

IMPORTANT INFORMATION WHEN YOU ARE NOT USING CAMPDRAFT ONE



NOMINATIONS

Please ensure the Campdraft One Team receives your list of nominations as soon as your nominations close. At a minimum, our office needs to keep your list of nominations for 3 business days.

Please ensure the list of nominations is in Microsoft Excel format before you submit it. If you are using Campdraft Central, you can copy and paste the list of nominations from the screen into Excel. The correct format required is;

- Column A = ACA Membership Number
- Column B = First Name
- Column C = Last Name

Missing data or incorrect member names and/or numbers cannot be accounted for. We are only able to process the list exactly how it is sent. If you would like to expedite the process, you can use your Campdraft One login, to look up the nominated person, double check their name and member number and add it to the Microsoft Excel document before sending to the Campdraft One Team.

Anyone that is non-financial, when checked by our office, will receive a phone call, and be given 24 hours to pay their membership. We will then return the list to you, please select your nominations only from financial competitors.

ACA OFFICE PHONE: 0746 223 110
EMAIL: ACA@CAMPDRAFT.COM.AU



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JUDGES

Please remember to submit the names of all Judges, and the events they are judging, when you submit your list to the office on the Monday prior to your event.



COMPETITOR LIST

Once you have accepted your nominations, please return the competitor list to our office no later than the Monday before your event, for us to keep on file. Any non-financial members on this list, may be referred to the Code of Conduct Sub Committee.

Finally, please note that we process the list of nominations in the order that they come in. Each list takes around 3-4 hours to process, plus we need to allow 24 hours for non-financials to pay.



KEY POINTS TO REMEMBER

Full Nominations List Due: As soon as you close nominations.

Judges Names: Monday prior to your event.

Finalised Competitor List: Monday prior to your event.

Event Results: 48 hours after the completion of your draft.