



Summary Tab - Quick Guide

This section records information relevant to the program.

Complete ALL fields marked with a **red* & **blue*** before submitting the form.*

**Remember to print the form.*

FIELDS REQUIRED	NOTES
Program Name	Name given to this event, e.g. <i>Sport Day</i>
Program Type	Select the best fit from the list, e.g. <i>Day Activity</i> . If none suit, select the 'Other' option.
Program type 'Other'	Free text description of event type when 'Other' is selected from Program Type.
Program ID	This is automatically populated upon Submission and is made up of State-Corps Code-Submitter Initials-Number, e.g. VI-COQLB1-JM-34.
Category	Select the best option from Local Corps, Divisional, Mission Support or Territorial.
Related Program ID	If this event is associated with another event, e.g. the Division is organising a camp and the Local Corps is responsible for their own participants, then the related Program ID would be that of the Divisional form's Program ID.
Start Date	Date the program is anticipated to start. Use the date picker beside the field OR simply enter d/m/yyyy.
End Date	Date the program is anticipated to conclude. Use the date picker beside the field or simply enter d/m/yyyy.
Location	Where the program is being held. If this changes, a MAaP review and update is required. <i>*See User Guide on How to Update a Program OR How to Review a Program here.</i>
Program Frequency	How often does this run, e.g., daily, weekly, fortnightly, etc.
Is this an ongoing program	Is it likely to roll over/continue past the nominated end date?
Location Ph	Contact number of the site where the program will be held.
Description	Free text explanation of the program's purpose and any other relevant information.