


Dear Parent,

Please find below information on how to create and share your student's CareMonkey profile with Beaconhills College.

It's important that we have your most up-to-date details, particularly in the event of an emergency. Could you please correct your details on our CareMonkey system as soon as possible. Please take particular care to type email addresses and phone numbers accurately.

1. The College will send an invitation that looks similar to the following:



Junior School - Beaconhills College Berwick
Campus
has requested a Care Profile for
Marie Diaz

At Junior School - Beaconhills College Berwick Campus, health and safety is one of our primary concerns. To ensure we are well prepared with the most up-to-date emergency contacts, medical conditions and care instructions, please create a Care Profile for Marie.

[Create CareMonkey Profile](#)

[Not a CareMonkey user already? Sign Up](#)

Dear Parents

In 2018 Beaconhills College will continue the use of the online platform CareMonkey.

CareMonkey will synchronise with the College database providing parents with one place to update personal contact, student and medical information. The information you submit via CareMonkey will be used for all College Outdoor Education Programs, Co-Curricular and Excursions.

Please review the current medical details, emergency contacts and emergency information and update the details in your child's profile. You will also need to complete the 2018 BHC Student Information Update Form.

Students who suffer from allergies, asthma, anaphylaxis or diabetes will be required to upload to CareMonkey their current action plan signed by your doctor. These documents can be no older than 12 months.

2. Click on the 'Create CareMonkey Profile?'



CareMonkey

Sign Up for Asia Pacific Region

I have authority to provide details for For Email

I am this person's
Mother

Your name*
eg. John Smith

Your email address*
[Redacted]

Password*
Choose a new password

Password confirmation*
Must match with password

Your mobile phone number
eg. 0410 123 123

Country
Australia

State
Victoria

Timezone*
(GMT-11:00) American Samoa

By clicking 'Sign Up' you agree to the [Terms of service](#) and [Privacy policy](#)

Sign Up

3. Put a check mark before by clicking sign up you agree to the Terms of service and Privacy policy and then click on the Sign Up button.

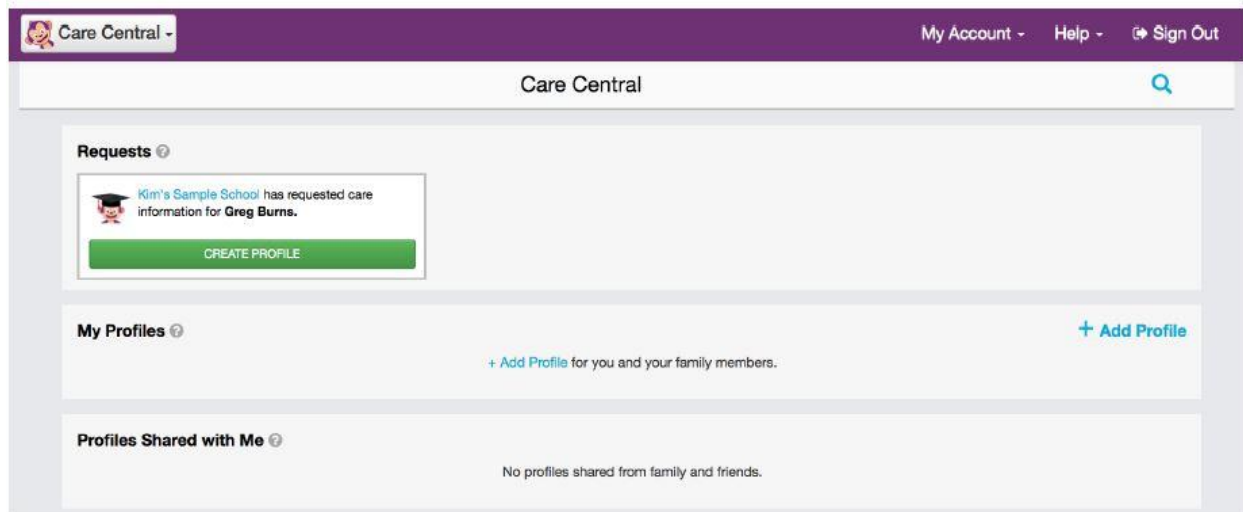


By clicking 'Sign Up' you agree to the [Terms of service](#) and [Privacy policy](#)

