



How to guide for:

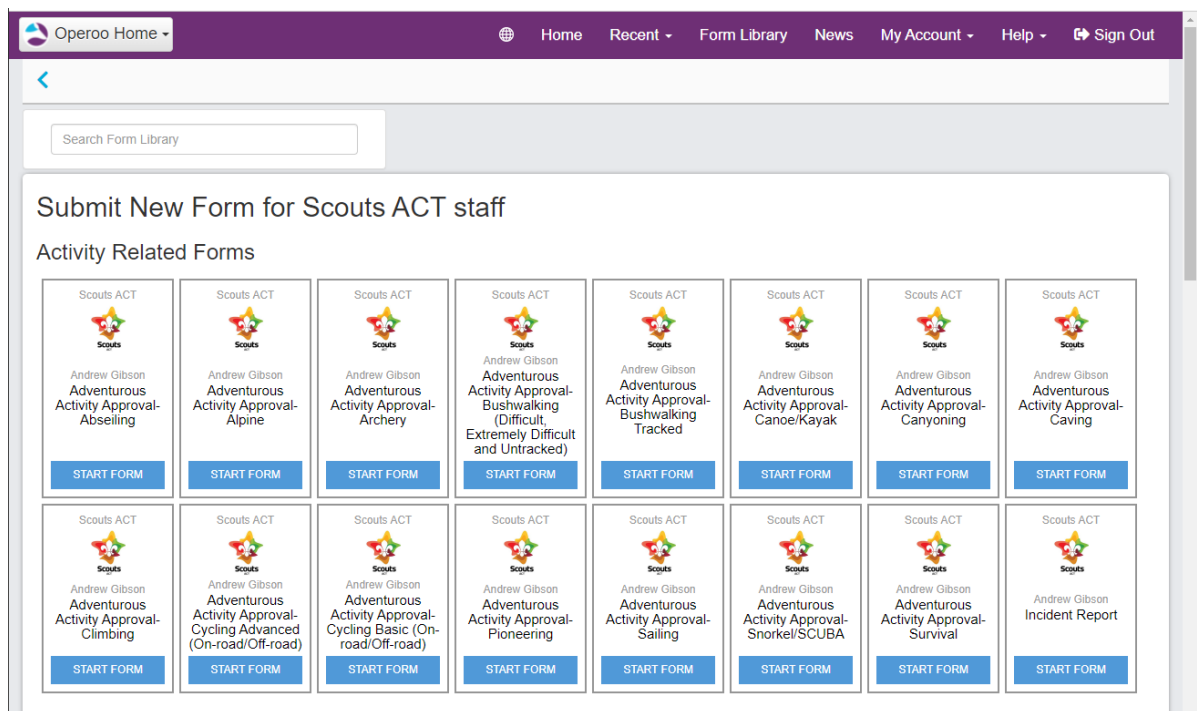
Adventurous Activity qualified leaders
reviewing Adventurous Activity Approval forms
in Operoo.

What does this cover

How an Adventurous Activity (AA) qualified leader can review and approve or reject an AA Approval form in Operoo.

Background Information

For Adventurous Activities, Section leaders are required to submit a form from the Form Library in Operoo to both their Group Leader and a qualified AA leader. Note, there is a separate form for each type of Adventurous Activity as they have a different set of reviewers/approvers.



The screenshot shows the Operoo Home page with a navigation bar at the top containing 'Home', 'Recent', 'Form Library', 'News', 'My Account', 'Help', and 'Sign Out'. Below the navigation bar is a search bar labeled 'Search Form Library'. The main content area is titled 'Submit New Form for Scouts ACT staff' and 'Activity Related Forms'. It displays a grid of 16 form cards, each with the Scouts ACT logo, the name 'Andrew Gibson', and a specific activity approval form title. Each card has a blue 'START FORM' button at the bottom.

| Activity Type | Form Title |
|-------------------------------|--|
| Adventurous Activity Approval | Abseiling |
| Adventurous Activity Approval | Alpine |
| Adventurous Activity Approval | Archery |
| Adventurous Activity Approval | Bushwalking (Difficult, Extremely Difficult and Untracked) |
| Adventurous Activity Approval | Bushwalking Tracked |
| Adventurous Activity Approval | Canoe/Kayak |
| Adventurous Activity Approval | Canyoning |
| Adventurous Activity Approval | Caving |
| Adventurous Activity Approval | Climbing |
| Adventurous Activity Approval | Cycling Advanced (On-road/Off-road) |
| Adventurous Activity Approval | Cycling Basic (On-road/Off-road) |
| Adventurous Activity Approval | Pioneering |
| Adventurous Activity Approval | Sailing |
| Adventurous Activity Approval | Snorkel/SCUBA |
| Adventurous Activity Approval | Survival |
| Adventurous Activity Approval | Incident Report |

AA Approval comprises of 2 approval steps:

1. AA qualified leader review
2. Group Leader approval

After filling out the form details, the last section asks the leader to select the appropriate approver and reviewer. The reviewer must be listed as a qualified leader for that specific adventurous activity type.

Before submitting a form to an AA Leader for review, it is expected that the leader organising the activity has already been in touch with the proposed reviewer to confirm their availability and

discuss any other questions.

Approvals

A number of approval stages need to be completed before this submission can be accepted.

Adventurous Activity Review

Please select the appropriate approvers from the Adventurous Activity Review group below.

