

How to guide for: Creating a profile in Operoo

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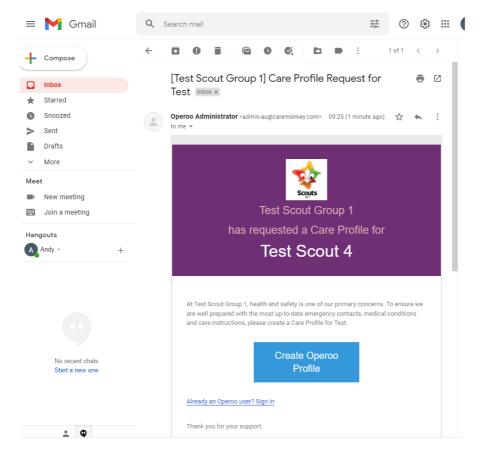


Background information

- This guide covers how a parent, rover, scout leader, or adult helper can create their Operoo account and share their profile. This process is the same for both leaders, rovers, adult helpers, and parents.
- Scouts ACT member names and email addresses are integrated to Operoo from Extranet (Scouts ACT Membership database). Once imported, this triggers an email invite to create an Operoo account and profile.
- Once the profile is created it can be shared with Scouts ACT so the relevant Scout Leaders have access to their medical details and send activity consent forms to families.
- It is important to note a parent (or adult member) creates only one Operoo account but can have many profiles (one for each child) under that account.
- A profile information can be updated at any time
- The process for creating your Operoo profile is the same if using a desktop or mobile phone.

Email invite is received

To start the process, you will receive an invite similar to shown below from Scouts ACT. This invite is sent to the email listed as the primary contact in Extranet.



Click on the Create Operoo Profile button to start the process.



Create your Operoo account

Firstly, you will be prompted to sign up and set a password for your account (username is your email address).

I'm not a robot I have authority to provide details for Test Scout 4 I am this person's Father Your name* Andrew Gibson Your email address* andrewgibson7307@gmail.com Password* Image: Password confirmation* Vour mobile phone number* 041234567 Country Australia State Australian Capital Territory Image: Sign Up' you agree to the Terms of service and Privacy policy	reCAPTCHA Privacy - Terms I have authority to provide details for Test Scout 4 am this person's Father our name* Andrew Gibson our email address* andrewgibson7307@gmail.com assword* Very strong assword confirmation* our mobile phone number*
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Create your profile

Once you have signed up, click on the '+ Add Profile' link.

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Requests @								
Test Scout Group 1 has sent a request for Test Scout 4"Camping at Cottermouth". RESPOND	Я	2	Test Scout 4 "L Camp".	p 1 has sent a request ake Cobargo Group POND	for			
My Profiles ⊚		+ Add F	Profile for you ar	nd your family memb	ers.		(+ Add Profile
Profiles Shared with Me	3	No p	rofiles shared fr	om family and friends	3.			

Fill out the questions as presented to you which include the following sections:

- Personal details
- Profile photo
- Emergency Contacts. We require at least two contacts.
- Medical Contacts. This is optional but you can list doctor/dentist details.
- Emergency Information (eg Medicare number, Private health insurance details etc)
- Medical Conditions
- Other Conditions/Disabilities
- Notes. If there is anything additional you wish to make Scout leaders aware of, please add this information here.
- Consent. Where you create your electronic signature and consent that the information is correct.

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				ISENT ent below -				
I confirm that the details provided in this profile ability. By sharing this profile I confirm that the c information who have Test Scout 4 in their care	letails ca			f this	Clear	our signature below		

Click 'I Agree' and the profile is saved.

My Profiles @

Back on the home page the profile will now appear. You will note if there are any special medical conditions or notes these appear with an exclamation mark so this is easily brought to a Scout leaders' attention.





Share your Profile with Scouts ACT

Once the profile has been created, click on the name of the person.

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My Profiles () Test Scout 4 Female, 11 year old ()								+ Add Profile
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You will then see a Sharing Section. Click the Share button for the Scouts ACT group.

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<				Test S	Scout 4				
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	Date of Birth		17 July 20)10 - 11 year old					
	Address		30 Test St	reet, Testville, Au	stralian Capital Terr	itory 2600, Au	ustralia Map		
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A confirmation message will appear, with the name and email address of the Group Leader.

Share request for Tes	t Scout 4	×
Test Scout Group 1 has re	equested care information	n for Test Scout 4
Test Scout Group 1		
	Administrator Name	Andrew Gibson
Scouts	Administrator Email	andrew.gibson@scoutsact.com.au
ACT	Country	Australia
Share Close		

Once shared, this will update the profile details.

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Test Scout Group 1		Û		Camping at Co	ttermouth	Pending		Respond
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Congratulations. You have now setup and shared your profile with Scouts ACT.



Share your profile with other people

You are able to share the management of profiles in your account with another person (e.g. other parent). To do this click on the profile name and the Share button under the Individuals line of the Sharing section.

💙 Operoo Home 🗸		
<		Test Scout 4
		FULL VIEW -
Personal Details for Test Scout 4		
	Gender	Female
	Date of Birth	17 July 2010 - 11 year old
	Address	30 Test Street, Testville, Australian Capital Territory 2600, Australia Ma
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🔄 Share 🔒 Print 🗊 Delete 🎞 Transfer		
Sharing		eForm
Organisations		eForm I
Test Scout Group 1		E Lake Co
Individuals		Campin Campin
Emergency Contacts		

Then fill out the invite details and click invite. For access, we recommend choosing View and Modify if you wish them to respond to Activity Consent forms.

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🚻 Apps 🔹 Operoo			🔝 Reading list
ᅌ Operoo Home 🗸 🛛 🐵 Home	e Recent - Form Library	News My Account -	Help - 🕩 Sign Out
<	Invite someone to view	lest's profile	
This section allows you to invite another per	rson (such as another parent or grand	arent) to view or manage this pr	ofile.
Name			
Emily Gibson			
Email			
emily.thescoutparent@gmail.com			
Relationship			
Mother			~
Access type:*			
View & Modify			~
Message			
Hi Emily, Giving you access to manage Test Scout 4 f	for Scouts as we discussed.		
Invite Cancel			Live Chat



The person who has been invited will then be asked to create an Operoo account the same way as outlined above.

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	Date of Birth	17 July 201	10 - 11 year old	
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