



How to guide for:

Submitting an Activity Approval form in Operoo.

What does this cover

How a Scout Leader creates and submits the form in Operoo.

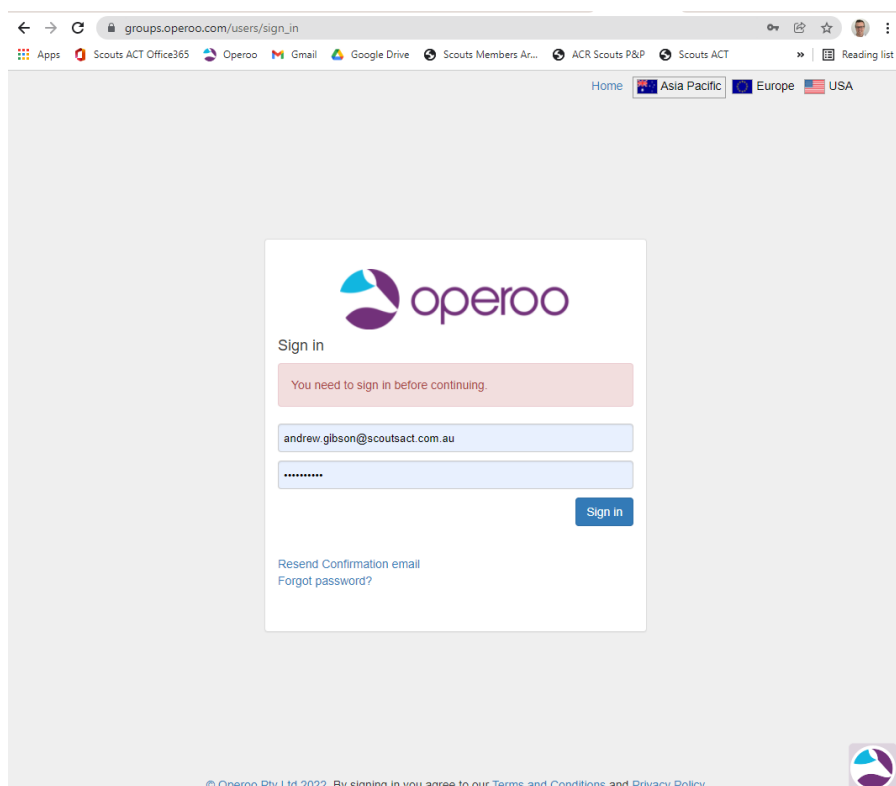
Background Information

- An activity approval form must be submitted and approved before Activity Consent forms can be sent.
- As per current policies, regular Activities are approved by your Group Leader
- Adventurous Activity (AA) are still required to be reviewed by an appropriately qualified AA leader. AA Activities go through a 2-step approval process:
 - AA qualified leader review
 - Group Leader approval
- For both types of activities, your nominated Group Leader will do the final approval or return the form with comments.
- Where the activity is either a multi-group or Branch level, the ACC-Group Support or ACC – YPR replace the approval role of your Group Leader.
- Where you have an event (i.e. Group camp) that may encompass multiple Adventurous Activities, a form needs to be filled out for each activity type (as these will be sent to separately qualified leaders for review).

What are the steps

1. Login to Operoo

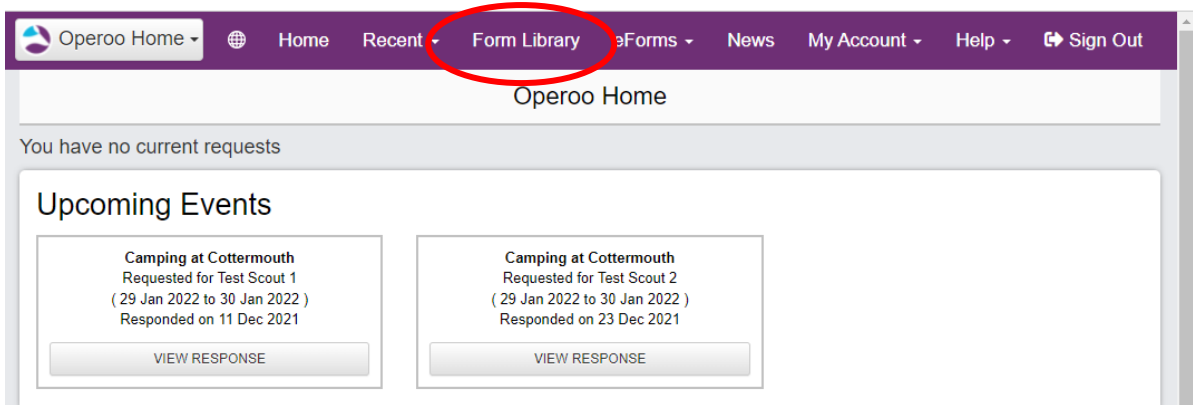
[Go to Operoo website and login using your email/password.](#)



