



# How does a User create a Care Profile? (Without an existing account) (Community Edition)

## For Community Edition

There are two ways Profile Owners (i.e., parents, adult club members, adult participants, employees, etc.) can create a Care Profile:

- Creating a profile by using the email invitation sent by the Organisation
- Creating a profile directly on the CareMonkey website

## CREATING A PROFILE BY USING THE EMAIL INVITATION SENT BY THE ORGANISATION

1. When an Organisation requested you to create a profile, an invitation email will be sent to you.

## [Kim's Sample School] Care Profile Request for Greg



CareMonkey Administrator

Thursday, 13 July 2017 at 10:45 PM

To: kim+greg@caremonkey.com



### Kim's Sample School has requested a Care Profile for **Greg Burns**

At Kim's Sample School, 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 Greg.



**Create CareMonkey  
Profile**

[Already CareMonkey user? Sign In](#)

Thank you for your support.

Kim G

[kim@caremonkey.com](mailto:kim@caremonkey.com)

2. Click on **Create CareMonkey Profile** and fill out the form.



## 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](#)

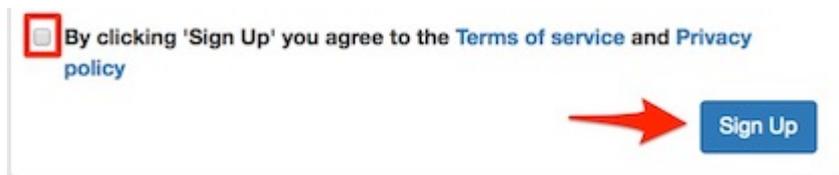
Sign Up

**Note:** The default form is for Asia Pacific users. If you're in Europe or USA, please click the Europe flag or USA flag found on the upper right part of the page.

[Home](#)  [Asia Pacific](#)  [Europe](#)  [USA](#)

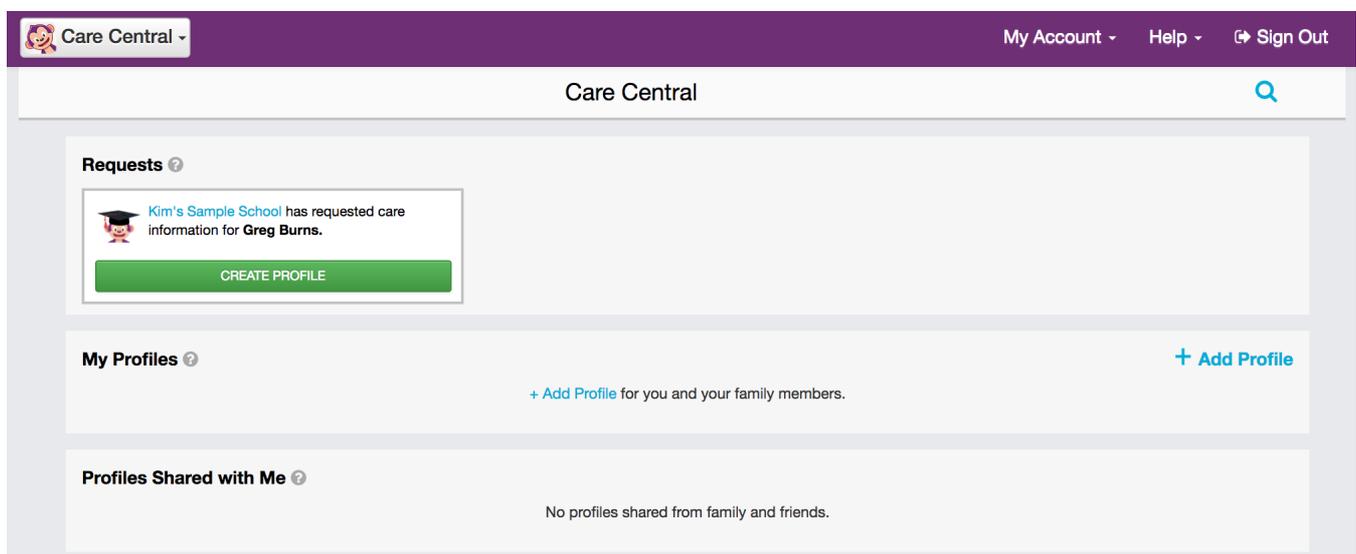
3. Put a check mark before **By clicking sign up you agree to the Terms of service and Privacy policy** and then click on the **Sign Up** button. Please also review the [Terms of](#)

## Service and Privacy Information.



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

4. Once done, you will be directed to the **Care Central**. On the **Requests** section, you'll 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 Organisation until it's 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. If you need help in completing a profile, you can refer to this [article](#).



