Telford & Wrekin
COUNCIL









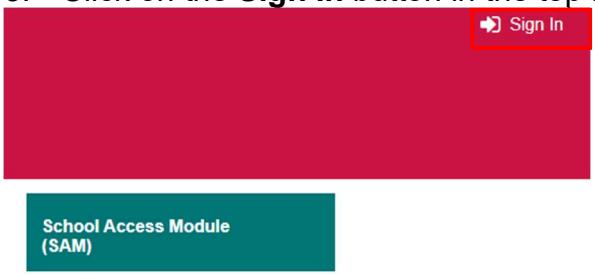
Synergy User Guide – Applying as a Chaperone

1. The portal can be accessed here:
   https://education.telford.gov.uk/Live/SynergyWeb/

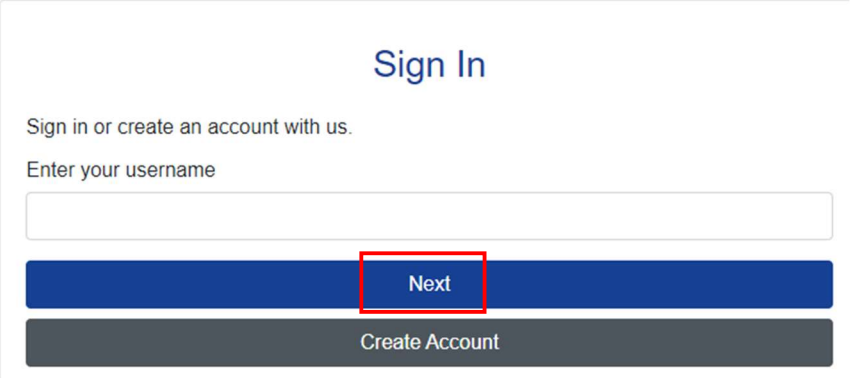
2. This will bring you to the home page that looks like this:



3. Click on the **Sign In** button in the top right corner.



4. Log in. The username will be the email address you used to set up the account.

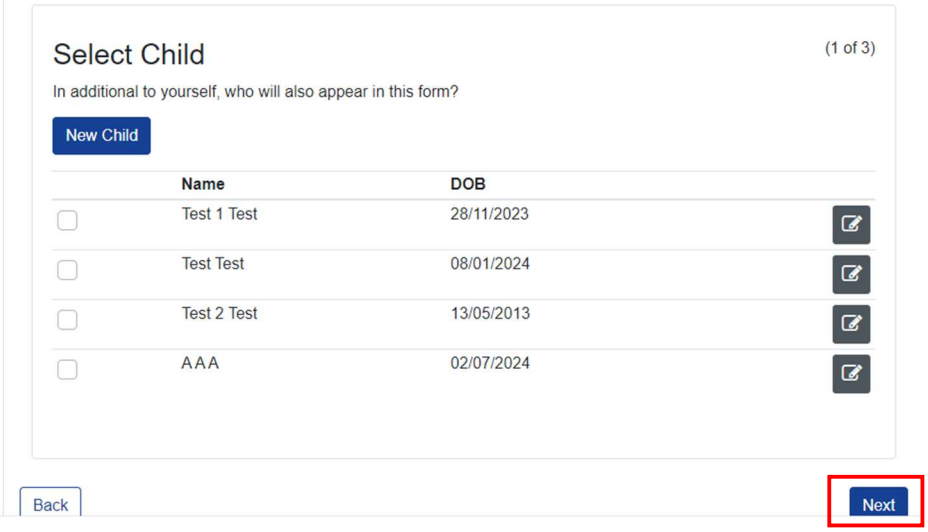


5. Click on the title of the form you want to complete. For this particular form go: Child Employment Chaperone Form.

Make sure to read the information to ensure you have all the necessary information before you start the form.
Click on the title to bring you through to the form.



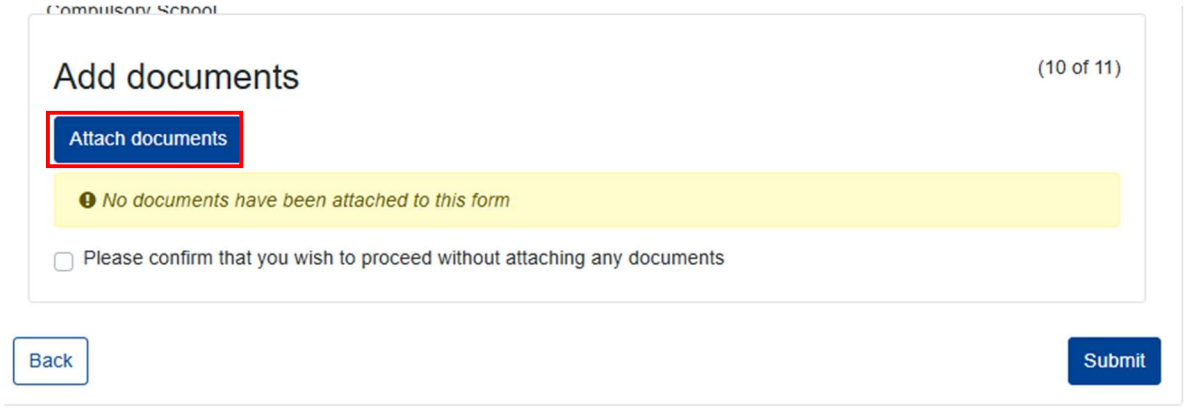
6. The first page of the form will ask you which child the form is regarding.
   For this form, please select **Next** in the bottom right corner without selecting a child.



