



How to guide for:

AA qualified leaders reviewing Adventurous Activity (AA) Approval forms in Operoo.

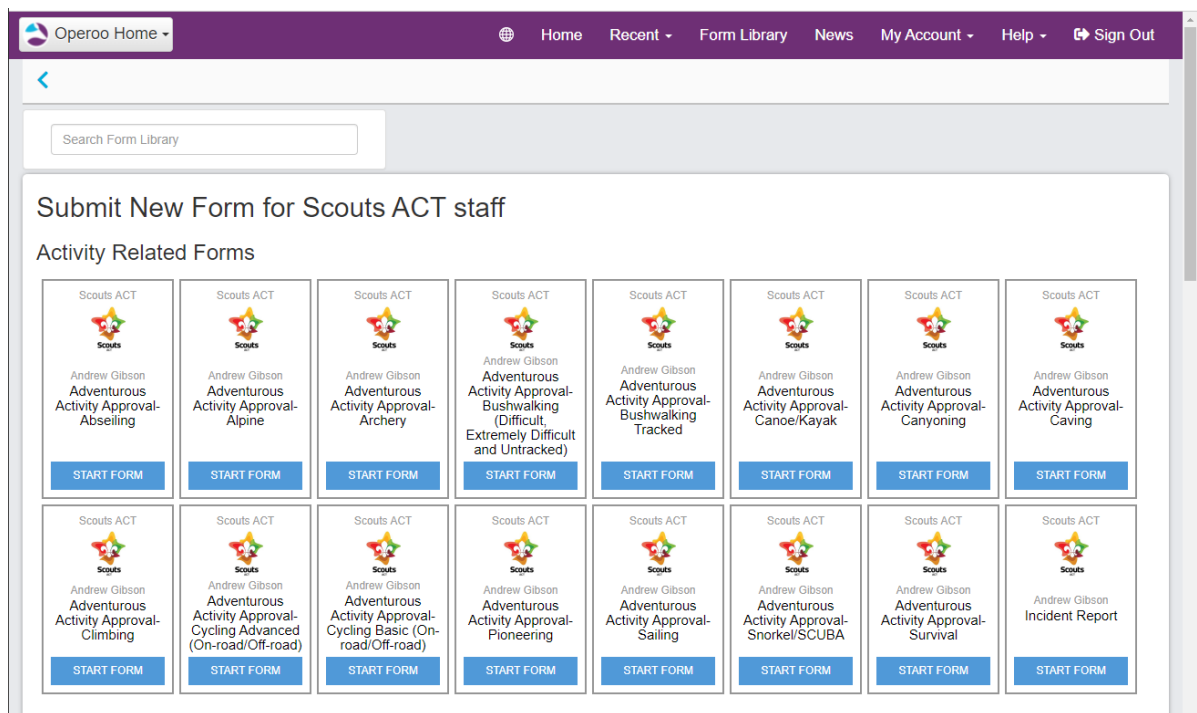
What does this cover

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

Background Information

A Scouting Leader will submit an AA Approval form

As a background, a Scout leader will submit a form from the Form Library in Operoo. Note we have a separate form for each type of Adventurous Activity as they have a different set of reviewers/approvers.



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 submitter to choose who the people are for each section of approval.

For AA qualified leader review, we do note in the form they should reach out and speak to the intended person beforehand to ensure 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](#)

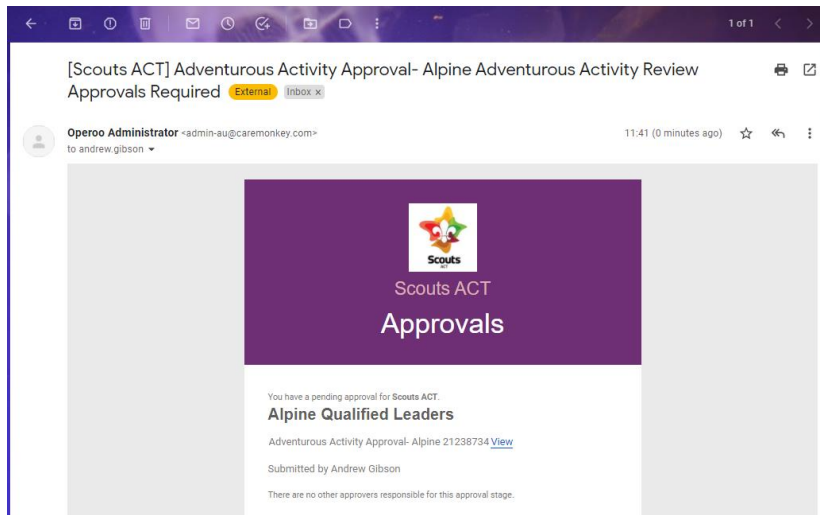


Once they hit the "Submit Form" button, you will then be notified via email to review the form.

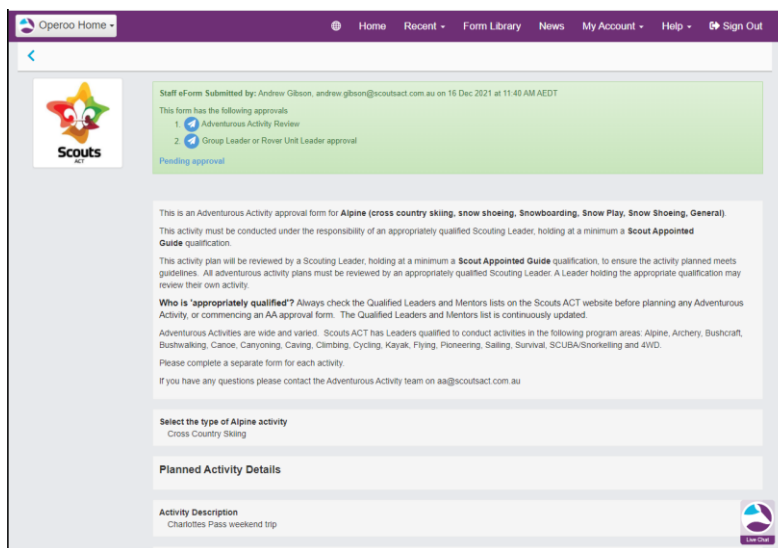
What are the steps

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 form (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 this and require changes or simply will not approve the activity, check the Reject button and enter a meaningful comment.

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

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](#)



When you hit Save, and email will go back to the submitter with your comments. They then have an option resubmit the form for any suggested changes. Once done, you will receive another notification email to review the form again.

Approving a form

Should your review require no changes to the form and are happy to send this 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

Notes

Your Signature
[Clear](#)





The process is now complete.