## Requests



CareMonkey Grammar School - Queensland Campus has requested care information for **Cassie Chane**.

Please complete the profile so you can share it.

COMPLETE AND SHARE



Cassie Chane's profile is incomplete.

UPDATE PROFILE

## My Profiles

+ Add Profile



Cassie Chane

Female, 4 years old

Update Required

5. After you've completed the profile, you will be directed to the **Consent** page along with the contact information of the requesting Organisation. Click on the **Agree** button to consent and share the profile with them.

## CONSENT

Consent below

I confirm that the details provided in this profile for **Cathey Cane** are accurate to the best of my ability. By sharing this profile I confirm that the details can be relied upon by users of this information who have **Cathey Cane** in their care.

The following organisation have requested your profile information

## Melbourne Campus



Administrator Name Albus Dumbledore

Administrator Email aalejaga+melbourne@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've successfully shared the profile, please click on the profile.

**Anna (Anne) Smith**  
 Female, 10 years old  
 ⚠ Allergies (anaphylactic)  
 ⚠ Asthma

Go to the **Sharing** section and look for the Organisation's name.

← Anna Smith

FULL VIEW ▾

**Personal Details for Anna Smith** Edit

	<b>Gender</b>	Female
	<b>DOB</b>	5 January 2008 - 10 years old
	<b>Home</b>	☎ 0385667727
	<b>Address</b>	25 Gwynne St, Cremorne , Victoria 1930, Australia <a href="#">Map</a>

[Edit Photo](#)

[Share](#) [Duplicate](#) [Delete](#) [Transfer](#)

Sharing		eForms		
Organisations		eForm Responses	Response Date	Response
CareMonkey Grammar School (ID: 2018-0023)	<a href="#">See carers</a>	<a href="#">Test for Attachment</a>	Pending	<a href="#">Respond</a>

6. You can also share a profile with a second parent, carers, or family members. For more information, please check this [article](#).

## CREATING A PROFILE DIRECTLY ON THE CAREMONKEY WEBSITE

1. Go to this link - <https://www.caremonkey.com/sign-up/>, look for the **Parent / Adult / Staff User** section and click on the **Create Free Account** button.

## Sign Up if you are a Parent / Adult / Staff User

Sign Up for a Free Account if you, or your child's, school or club is already using CareMonkey.

CREATE FREE ACCOUNT

\*If your school or club has announced they will be using CareMonkey, it is recommend you Sign Up via their email invitation.



## Sign Up a NEW School / Club / Business

Only start a 30-Day Trial if you are an **Authorised Administrator**, and want to test if CareMonkey is right for your organisation.

START 30-DAY TRIAL



2. Fill out the form with all the information.



## Sign Up for Asia Pacific Region

Your name\*

eg. John Smith

Your email address\*

eg. john.smith@example.com.au

Password\*

Choose a new password

Password confirmation\*

Must match with password

Your mobile phone number

eg: 0410 123 123

Country

Australia

State

Australian Capital Territory

Timezone\*

(GMT+10:00) Melbourne

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

Sign Up

**Note:** The default form is for Asia Pacific users. If you're in Europe or USA, please click on the Europe flag or USA flag found on the upper right part of the page.

[Home](#)

 [Asia Pacific](#)

 [Europe](#)

 [USA](#)

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. Please also review the [Terms of Service](#) and [Privacy Information](#).



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



Sign Up

4. A confirmation email will be sent to you. Please click on **Validate my email address** to activate your account. If you're unable to click the said button, please click the link (or copy and paste it into your web browser) provided on the email.

Hi ,

## Welcome to CareMonkey

Please take a second to Confirm your e-mail address by clicking this button.

