

# GROOP

## CHILD REGISTRATION FLOWCHART

### ADDITIONAL INFO

- Invitations to join Groop and data requests (child reg form) last for 14 days before expiring.
- An individuals record will appear inactive if they do not have an email address or if they've not responded to their Groop invite.
- Currently individuals are unable to amend their personal details. Leaders will need to send a data request or amend the details on the platform themselves.
- Currently you can not amend email addresses for individuals who have activated their accounts, please contact Groop if a contact email needs to be amended.
- Venturers can have access to their records, however they must have a guardian on the system who can give consent for attendance and make payments online.
- Individuals can be members of more than one group. A record will need to be created for them in each group that they're a part of. Bear in mind a persons role can differ from group to group which will effect their access & permissions.
- You can not hard delete an individual. You have the ability to archive individuals so they're removed from your people section.



For more guidance on how to use Groop go to [www.woodcraft.org.uk/groop](http://www.woodcraft.org.uk/groop) or contact [groop@woodcraft.org.uk](mailto:groop@woodcraft.org.uk)

## HOW TO REGISTER A CHILD IN YOUR PEOPLE SECTION USING THE GUARDIAN MODEL

Create parent record, complete the fields first name, last name, select 'parent' role, add their email address, invite them to join Groop and create user.

Create child/s record on the system without an email address. Complete the fields first name, last name, give them the 'child' role and select their parent to act as their guardian. Scroll to the bottom of the page and select button 'Create User'

Click on the child's name and select 'Edit' from the drop down. Select the 'submit sections' button. In the new window select the fields you wish the parent to respond and click send. This will send the parent a child registration form to complete on behalf of their child.

The parent has now been sent emails to activate their account to create a single login and complete the child's registration form. When they log in next they'll be able to switch between accounts for themselves and their children.

If a parent /carer is already on the system, edit their child's record and select them as a guardian and update the user.

**REGISTRATION  
COMPLETE**