



How to guide for: Creating a profile in Operoo

Contents

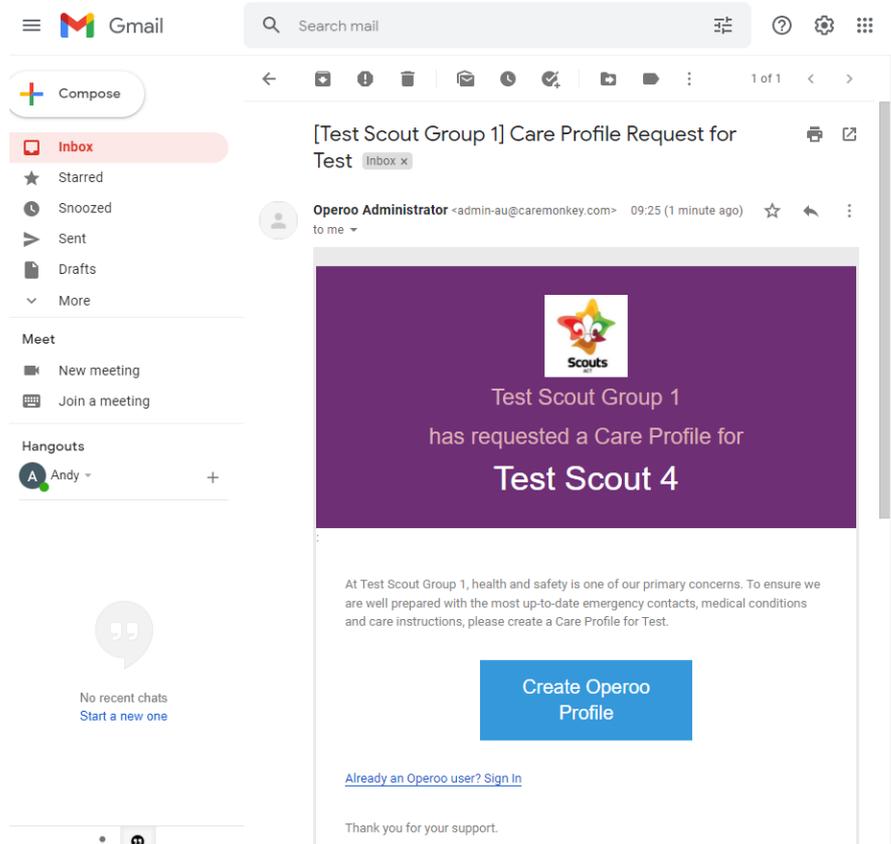
Background information	2
Email invite is received	2
Create your Operoo account.....	3
Create your profile	4
Share your Profile with Scouts ACT.....	5
Share your profile with other people.....	7

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).



Sign Up for Asia Pacific Region

I'm not a robot  reCAPTCHA
[Privacy](#) - [Terms](#)

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*

.....

Very strong

Password confirmation*

.....

Your mobile phone number*

041234567

Country

Australia

State

Australian Capital Territory

Timezone*

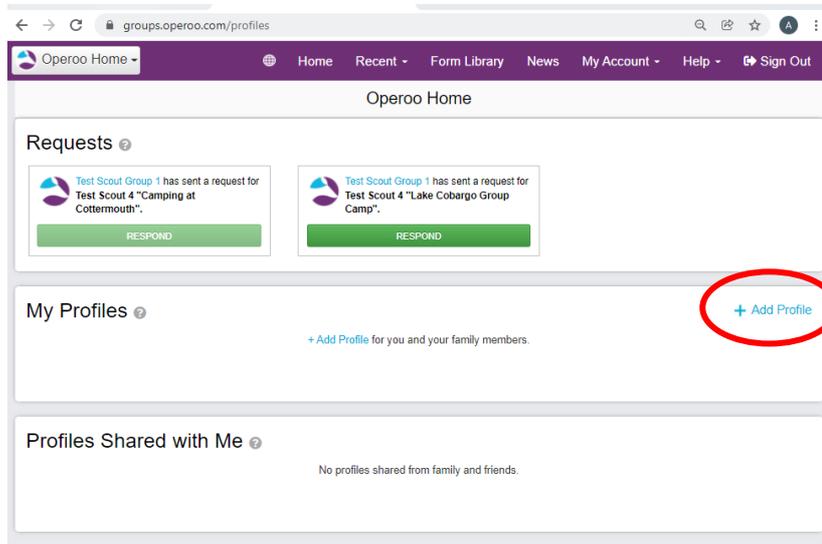
(GMT+10:00) Canberra

By clicking 'Sign Up' you agree to the [Terms of service](#) and [Privacy policy](#)

