



# How to guide for:

## Managing your activity in Operoo

### Contents

What does this cover .....	2
Background Information .....	2
View the list of people attending the activity.....	2
Create an injury report. ....	5
Conduct a Roll Call.....	6
Send an email to parents .....	7

## What does this cover

How a Scout Leader can:

- View responses to an Activity Consent form
- Do a roll call at the activity
- View the medical details of a member
- Submit an injury report for a member

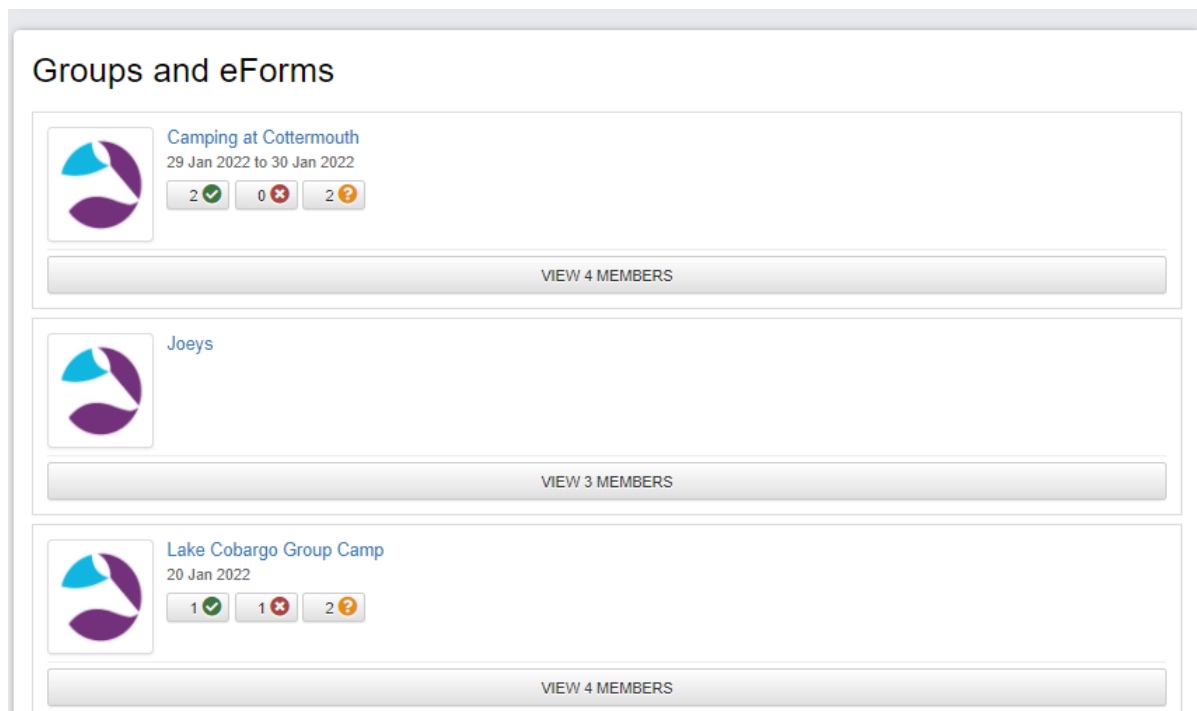
## Background Information

- Once an Activity Consent form has been created and enabled, this will send the email invite to families.
- Leaders can view this information either via their desktop computer, or the Operoo App (from the Apple Store or Android Play Store).
- If viewing the activity on a phone, the screen layout will differ slightly but the same functionality exists.
- Using the Operoo App on a phone, allows the leader to view the information can be offline. In the event an activity is being held in area with no mobile coverage the leader has the ability to download the latest information prior to leaving.

## View the list of people attending the activity

Once logged into Operoo, scroll down on the Home Page to the Groups and eForms section. Locate the event and click on the 'view x members' button. If you did not create the activity consent form it is possible you may not have access to view it. If this is the case, contact your Group Leader who can then allocate you to the event.

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



The screenshot displays the 'Groups and eForms' section of the Operoo interface. It features three activity cards, each with a logo, title, dates, and status indicators. Below each card is a 'VIEW X MEMBERS' button.