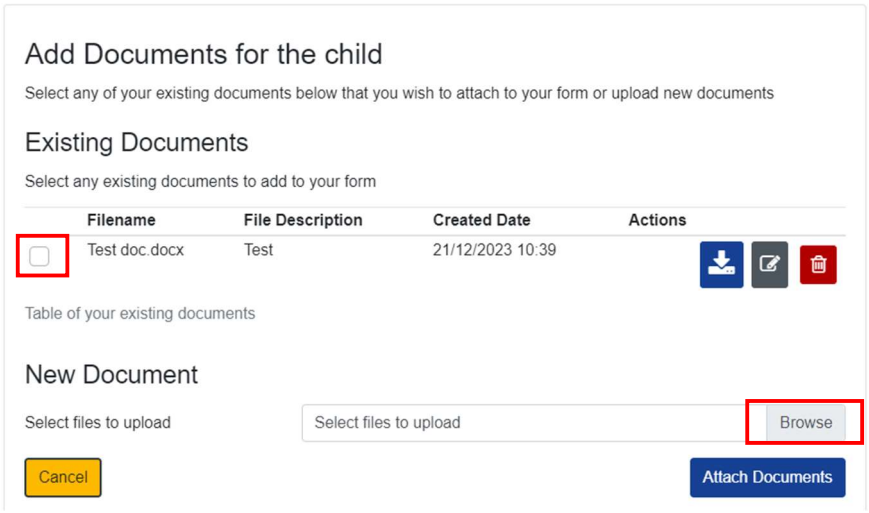
7. Fill out each page of the form, clicking **Save & Continue** to go to the following page. Please be aware that red boxes marked with a * mean that the field is mandatory and must be filled out before proceeding.



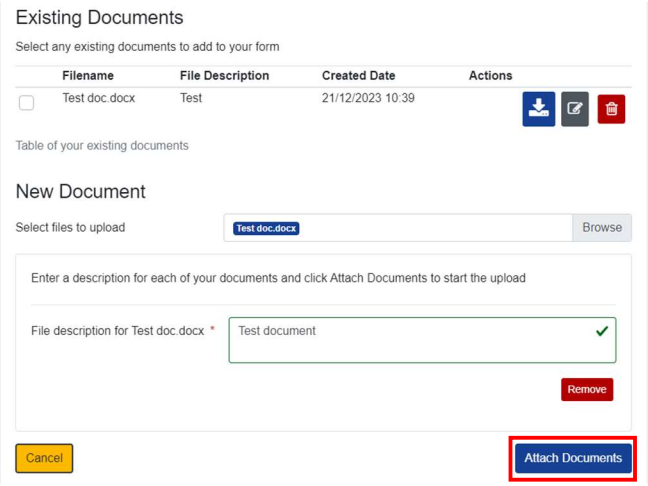
8. At the end of the form, there is a page to add documents. Click on the **Attach documents.**



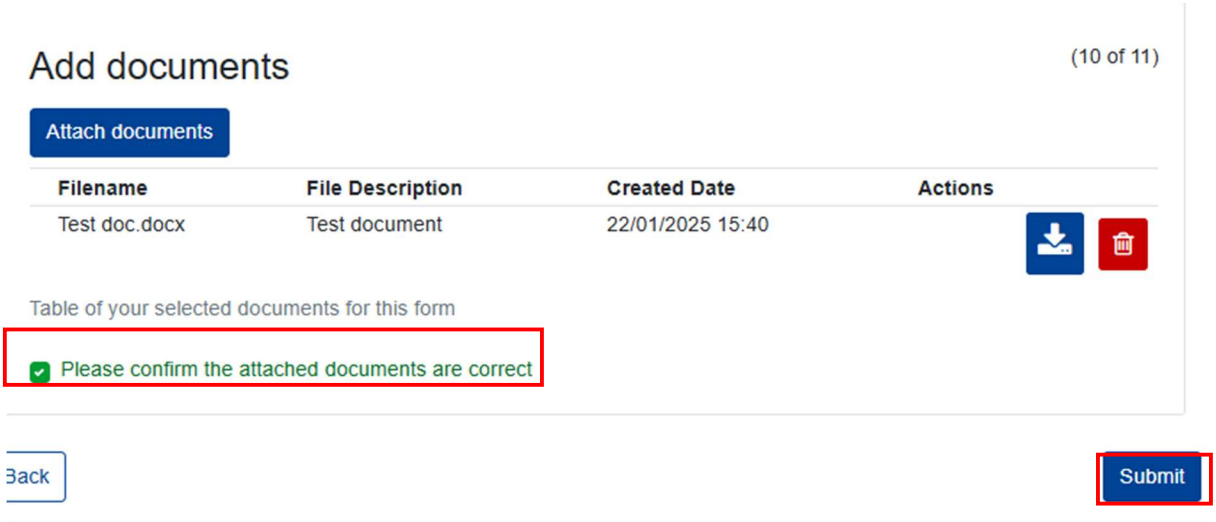
9. You can tick to add an existing document shown or **Browse** to select a new file to upload.



10. Click **Attach Documents** to add the document to the form.



11. You will now be asked to tick to confirm that the attached documents are correct.



12. Click **Submit.**

13. You will now get a final page telling you that the form has been submitted successfully. Click **Finish** to return to the portal home page.