

# Trip Form Guidelines



Prior to going on any Club trip, a Team Durham trip form must be completed. The trip organiser is responsible for the completion of a trip form. This form must be emailed to the Team Durham staff specified by Team Durham. This must be done before 3pm on the last working day before the trip.

The Exec member who approved the trip should make it clear to the trip organiser that a trip form needs completing and help clarify the protocol for doing so if necessary.

1. Login to the canoe club website with your account
2. If an event has been created on the website:
  - On the event page, select "Generate trip form"
  - Select at least 3 contacts and 2 first aiders then download.or
  - Navigate to Admin → Events
  - Click on the form icon to be taken to a form generation page
  - Select at least 3 contacts and 2 first aiders then download.
3. If an event hasn't been created:
  - On the files page, use the → Trip form generator ← link at the bottom of the page.
  - Fill in the relevant details and download.
4. Email the form from the club account to:
  - [a.j.cattermole@durham.ac.uk](mailto:a.j.cattermole@durham.ac.uk)
  - [l.e.veitch@durham.ac.uk](mailto:l.e.veitch@durham.ac.uk)