Activity Name	Dates	Completed	Cancelled	Unknown	View Members
Camping at Cottermouth	29 Jan 2022 to 30 Jan 2022	2	0	2	VIEW 4 MEMBERS
Joeys					VIEW 3 MEMBERS
Lake Cobargo Group Camp	20 Jan 2022	1	1	2	VIEW 4 MEMBERS



This will then show the list of invited members and their current response.

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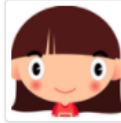


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Lake Cobargo Group Camp (4 profiles)

Roll Call Report
View sent eForm
Generate report
Export Injury Report
Send SMS
Send Email


Send Push Notification
Manage News Articles
Export Responses

All Response Statuses
All Sorted Groups

Q

<div style="text-align: center;">  <p><b>Test Scout 1</b> Male, 9 year old</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Private notes <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">0</span></span> <span style="color: green;">✔ Accepted</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Injuries <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">1</span></span> <span>Student Logs</span> </div>	<div style="text-align: center;">  <p><b>Test Scout 2</b> Female, 8 year old</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Private notes <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">0</span></span> <span style="color: red;">✘ Declined</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Injuries <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">0</span></span> <span>Student Logs</span> </div>
<div style="text-align: center;">  <p><b>Test Scout 3</b> Profile not yet received</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Private notes <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">0</span></span> <span style="color: orange;">? Not Yet Responded</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Injuries <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">0</span></span> <span>Student Logs</span> </div>	<div style="text-align: center;">  <p><b>Test Scout 4</b> Female, 11 year old</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Private notes <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">0</span></span> <span style="color: green;">✔ Accepted</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Injuries <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">0</span></span> <span>Student Logs</span> </div>

Staff for this group



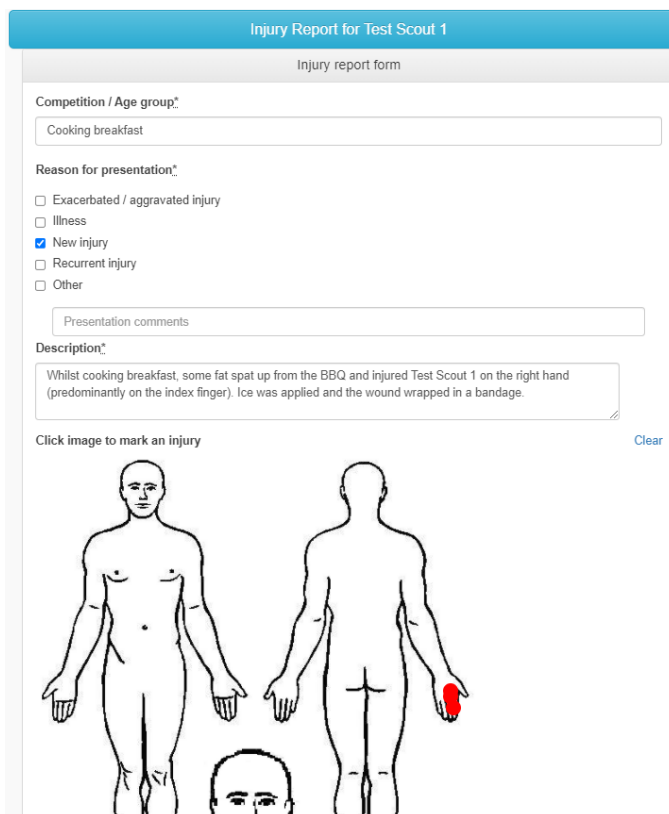
## Create an injury report.

In the event that an adult or youth member is injured whilst on an activity, from the above screen there is an Injuries link for each person.

To view past injuries or add a new one, click on that link and select Add a new Injury Report.

Fill out the form details. You have an option to email the parent with details of this form.

It should be noted that you are also able to create an injury report for a member outside of an activity consent form. Simply choose the Section in the Groups and eForms section of Operoo, and click on the member profile.