[Validate my email address](#)



This will validate your email address and allow you to sign in to CareMonkey.

If you're unable to click the button above, please click the following link (or copy and paste it into your web browser).

[http://groups.caremonkey.com/users/confirmation?confirmation\\_token=afGFknhgQytEnYUo-ym1&user%5Bemail%5D=emailsampl888%40gmail.com](http://groups.caremonkey.com/users/confirmation?confirmation_token=afGFknhgQytEnYUo-ym1&user%5Bemail%5D=emailsampl888%40gmail.com)



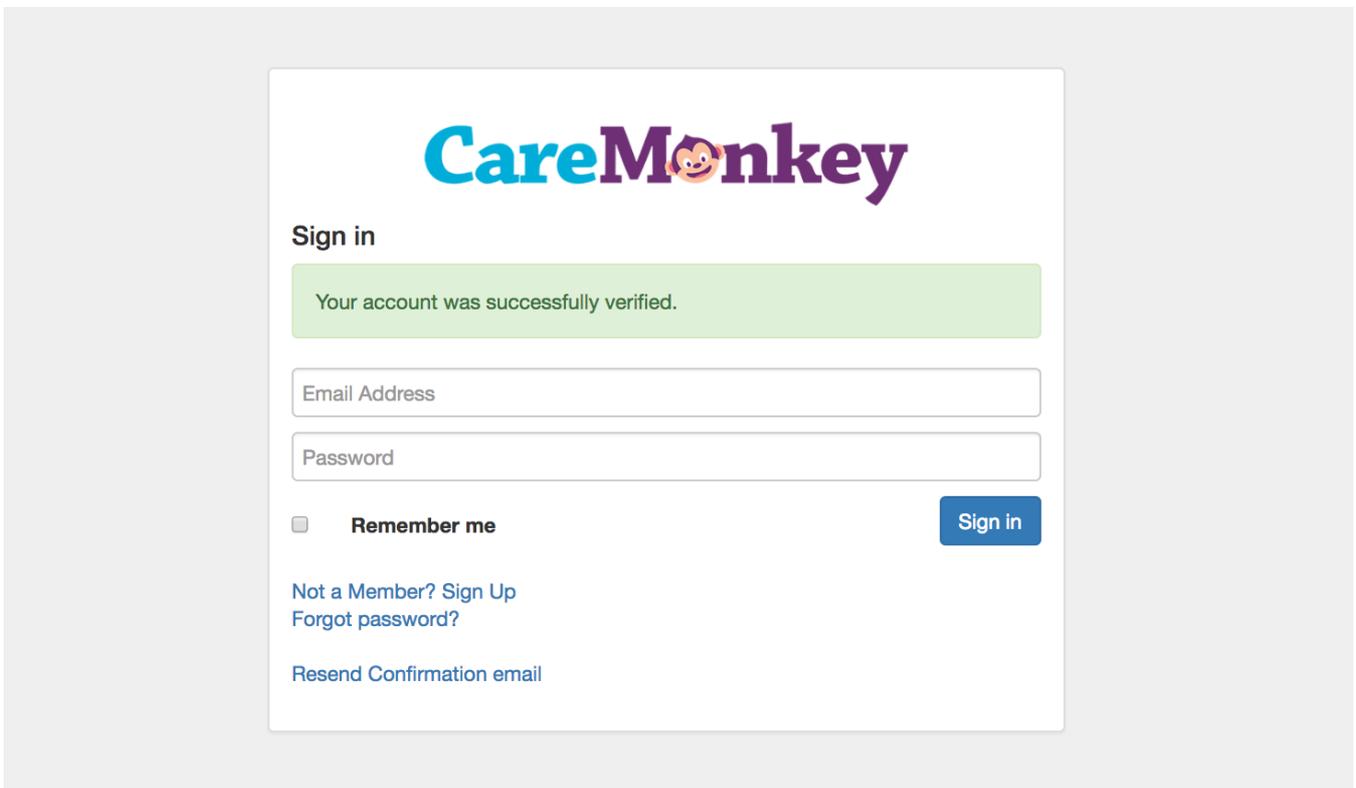
If you continue to have a problem please get help here:  
<http://support.caremonkey.com>

