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

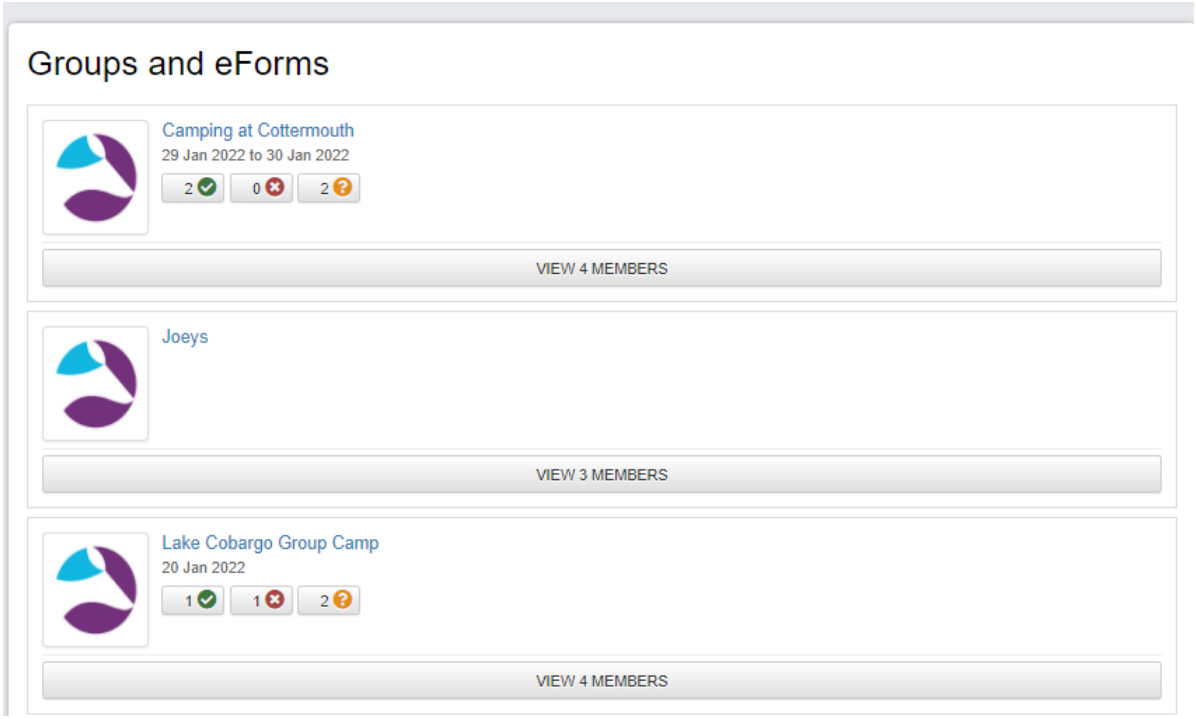
Background Information

- 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.