**Injury Report for Test Scout 1**

Injury report form

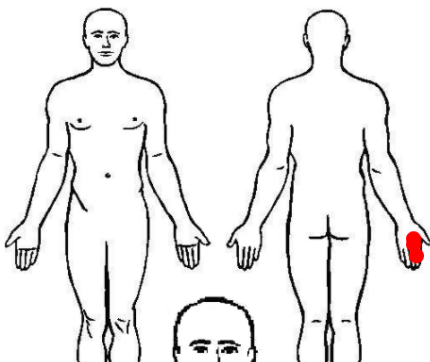
Competition / Age group\*  
Cooking breakfast

Reason for presentation\*  
 Exacerbated / aggravated injury  
 Illness  
 New injury  
 Recurrent injury  
 Other

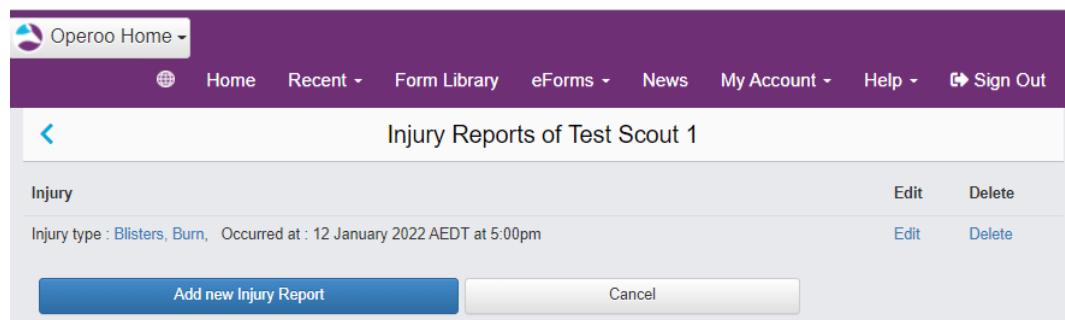
Presentation comments

Description\*  
Whilst cooking breakfast, some fat spat up from the BBQ and injured Test Scout 1 on the right hand (predominantly on the index finger). Ice was applied and the wound wrapped in a bandage.

Click image to mark an injury Clear



This will then save the injury report against the members profile for future reference.



