

# Groop

## Child registration flow chart

**Single child (no siblings and parent/care not affiliated with Woodcraft Folk)**



Create user & invite parent/carer to join Groop using the parents email address



Send data request to parent to complete online registration selecting questions you require them to complete



Parents complete form and activate accounts. They now have a single login they can use to access the online platform (book events and pay for subs/events online)

**Child with sibling or parent is affiliated with Woodcraft Folk (Guardian function)**



Create child/s records on the system without email address. Complete fields using info from the paper registration form.



Create parent record, select the children they will be guardian of and invite them to join Groop



The parent will activate their account and have a single login. They will now be able to switch between accounts for themselves and their children.



If a parent /carer is already on the system, edit their record and make them a guardian of their child and update the user.

*n.b: please note they will not be able to fill in the child registration form if they're acting as a guardian on the system.*

## Key points

- Invitations to join Groop and data requests/submit child reg form for completion lasts for 14 days before expiring
- Records on the people register will appear inactive if they do not have an email address attached to them or if the parent/carer or young person has not responded to the Groop invite.
- Currently individuals can not access their personal summary page or amend details. Leaders will need to send a data request or amend the details on the platform themselves. **(in development)**
- Currently you can not amend email addresses, please contact Groop if a contact email needs to be amended. **(in development)**
- For record keeping and retention purposes records can not be deleted. Child records will need to be labelled 'no longer attending'
- 13 year olds can have access to their records, however we would recommend them having a guardian on the system who can give consent to events and make payments online.
- Adults and children can be members of more than one group. They'll need to be invited using the process above for each group they're a part of. Adult's roles can differ from group to group and district.