



# Group Registration 2020

## How to register using Groop

Go to <https://my.groop.com/login>

also accessible via **Woodcraft Folk homepage**

### 1. Check your group meeting details, age group and contact information

- Go to your Groop dashboard
- Click 'Groop settings' tab on the blue panel to the left hand side of your screen
- Amend the information list
- Click the 'Update Groop details' button to save the changes

### 2. Set up your regular group night event

You'll need to set up your regular group night via the online events function. This will update Folk Office on your groups meeting day & time and will become a bookable event for your children and young people to attend and pay for in advance. This data will then be displayed on the Woodcraft Folk website at [www.woodcraft.org.uk/where](http://www.woodcraft.org.uk/where)

- Click 'Events' tab on the blue panel to the left hand side of your screen
- Click the 'Create Event' button
- Enter your group night information including date, time and event info if applicable from the 1<sup>st</sup> January 2020
- Click the 'Create Event' button to save your changes
- Once you have returned to the Event dashboard left click on the event and a drop down will appear. Select repeat event every four weeks so it will be available for your young members to book routinely.
- To make any amendments to your event, left click on the event name and select an option from the drop down.

### 3. Invite your children and young people to register

The system is now live and ready for your children and young people to register. We advise in the first instance to invite parents to sign up their children, create a login and complete the online form. You'll no longer need to rely on paper forms and will have 24hr access to this information via your Groop dashboard.

- Click 'People' tab on the blue panel to the left hand side of your screen
- Click the 'create person' button
- Select the role type i.e. child/ young person
- Enter the child's name in the first and last name fields

- Enter in the parent/carer's email address
- Scroll to the bottom of the screen and slide the 'invite member' button to right so it appears green
- Click the Save User button to save changes and send an invite to join the group
- The parent will be sent a request to join the group

You will need to do the above for all children on your register. For those who do not have an email address you can enter their information manually from the forms you hold on record, but should try and encourage parents to provide an email address to begin using the system.

**Whilst we continue to develop the site with Groop we're asking groups not to add too many PARENT/CARERS, MEMBERS, OCCASIONAL HELPERS OR ADDITIONAL LEADERS to the system, apart from one or two adults who will help you to administer the system or parents who will be acting "Guardians" for their child and log in on their behalf (see instructions below). Adults will be added to the system as part of the membership phase.**

**For the meantime to continue to use our old database to check both membership and DBS for adults and DF members.**

Once the parent/carer has been sent an invite, you'll need to forward to them a data request to fill in a child registration form.

#### **4. Sending a Data Request**

- Click 'People' tab on the blue panel to the left hand side of your screen
- To send a data request to some or all the children on your list click the 'show filters' button
- Filter boxes will appear select the 'Role' box and from the dropdown click child.
- To add more filters to refine your search click the 'add new filter' button and from the drop down select more filters. We recommend using 'created at' to filter for new children added.
- Once you have selected your filters click the 'submit sections' button
- A list of all the fields within the child registration form will appear in a new window
- Select the fields (will highlight green) which you'd like the parent/carer to answer
- Click submit sections to send email data request to all the parent/carers in your list
- The request will last for 24hrs. If the parent/carer does not respond within this time you will need to send the request again

You can send a data request to just one individual:

- Click 'People' tab on the blue panel to the left hand side of your screen
- If you are the current Group Contact, left click on your name and click Edit
- To the top of the form. Click the button 'submit sections to user'
- Select the fields (will highlight green) which you'd like the parent/carer to answer
- Click submit sections to send email data request to the parent/carer

- The request will last for 24hrs. If the parent/carer does not respond within this time you will need to send the request again

***An email address (unique identifier) can be used only once within the Groop system, so we'd recommend for siblings that parents use an alternative email to register them OR consider using the 'Guardian' system below.***

***Please note email addresses are the unique identifier for every individual on the Groop system. If a member or child uses the same email address whenever they're invited to join another group or district the records will be matched. The groups will then be able to share the information submitted by the individual.***

***Try avoiding using two different email addresses for the same individual in the system as this will create two records for them and they'll be accounted for twice.***

## **5. Guardians**

In the instances when there are siblings in a group or the parent/carer is already a member of the group or is the Groop admin, we recommend trying out the 'Guardian' facility. Electing someone to be a Guardian on the system means they'll be able to login as their child and make online payments and book events on their behalf.

- Parent/carer must already be invited user to the group
- Click 'People' tab on the blue panel to the left hand side of your screen
- Click the 'create person' button
- Manually add the child/children to the system by creating a person in the 'People' section. You will need to add all the information from the completed registration form i.e. home address, doctor info, allergies etc. DO NOT ADD THE PARENTS EMAIL TO THE RECORD.
- Toward the bottom of the you'll come to the Guardian Section.
- Go to the dropdown labelled 'Allow guardians to login on behalf' and select Yes
- Select from the list of members the parent/carer
- Click 'Create User' button

The selected Guardian will now be able to log on to Groop on behalf of their child ([guidance for parents will be available via our website](#)). A parent/carer can be a Guardian for more than one child in your group which will help with siblings. Unfortunately as the parent will need to have a record on Groop, you'll be unable to send data requests to them to fill in their child's registration form, however as per the instructions above you can add the child info manually and update as when required. Groop have assured us this feature will be available in 2020.

## 6. Roles

Please update us on the Group contact/coordinator.

- Click 'People' tab on the blue panel to the left hand side of your screen
- Here you will find a list of all current people registered to your group
- If you are the current Group Contact, left click on your name and click Edit
- On this summary page go to the field labelled 'Role' and from the drop down select the role 'Group Contact'
- Scroll to the bottom of the page and click the 'save user' button

If you're stepping down as Group Contact or want to add more admins to help you with managing of your Groop area, please follow the instructions in section 3, but instead select the role type of ADMIN or GROUP CONTACT.

## 7. How to notify us of a Group opening, closure or merging

If a new group has opened in your district please complete the new group registration form found at <https://woodcraft.org.uk/resources/new-group-registration-form> and email it to me [info@woodcraft.org.uk](mailto:info@woodcraft.org.uk) so we can set up a new Groop dashboard for you.

Please email [info@woodcraft.org.uk](mailto:info@woodcraft.org.uk) to let us know if your group has closed so we can change the status on our Groop system.

Let us know if your group has merged with another group in your district by emailing [info@woodcraft.org.uk](mailto:info@woodcraft.org.uk). We'll close down one of the groups, update our records on the system and invite all the members to the newly merged group.

## 8. I'm a Group admin for more than one group

If you're a group contact for more than one group you will need to do the above steps for each of the groups you manage. To access each individual group, please go to the left hand blue panel, to the top you'll find your group name highlighted in a yellow box, click the downward area and a drop down list will appear of all groups you can access & manage.

If you have any questions regarding this year's registration please email [info@woodcraft.org.uk](mailto:info@woodcraft.org.uk) or call Folk Office on 020 7703 4173.