Thanks...and take care!  
The CareMonkey team

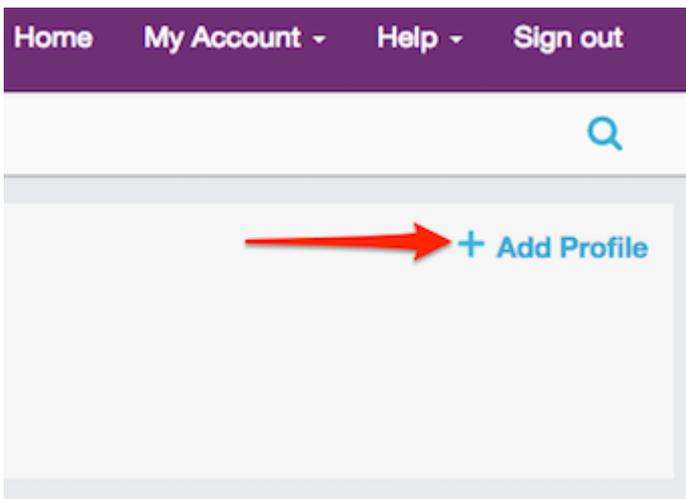
CareMonkey is serious about your privacy



5. Once your account is activated, you will be directed to the [login](#) page.



6. Click on **Add New Care Profile**, follow the prompts, and fill out the form completely. For this example, we will create a profile for **Tracy Anderson**.



*If an Organisation adds a profile on their system, you will see a notification similar to the one below in your CareMonkey account asking you to create a profile. Clicking on the **Create Profile** button will take you to the profile creation page. In this process, a profile will automatically be shared with an Organisation once completed. Otherwise, you'll need to share it. Here's an [article](#) that will guide you in sharing a profile with an Organisation.*

Care Central

My Account ▾ Help ▾ Sign Out

Care Central

**Requests** ?

Kim's Sample School has requested care information for **Greg Burns**.

**CREATE PROFILE**

**My Profiles** ? [+ Add Profile](#)

+ Add Profile for you and your family members.

**Profiles Shared with Me** ?

No profiles shared from family and friends.

7. After you've completed the profile, you will be directed to the **Consent** page along with the contact information of the requesting Organisation. Click on the **Agree** button to consent and share the profile with them.

CONSENT  
⚠ Consent below ▾

I confirm that the details provided in this profile for **Cathey Cane** are accurate to the best of my ability. By sharing this profile I confirm that the details can be relied upon by users of this information who have **Cathey Cane** in their care.

The following organisation have requested your profile information

Melbourne Campus

	<b>Administrator Name</b>	Albus Dumbledore
	<b>Administrator Email</b>	aalejaga+melbourne@caremonkey.com
	<b>Country</b>	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.

**NOTE:** A profile will not be shared with the organisation until it's complete. An **Update Required** message will be shown at the bottom of a profile that will indicate an incomplete form. There will also be a notification in the "Requests" section that will show the need to complete the profile. If you need help in completing a profile, you can refer to [this article](#).

Care Central

Form Library My Account Help Sign Out

Care Central

### Requests

CareMonkey Grammar School - Queensland Campus has requested care information for **Cassie Chane**.  
Please complete the profile as you see above it.

Cassie Chane's profile is incomplete.

COMPLETE AND SHARE

UPDATE PROFILE

### My Profiles

+ Add Profile

Cassie Chane  
Female, 4 years old  
Update Required

Once the profile is completed and the Organisation adds a profile at their end with the same, you will see a notification similar to the one below in your CareMonkey account asking you to share a profile with them. Simply click the drop-down menu to share the correct profile with the Organisation and then click the **Create or Share Profile** button.

Care Central

Form Library My Account Help Sign Out

Care Central

### Requests

CareMonkey Grammar School - Queensland Campus has requested care information for **Cassie Chane**.

--- Select Action ---

SHARE OR CREATE PROFILE

### My Profiles

+ Add Profile

Cassie Chane  
Female, 4 years old

8. You can also share a profile with a second parent, carers, or family members. For more information, please check this [article](#).

<https://desk.zoho.com/portal/caremonkey/kb/articles/how-does-a-user-create-a-care-profile-without-an-existing-account>