Sign Up

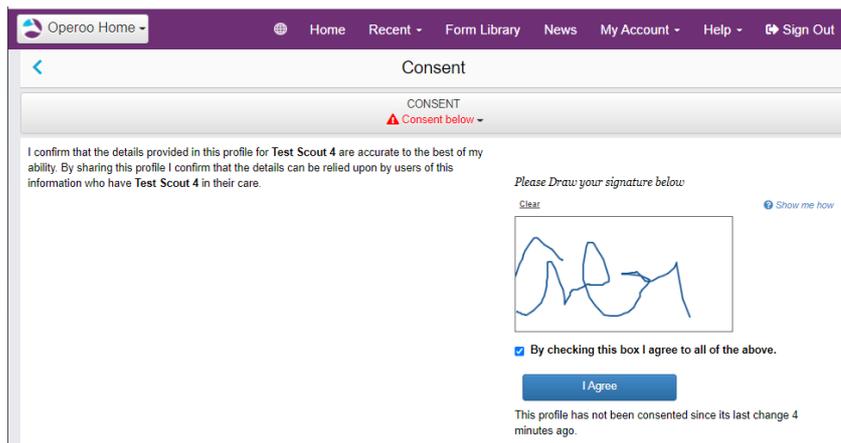
Create your profile

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



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.



Click 'I Agree' and the profile is saved.

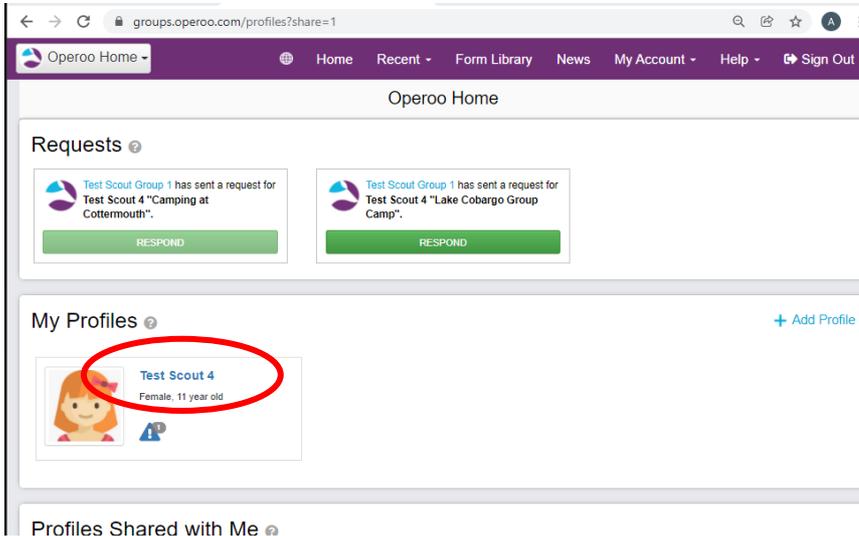
Back on the home page the profile will now appear. You will note if there are any special medical conditions or notes these appear with an exclamation mark so this is easily brought to a Scout leaders' attention.

