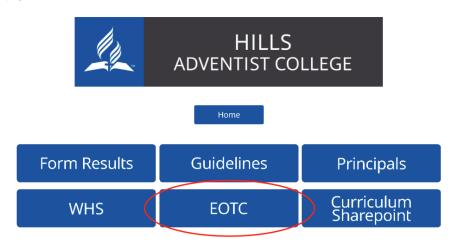# Help Page - EOTC

[Home]

EOTC

Jump to:

Creating an EOTC | EOTC Proposal | EOTC Day/Overnight/Overseas | Continuing/Editing /Approving an EOTC

Creating an EOTC

Navigate to your school page and click on the EOTC button

This will take you to the following page, click on the relevant button for what you are needing to create.

EOTC Proposal is a pre approval form for excursions and not the EOTC form required. Not all schools use this in EOTC procedures. If you are unsure check with your principal or head of school.

SEVENTH-DAY ADVENTIST SCHOOLS
NSW/ACT

Home

EOTC

EOTC	EOTC	EOTC
Proposal	Day Excursion	Overnight/Overseas Excursion

EOTC
Tutorial

Your browser does not support the HTML5 video element

example

back to top

EOTC Proposal

You will need to complete as field in this form, apart from the one labeled *optional, and the press **Save**

Choose Files   no files selected

Principal / Authorised Delegate:

👤 *Start typing the person's name then click on their name when it appears in th*

Save

This will trigger an email to your principal/authorised delegate about your proposed excursion. While you are waiting for your approval you can start the EOTC Day or Overnight excursion form.
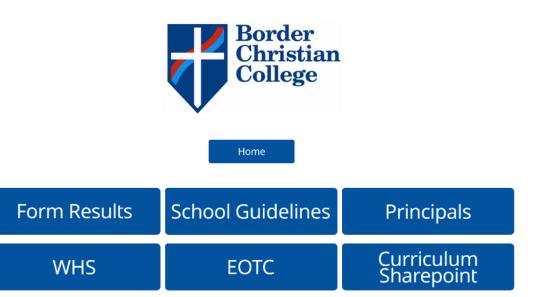
back to top

EOTC Day/Overnight/Overseas Excursion

Complete the form as per the following guide and the information on the note. Please note only fill in the **Red Questions** only on this form and read the information regarding the names of the documents being upload in order for your form to work smoothly.

back to top

Continuing/Editing/Approving an EOTC

To add to/edit/approve an EOTC in the system you will need to head to your school landing page and clicking on appropriate button

Border Christian College
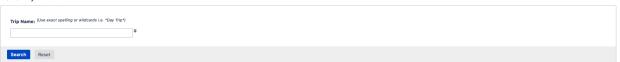
Home

EOTC Calendar

Click to View

EOTC Day Excursions
EOTC Overnight & Overseas Excursions
(this includes excursions entered prior to 23/8/2019)

ⓘ **How to use calendar to edit forms**
To quickly view the data of a form simply click the trip on the month view.

To **edit** a form, click the **date** of a specific day to have the forms for that day appear in the righthand pane. Your edit button will appear below each trip name if editing is permitted.

EOTC Day Excursions

Trip Name: *(Use exact spelling or wildcards i.e. *Day Trip*)*

[   ] ⌄

[Search] [Reset]

[<] [>] [today]   August 2020   [month][week][day]

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7 Sport- Tennis	8

Once there follow the step in the video below about accessing and editing an EOTC.

back to top