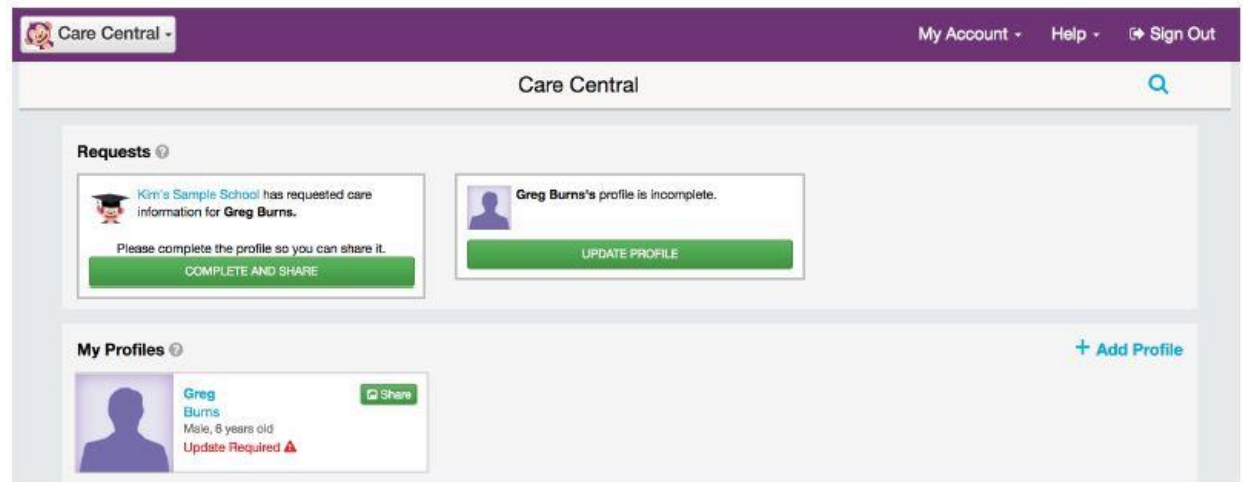
Sign Up

Note: A verification email will be sent to your email address. Please click on the link sent in the email and log into CareMonkey.

- Once done, you will be directed to the **Care Central**. On the **Requests** section, you will see a **Profile Request** from the organisation. Click on the **Create Profile** button, follow the prompts and completely fill out the form.



*Note A profile will not be shared with the College until it is complete. An **Update Required** message will be shown at the bottom of a profile that will indicate an incomplete form. You will also see a notification in the "Request" section.*



5. After you have completed the profile, you will be directed to the **Consent** page. Click on the **I Agree** button to consent and share the profile with the College.


Care Central - My Account - Help - Sign Out

Consent

CONSENT
⚠ Consent below -

I authorize the person in charge, to consent to medical or surgical treatment as may be deemed necessary for **Greg Burns**, where it is impracticable for prior communication with me and/or the emergency contacts. I understand that I may be responsible for any costs for such treatment. I agree to be responsible and financially liable for the transport of **Greg Burns** to my home or suitable location should this be warranted through medical emergency. I agree that the details provided in this profile for **Greg Burns** are accurate to the best of my ability and that by sharing this profile I authorize the carers to rely on this information whilst **Greg Burns** is in their care.

The following organisation have requested your profile information

Kim's Sample School 	Administrator Name	Kim G
	Administrator Email	kim@caremonkey.com
	Country	Australia

I consent to sharing my medical profile with the above organisation.

