

Group: Online Group Management System Frequently Asked Questions (August 2019)

Will local groups need to pay?

No, the system is being managed through Folk Office who have entered into a contract with the system developer.

Will event invitations be sent directly to families?

What should we do with families who already pay by Direct Debit?

For those families who can't afford to pay event fees how will the system work?

Where can I read more information about Groop?

Woodcraft Folk have set up an information page dedicated to groop, please view www.woodcraft.org.uk/groop or you could visit the developers website <https://groop.com/>

What does it do?

The cloud based system has the following functionality:

- Maintaining a register of group participants (contact details, health/medical and support needs, Doctors details, emergency contacts, demographic information)
- Collect details of families on a waiting list
- Distributes notifications and alerts
- Create a group register
- Hold a group diary
- Event bookings
- Taking payments

In addition the system also has a resource library, enabling easy access to policies, guidance and other useful material.

What reports can the system produce?

The system can generate a number of reports, including:

- Attendance registers
- Lists of dietary requirements for your KP
- Lists of additional needs
- List of emergency contacts
- Demographic statistics

You can also choose individual fields (columns of data) to produce bespoke reports as desired.

How many administrators can each group have?

Each group can have up to 150 administrators. Folk Office recommends that every group has at least two (ideally more) administrators.

Who can access what data?

Every individual on the system will be allocated a role, that role will dictate what data they have access to. For example:

<i>Engagement with the group</i>	<i>Role on the system</i>	<i>Data access</i>
Group Contact	Administrator	Their own data, data of volunteers linked to their group and the data of participants associated with their group.
Group leader	Volunteer	Their own data, but access to group rota and register.
Group helper (occasional)	Volunteer	Their own data with access to group rota.
Parent/carer	Parent	Access to their personal data and to those children and young people associated to them. They can add themselves and their children to groups and events
Child under 13 years	Participant	No access
Young person over 13 years	Participant	Access to their personal data, can add themselves to an event or group

Is it compulsory?

Yes it will become compulsory for all groups.

Can local administrators change the 'roles' of different users?

Yes they can. Any individual who has their 'role' changed will get a notification from the system.

Can individuals edit their own data?

Yes. Every system user (adult member, parent/carer) will have their own username and password. As with any online profile, they can log-in and amend their data at any time.

If you have additional questions or would like support using the Groop system please contact info@woodcraft.org.uk