My Profiles

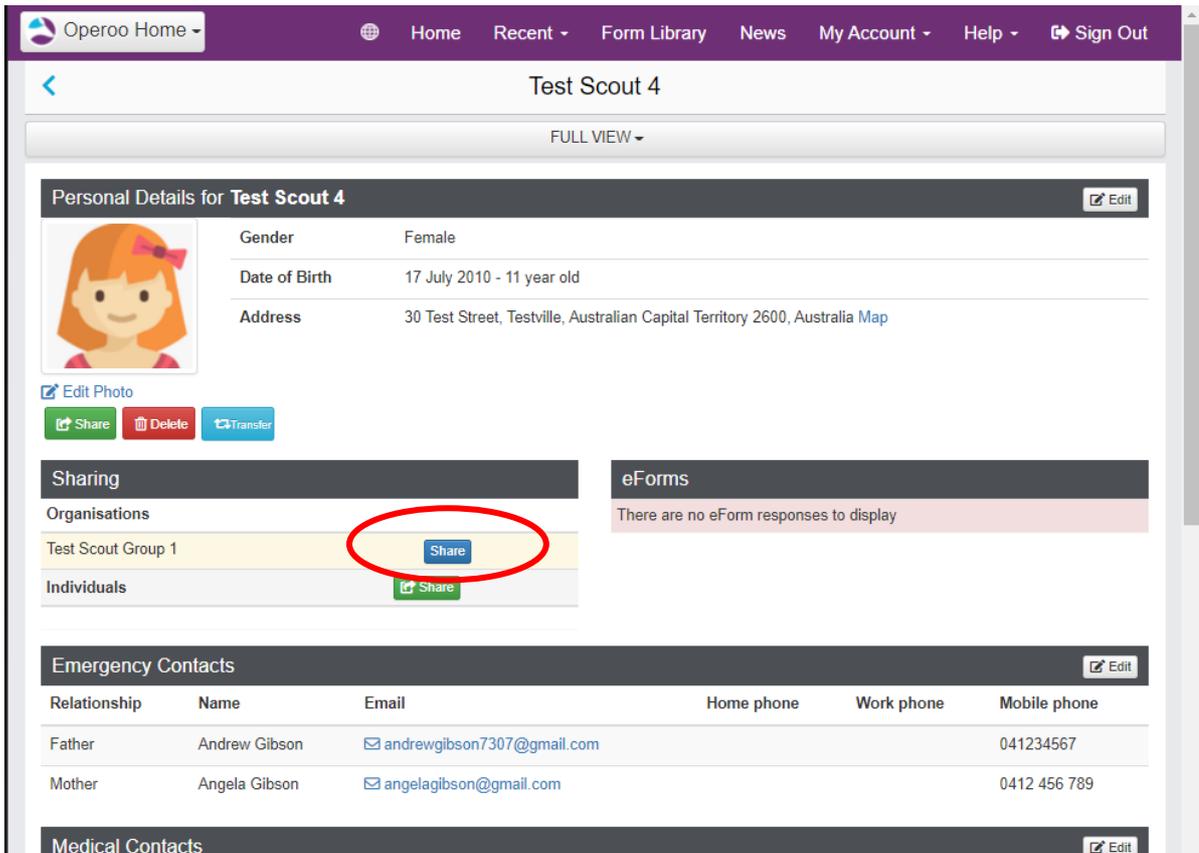


Share your Profile with Scouts ACT

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



You will then see a Sharing Section. Click the Share button for the Scouts ACT group.





A confirmation message will appear, with the name and email address of the Group Leader.

Share request for Test Scout 4

Test Scout Group 1 has requested care information for Test Scout 4

Test Scout Group 1

	Administrator Name	Andrew Gibson
	Administrator Email	andrew.gibson@scoutsact.com.au
	Country	Australia

Share Close

Once shared, this will update the profile details.

Operoo Home Home Recent Form Library News My Account Help Sign Out

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 Map

Edit Photo

Share Delete Transfer

Sharing

Organisations	Individuals
Test Scout Group 1	Share

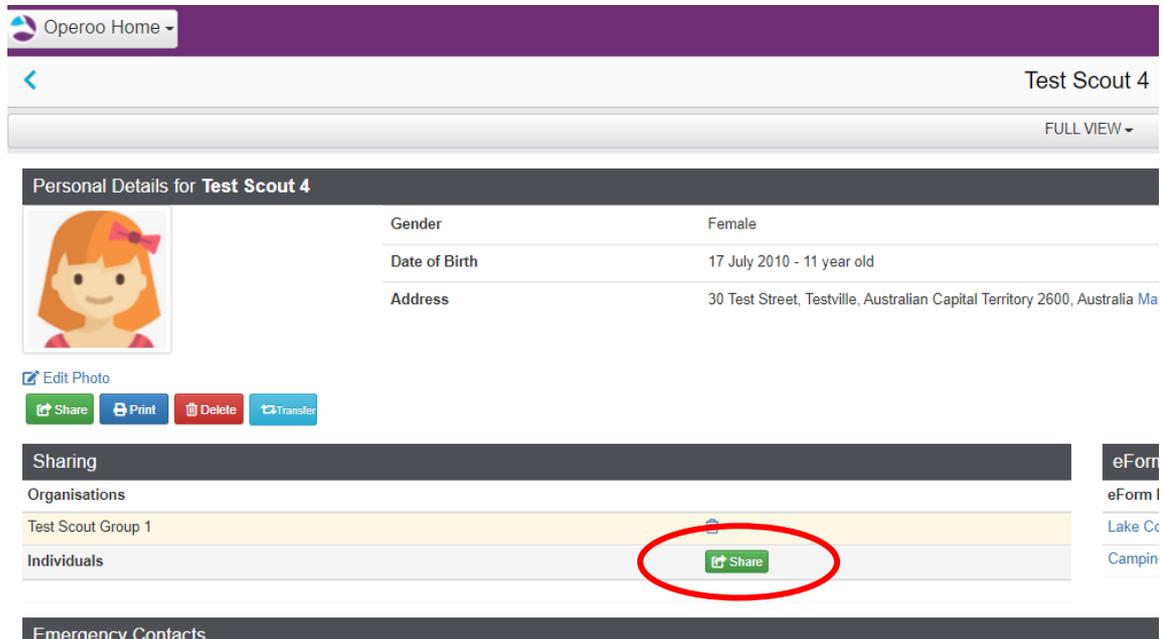
eForms

eForm Responses	Response Date	Response
Camping at Cottermouth	Pending	Respond
Lake Cobargo Group Camp	Pending	Respond