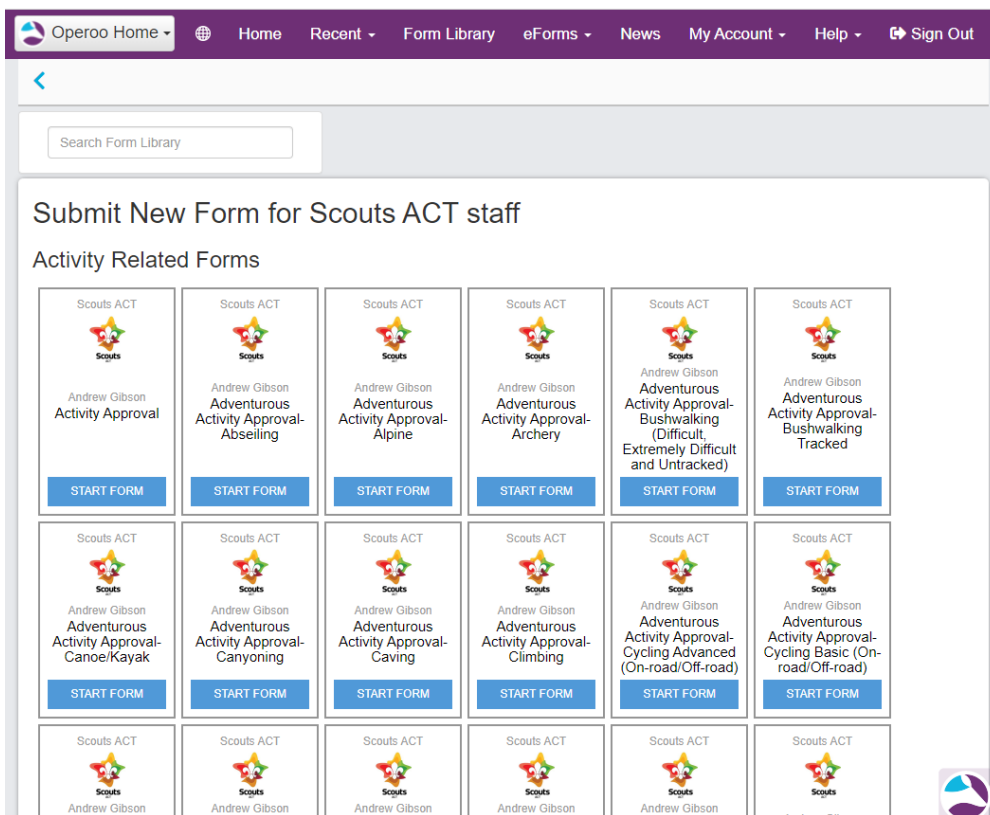
The screenshot shows a web browser window with the URL groups.operoo.com/users/sign_in. The browser's address bar and tabs are visible at the top. The main content area displays the Operoo logo and a 'Sign in' form. The form includes a message: 'You need to sign in before continuing.' Below this, there are two input fields: one for the email address 'andrew.gibson@scoutsact.com.au' and another for a password, represented by dots. A blue 'Sign in' button is positioned to the right of the password field. At the bottom of the form, there are two links: 'Resend Confirmation email' and 'Forgot password?'. The footer of the page contains the text: '© Operoo Pty Ltd 2022. By signing in you agree to our Terms and Conditions and Privacy Policy.' and a small Operoo logo icon.

2. Browse the activity approval forms

On the top level menu. Select Form Library.



Here you can scroll or search for the type of activity you are planning.



