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.

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”.

Tick the box for a Duke of Edinburgh Award 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.

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

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”.

To search for your Provider enter the Provider’s name (or part of it) and click “go”.

Now tick the correct box and click “next”.

Click here to add a new provider to the KCC database.
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.

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**PRECHECK CONFIRMATION**

**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 MyGo 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 if you want to continue completing your form now.**

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