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

[Edit Photo](#)

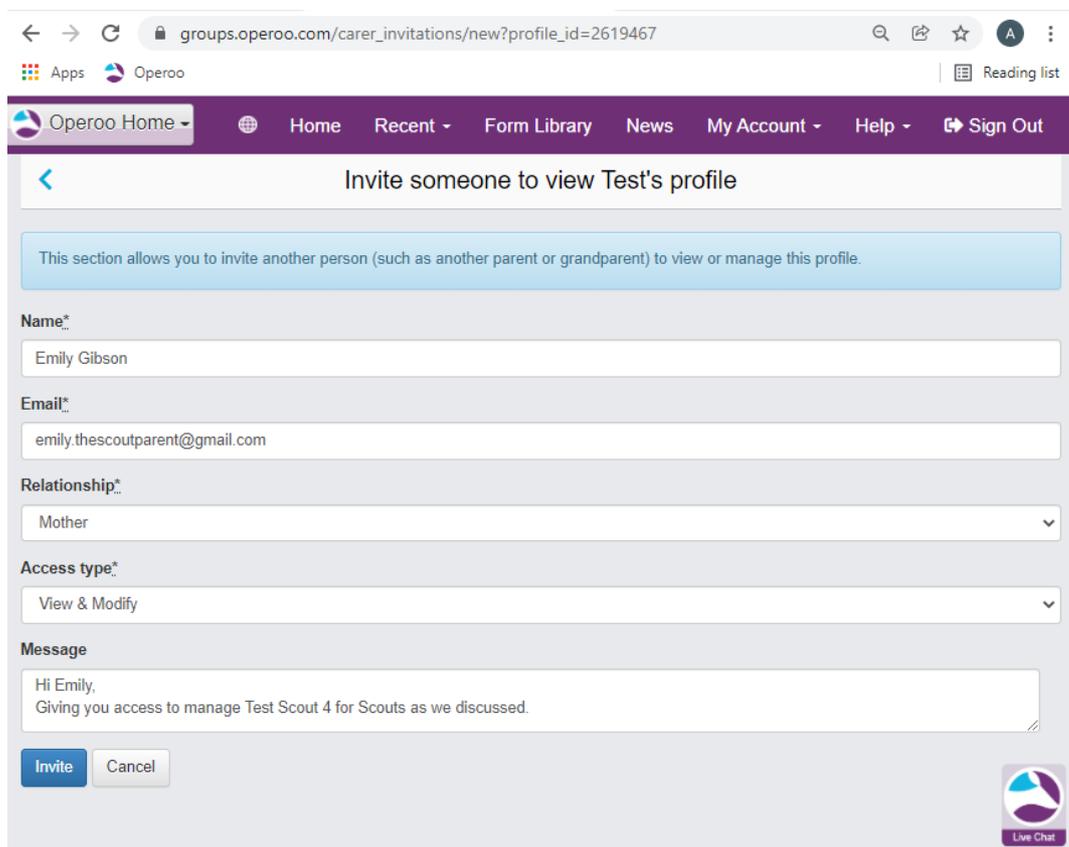
[Share](#) [Print](#) [Delete](#) [Transfer](#)

Sharing

Organisations	Individuals
Test Scout Group 1	Share

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.



groups.operoo.com/carer_invitations/new?profile_id=2619467

Operoo Home ▾ Home Recent ▾ Form Library News My Account ▾ Help ▾ Sign Out

Invite someone to view Test's profile

This section allows you to invite another person (such as another parent or grandparent) to view or manage this profile.

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 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.

Personal Details for Test Scout 4



Gender	Female
Date of Birth	17 July 2010 - 11 year old
Address	30 Test Street, Testville, Australian

[Edit Photo](#)

[Share](#) [Delete](#) [Transfer](#)

Sharing

Organisations

Test Scout Group 1	Delete
--------------------	------------------------

Individuals [Share](#)

Emily Gibson (<i>pending response</i>)	View and Modify	Edit	Delete
--	-----------------	----------------------	------------------------

End of document