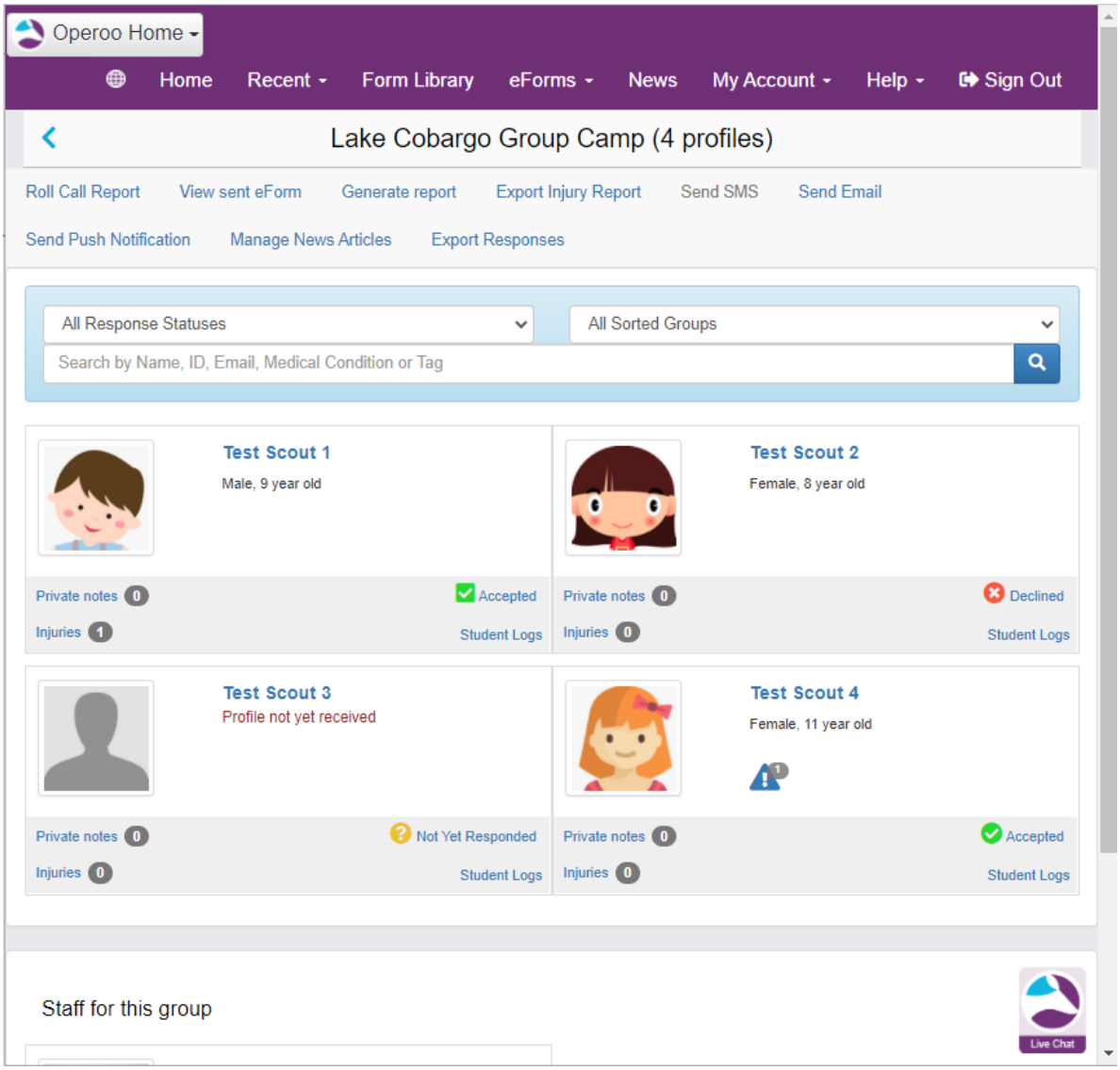
View the list of people attending the activity

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.