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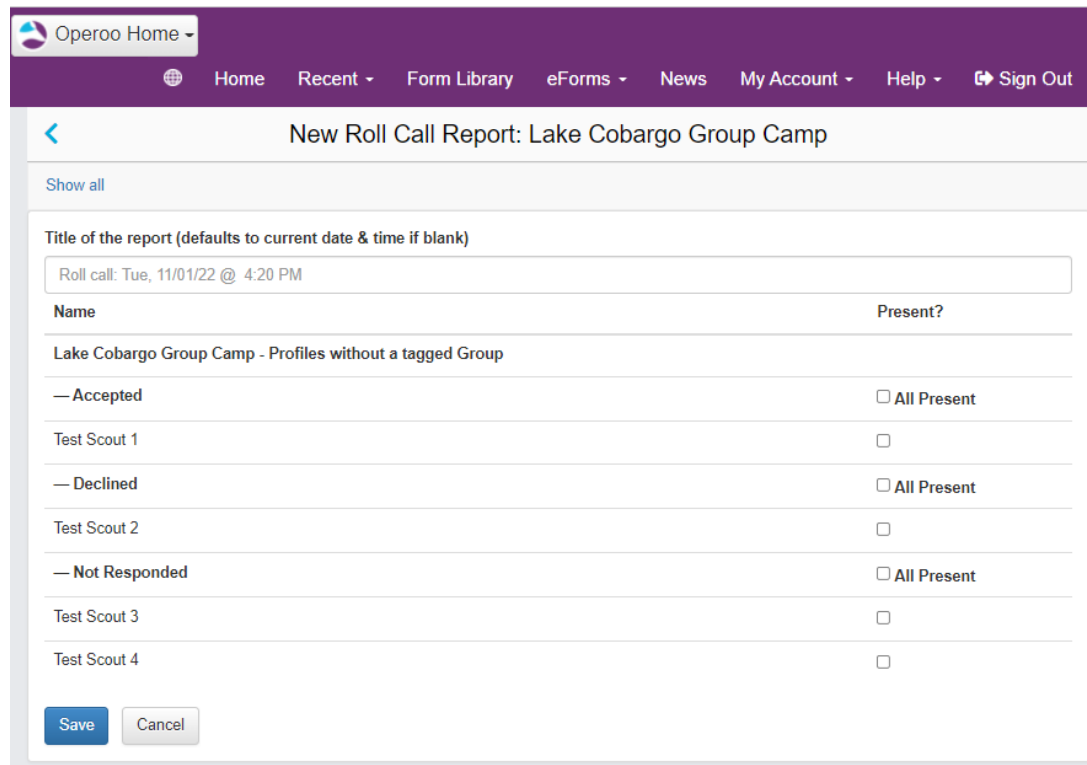
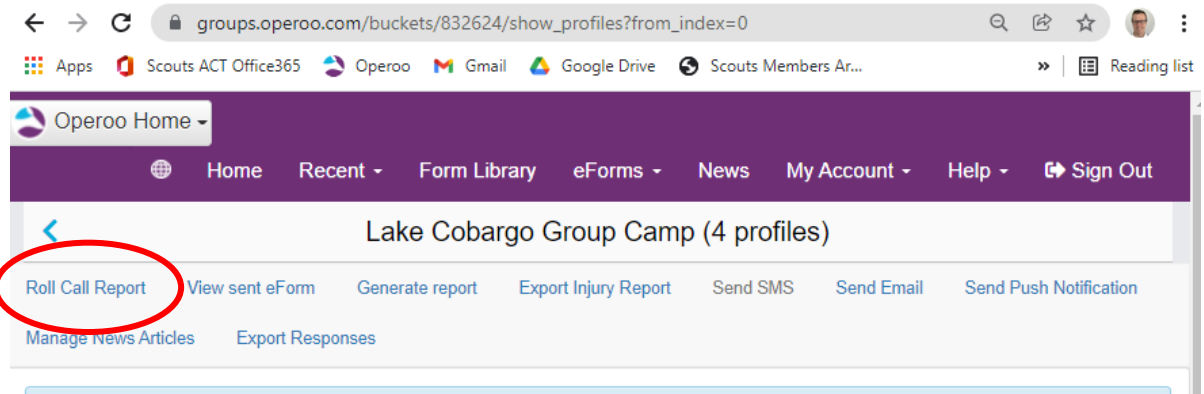
< Injury Reports of Test Scout 1

Injury	Edit	Delete
Injury type : Blisters, Burn, Occurred at : 12 January 2022 AEDT at 5:00pm	Edit	Delete

