

Prospective Youth Member

- Group Leader collects prospective youth member information via Y4.
- As a minimum need First Name, Surname, DOB, Email address to which invitation to join will be sent.

GL Issues invitation to Join

- Group Leader access Invitation via Extranet>Membership>New Member>Generate Invitation to Join.
- Enter required details, select classification, select section, send.

Parent/Guardian receives email

- Parent/Guardian receives Invitation to Join email from Group Leader.
- Link in email is active for 10 days. The 10 days timeframe resets each time parent/guardian accesses application.
- Reminder email sent after 3 days if no action by Parent/Guardian.
- Parent/Guardian either;
 1. Completes application and submits, or
 2. Declines invitation to join

(Invitation Expires)

- If the invitation has not been actioned by the parent/guardian after 10 days the invitation will expire.
- Advice of the expiry will be emailed to the parent/guardian inviting them to seek a fresh invitation with a copy sent to the Group Leader.

Application Actioned by Parent/Guardian

- If declined, Group leader receives email advice including reason input by parent/guardian. Parent/Guardian receives email thanking them for feedback.
- If submitted, Group Leader receives email advising of pending application for approval and application added to Extranet Workflow.

Approval/Rejection

- NB: Group Leader should not approve until fees have been collected.
- Upon receipt of email advise Group Leader may approve or reject application or take no action and hold as pending.
- If rejected (eg; parent has not paid fees after follow up) Group Leader will be asked to input rejection reason. Email will be sent to applicant advising requirements have not been met.
- If approved membership invoice for will issue to Group by email in the normal manner.
- New member will be sent, within 24 hours, invitation to create CareMonkey profile.
- Y4 may be destroyed if no incident has occurred prior to approval of application.