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



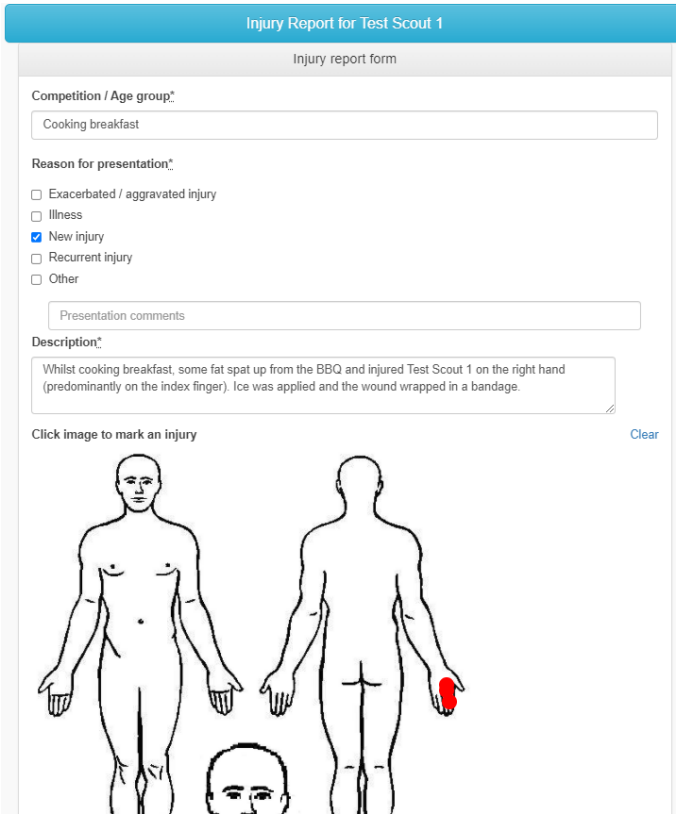
Create an injury report.