3. Fill out the form

Once the correct form is located, click the Start Form button and fill out the form.

Points to note include:

- The header of the form includes important information related to this form.
- Most questions are common across each of the forms, however some include questions specific to that activity (see below).
- A risk assessment template is provided in each form. If you need this, please download file in and re-attach.

4. Select approvers for your form

At the bottom of your form, you will see the list of approvers.



If this is a normal activity, select your Group Leader from the list.

If this is an Adventurous Activity form, you will also have to select from amongst the listed AA qualified leaders to conduct their initial review. As a general note, you should contact the AA qualified leader prior to filling out this form to ensure their availability.

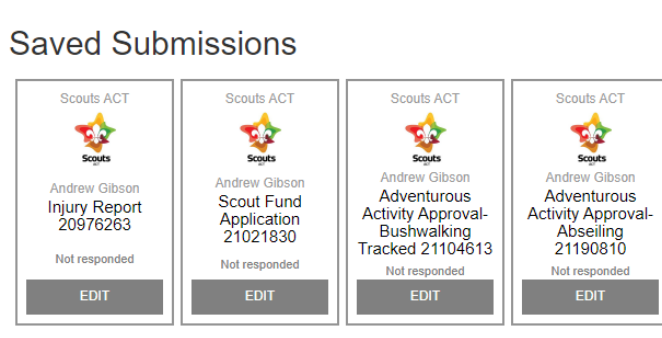
If the person filling out the form is an AA qualified leader, they can select themselves to review/approve this stage.

If a listed AA qualified leader is also a Group Leader, the same person can be selected to approve both steps.

5. Save or submit your form

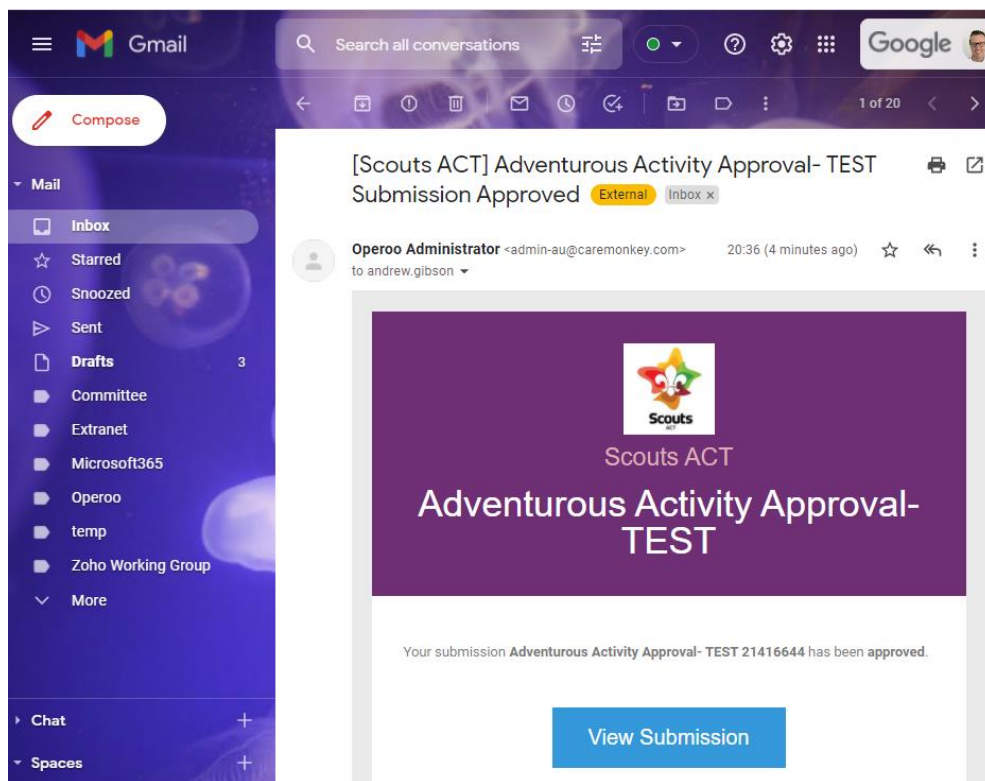
Once the form is filled out you have the choice to save the form and complete at a later time.

If you save, this will be accessible in the Form Library – Saved Submissions section (just scroll to bottom of the page).

