b>Participant Details</b>	Attachments	Submit
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Reference ID: FT000117-PAR001

Regarding: FT000117

1. I will obey all reasonable directions from Field Trip Leader.
2. Wear appropriate clothing for prevailing weather conditions (sturdy, enclosed footwear and hat are required).
3. Stay clear of hazardous areas or dangerous locations (e.g. cliff edges, mine shafts, quarry faces and open slopes).
4. Behave in an orderly and respectful manner at all times.
5. Respect the property of others at all times – such as that of landowners and places where you are accommodated.
6. Do not leave your group without notifying the Field Trip Leader of your intended movements in time and place.
7. Will not take any prohibited items on the trip ([see guidelines](#)).
8. No recreational drugs are permitted. Limit the consumption of alcohol to ensure that you do not endanger your own safety or the safety of any other person on the field trip.
9. I understand all participants are expected to assist in housekeeping duties as directed by the Field Trip Leader.
10. University insurance – including private vehicle insurance is understood.

I have read, understood and agree to the conditions of this field trip. I agree that I will not intentionally cause any concern regarding my own health and safety or that of others on the field trip and have been informed of the specific risks associated with the field trip.\*

Yes	No
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Required Field

I hereby give permission for medical treatment to be administered to me in the event of an emergency.\*

Yes	No
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Print	Cancel	→
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Referring to the highlighted areas above:

### Section 1

Navigate back to the Home screen, or to the menu options for Participants by clicking on the relevant section

### Section 2

Click on a tab to navigate to that section of the form.

### Section 3

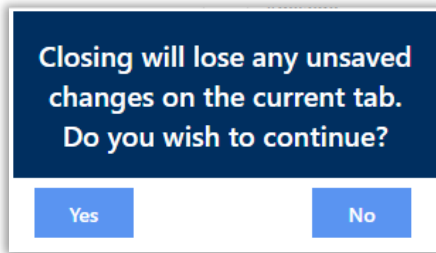
Use the Left arrow (back) or Right arrow (next) buttons to navigate through the tabs of the form. Or on the first page use the Print button to print to a PDF or a printer.

Most tabs have mandatory fields which require completion before the next tab can be displayed, or before the back arrow can be used.

Your changes will be saved when you progress to the next tab.

Cancel will cancel the changes you've made on the current tab and then exit the form. Data entered on other tabs will be saved.

Clicking 'Cancel' will display this warning.



Selecting Yes to this message will remove any unsaved changes on the current tab.

Similarly, exiting the form by clicking on another menu option using section 1, will cancel changes made to the current tab.

## Completing the PSA

A Participant Safety Acknowledgement request requires the following information completed, as indicated by the tabs across the top of the screen.



Each tab can be displayed, and modified if required, before approval on the 'Submit' tab.

The following information is contained on these tabs.

1. Guidelines

The Guidelines tab has terms and conditions which must be read and agreed to before participating in the field trip.

2. Participant Details

Personal details such as medical conditions and emergency contacts are entered here.

3. Attachments

Relevant documents can be attached on this tab.



Click the icon to add a new document.

**NOTE:** This is particularly important for under 18 year olds, who will need to attach their printed and scanned form to this tab (see point 4 below).

4. Submit the acknowledgement

If you are under 18 at the time of the field trip, your parent or guardian will need to physically sign the form. The form can be printed from the first page. Upload the scanned form to the Attachments tab.

Click Yes to Complete the PSA