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.

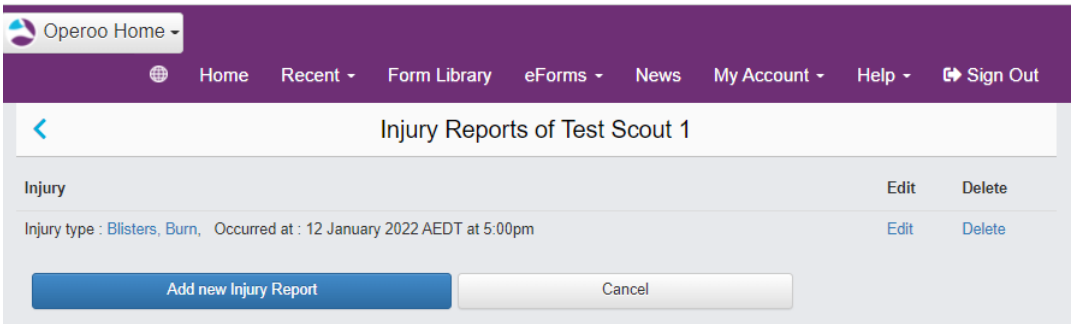
To view past injuries or add a new one, click on that link and select Add a new Injury Report.

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.

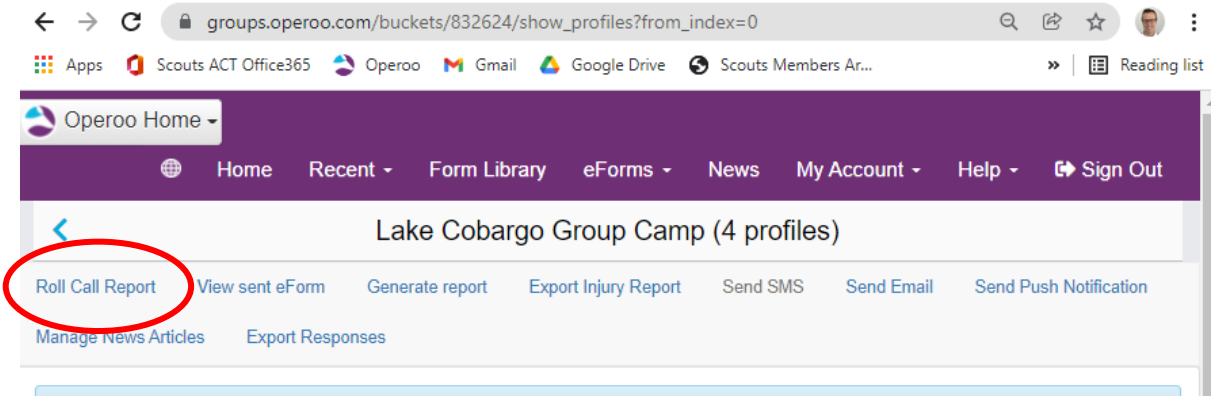


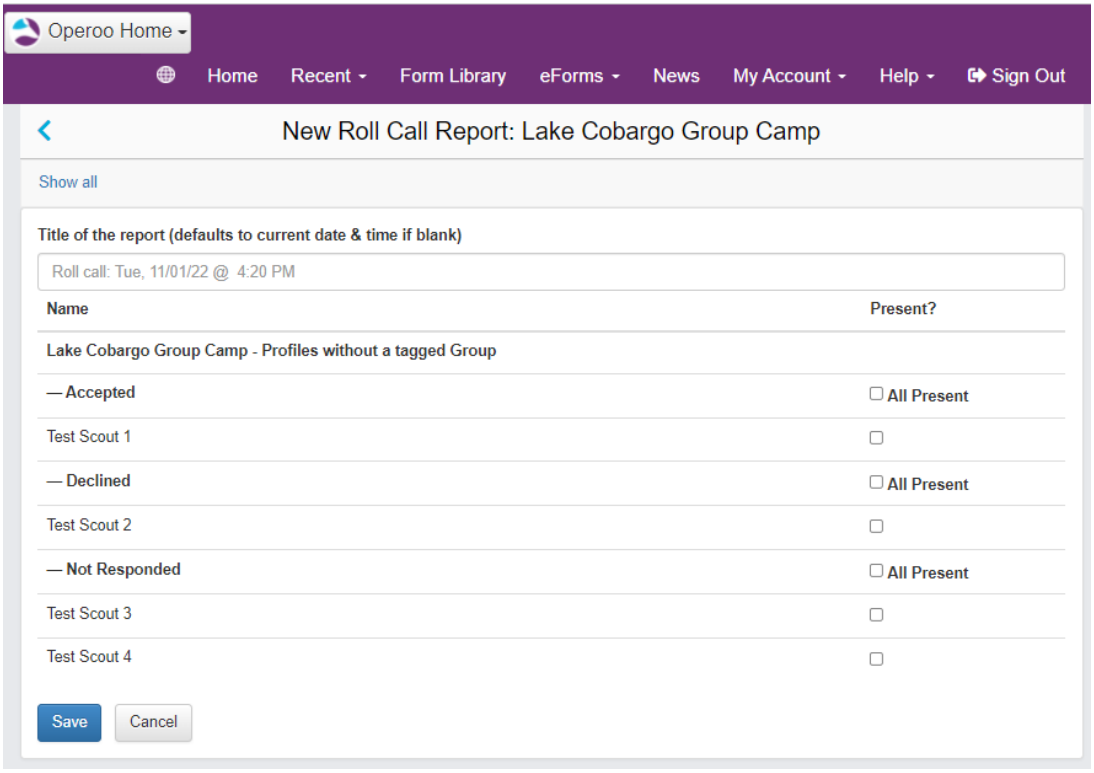
This will then save the injury report against the members profile for future reference.