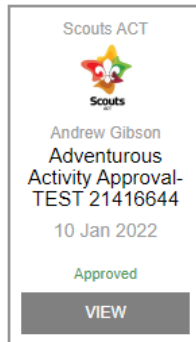


If you have completed the form, hit Submit.

Once the form has been approved (or rejected), you will receive a confirmation email or further instructions.



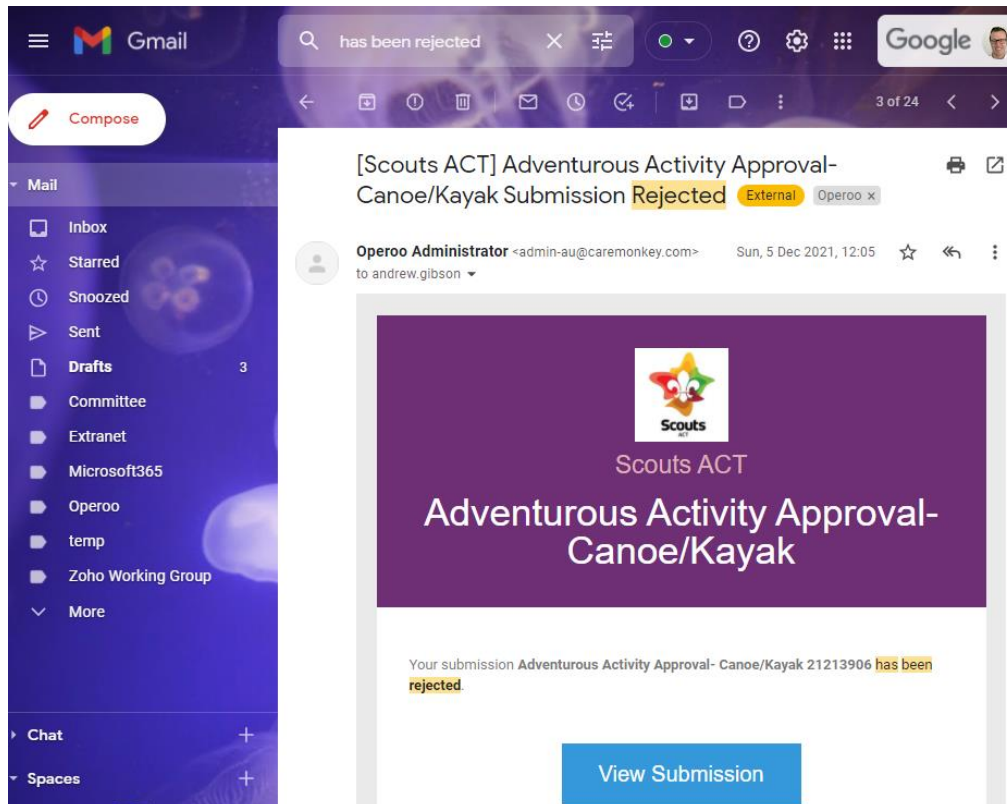
This form can then be accessed at any time in the Form Library – My Submissions section.



Once approved, you can then create and send out the Activity Consent form.

6. What to do with a Rejected form

If your form was rejected, it will require further revision and/or input. To view comments made by the approver (or reviewer) you can access this form via the email link “View Submission”.




Clicking on this link will bring up the form for you to review any comments.



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< Andrew Gibson - View response Adventurous Activity Approval- Canoe/...



Staff eForm Submitted by: Andrew Gibson, andrew.gibson@scoutsact.com.au on 05 Dec 2021 at 12:03 PM AEDT

This form has the following approvals

1.  Adventurous Activity Review (*Rejected by Andrew Gibson 05 Dec 2021 at 12:05 PM AEDT*) Notes: ad in abc
2.  Group Leader or Rover Unit Leader approval

Rejected

This is an Adventurous Activity Approval form for **Canoe/Kayak on flat/undemanding water**.
If you are planning a **white water** activity, please contact the Branch Commissioner Adventurous Activities (aa@scoutsact.com.au) to

To update the form with required changes/additions press the Resubmit button. This will create a copy of the form already submitted so you can edit for any changes and resubmit.

A resubmitted form will then follow the same approval process.