Before selecting a qualified leader to review this activity, it is best practice to contact them beforehand for their preliminary advice and agreement

- Andrew Gibson
- Andrew Palm
- Richard MILCZAREK
- Samuel Boak

Group Leader or Rover Unit Leader approval

Please select the appropriate approvers from the Group Leader or Rover Unit Leader approval group below.

Select your Group Leader. If this is a multi-Group or Branch level activity, please select ACC - Youth Program or ACC Group Support

- ACC - Group Support
- ACC - Youth Program
- Adam Sheppard
- Andrew Gibson
- Ayla Jones
- Emma Georgiou
- Felicity McNeice
- Hamish McNeice
- Luke O'Connor
- Rachael Dean
- Sonder Peters

You can monitor the approval process from your active forms dashboard once submitted.

[Submit Form](#)

[Save for Later Submission](#)

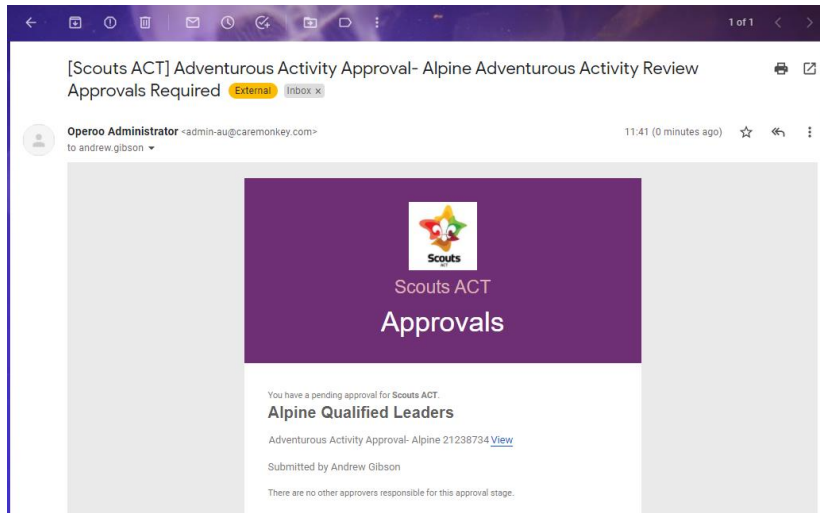


Once they hit the “Submit Form” button, you will then be notified via email to review the form.

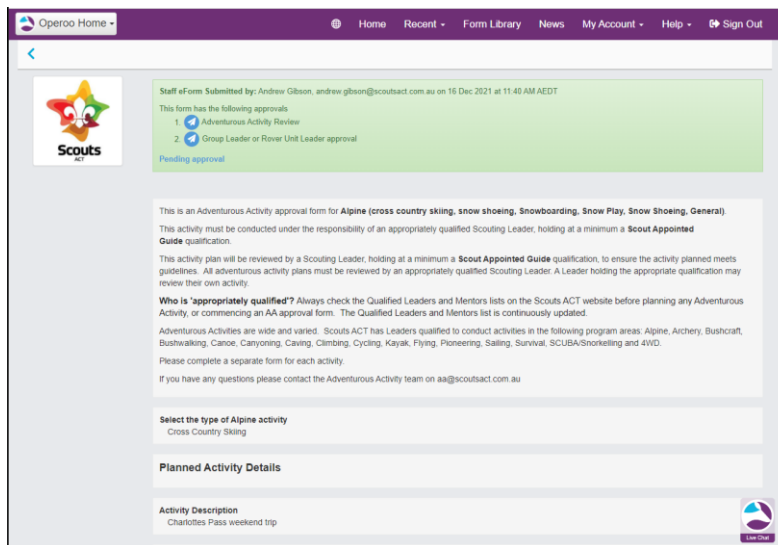
What are the steps

1. You will receive an email.

This email details the type of form and who sent it to you. Click on the link to access the form.



2. Review the form



Review the details of the activity (including the Risk Assessment attachment).

Once the form has been reviewed, you can approve or reject (with comments) at the bottom.

3. Approve or reject the form

Rejecting a form

If you have reviewed the activity and details provided and require changes or are not prepared to approve the activity, check the Reject button and enter a meaningful comment/reason.

The nearest hospital is at:
Jindabyne

Site is accessible by:
Car
4WD

Approvals

Group Leader or Rover Unit Leader approval
This approval is not yet pending due to Adventurous Activity Review not all being approved.


Adventurous Activity Review

Approve Reject


Notes

I think we need to include more consideration for the weather as there is meant to be heavy snow falling this weekend. In your risk assessment can you please consider this and update

Your Signature
Clear



Save



When you hit Save, an email will go back to the submitter with your comments. They then have an option resubmit the form with required changes. Once changes have been made, you will receive another notification email to review the form again.

Approving a form

Once you have reviewed the activity and are satisfied with the activity and details provided the final step is to forward the form to the Group Leader for final approval, click Approve and then Save.

The nearest hospital is at:
Jindabyne

Site is accessible by:
Car
4WD

Approvals

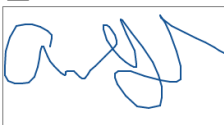
Group Leader or Rover Unit Leader approval
This approval is not yet pending due to Adventurous Activity Review not all being approved.

Adventurous Activity Review


Approve Reject

Notes

Your Signature
Clear



Save





The process is now complete.