Please Draw your signature below

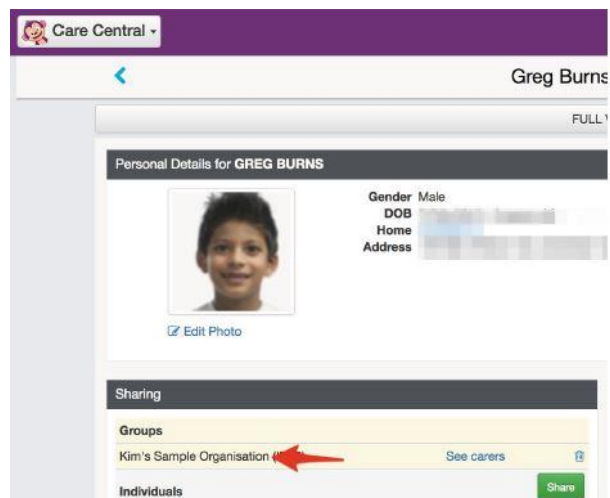
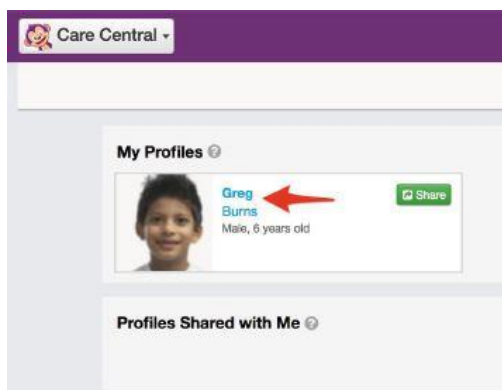
Clear [Show me how](#)

By checking this box I agree to all of the above.

I Agree

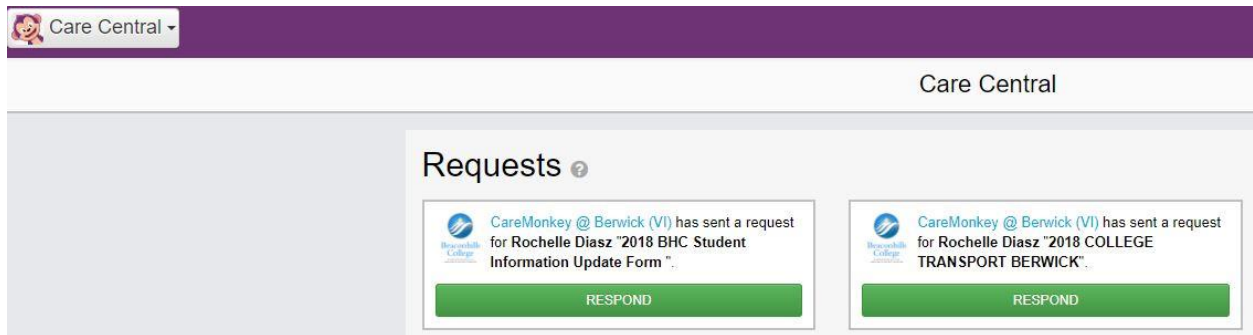
This profile has not been consented since its last change less than a minute ago.

To check if you have successfully shared the profile, please click on the profile



Go to the Sharing section and look for the College's name

After you update / complete your student's profile, please complete the 2018 BHC Student Information update e Form as well as the College Transport e Form.



The screenshot shows the 'Care Central' interface. At the top left, there is a 'Care Central' dropdown menu. The main header area is purple and contains the text 'Care Central'. Below this, there is a 'Requests' section with a help icon. Two request cards are displayed side-by-side. Each card features the Berwick College logo, the text 'CareMonkey @ Berwick (VI) has sent a request for Rochelle Diaz "2018 BHC Student Information Update Form"', and a green 'RESPOND' button. The second card's text is 'CareMonkey @ Berwick (VI) has sent a request for Rochelle Diaz "2018 COLLEGE TRANSPORT BERWICK"'. Each card also has a green 'RESPOND' button at the bottom.

If you have any problems updating your details, do not hesitate to contact your Section Administrator.

Thank you, we appreciate your time.