Add new Injury Report Cancel

# Conduct a Roll Call

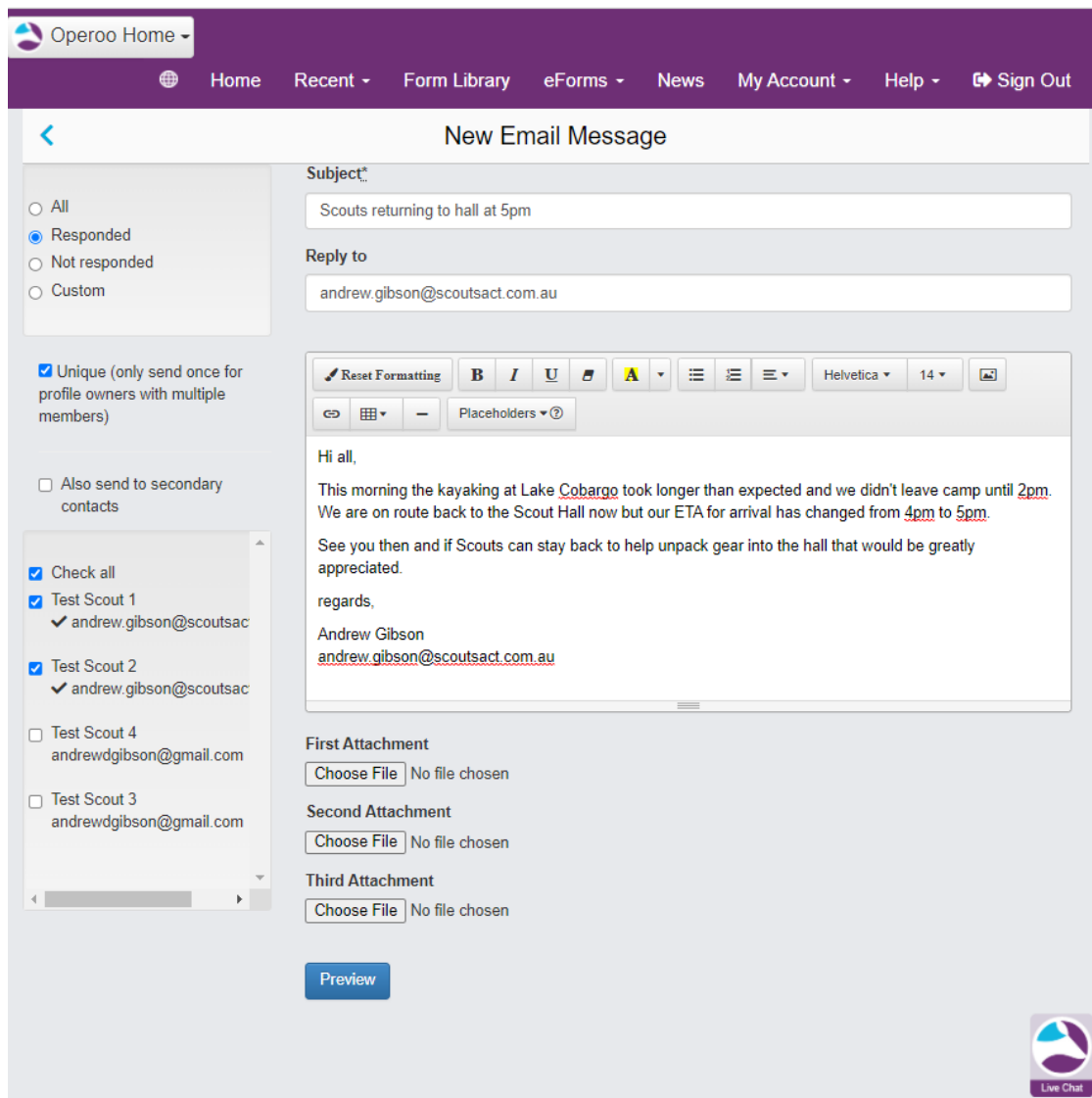
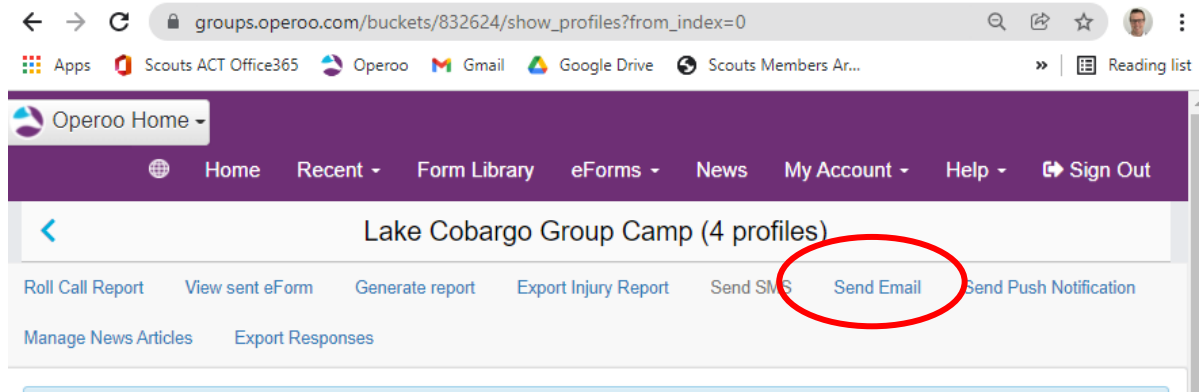
On the Activity screen, click on Roll Call Report



## Send an email to parents

If you need to communicate with all participating families, you can easily send an email to relevant families (e.g. you are returning from a camp and will be delayed).

On the Activity screen, click on Send Email, choose who you wish to send to. You have a checkbox to allow only one email where the parent has multiple children attending.



Click on Preview, and if OK, Send.