Conduct a Roll Call

On the Activity screen, click on Roll Call Report

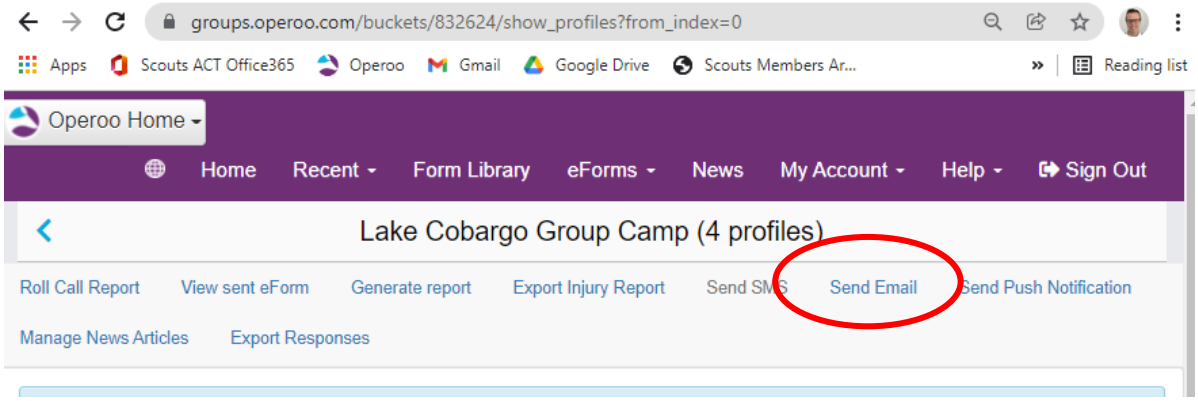


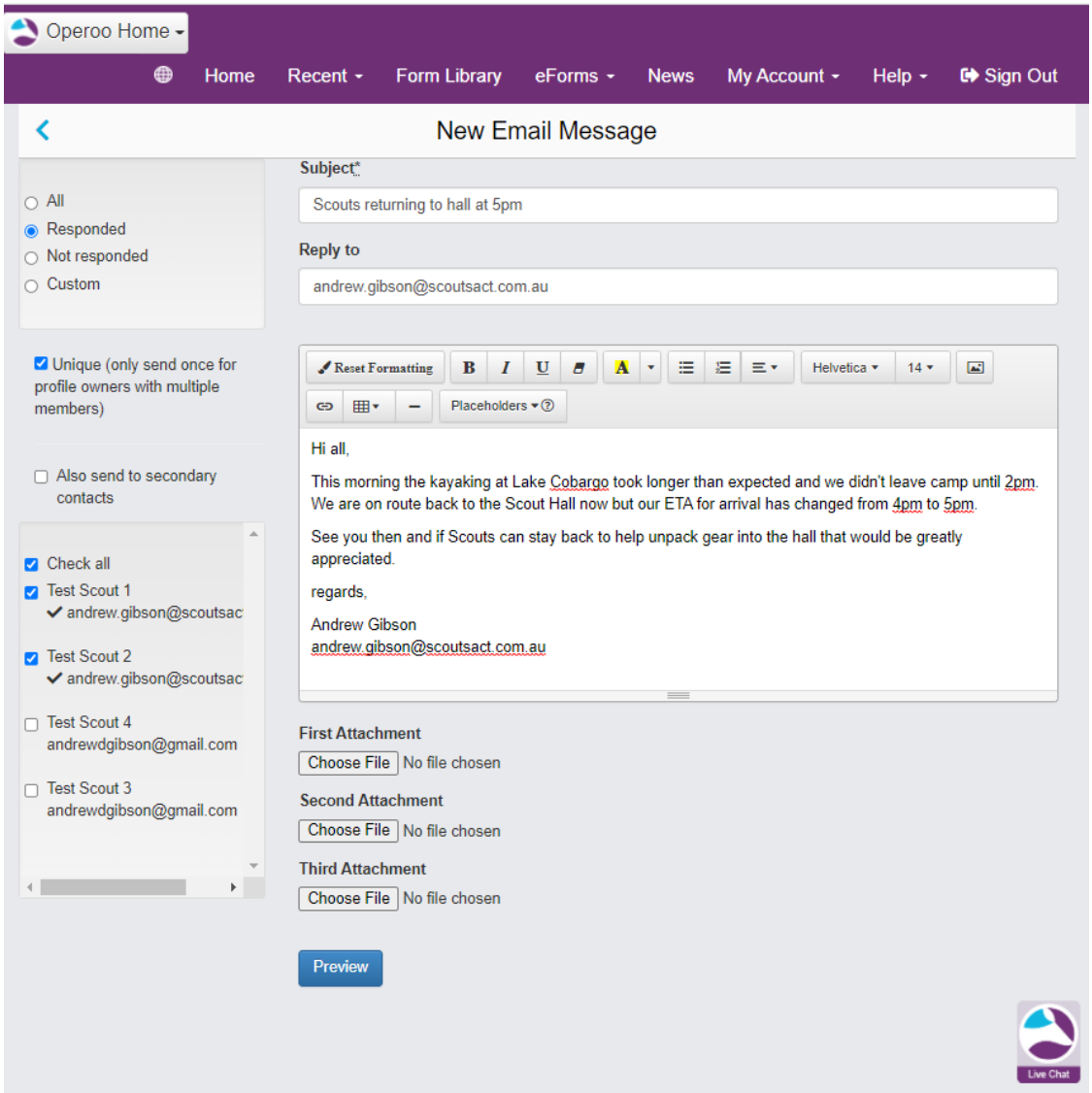


Send an email to parents

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.