



How does a User Share a Profile with a Second Parent or Carer?(Community Edition)

For Community Edition

NOTE: If you're using Group Edition, you'll need to ask the school to give another person permission to access your child's details and respond to forms. If you don't know what version you are using [check this article](#).

If you're using Community Edition you can give access to your child's CareMonkey data by sharing the care profile you have created. Simply login and click the 'Share' button or follow the instructions below.

About Sharing Profiles

Care Profiles are not just designed to be shared with schools, clubs and other organisations. They can be shared with anyone at the discretion of the Profile Owner (i.e., parents, adult club members, adult participants, employees, etc.)

A Profile Owner can give another person (such as a second parent) '**View only**' or '**View & Modify access**'.

If '**View & Modify access**' is provided, the other person is given the ability to modify the profile and respond to eForms in the same way as the Profile Owner can.

If '**View only**' access is given then the other person can only see the profile (but not change it). This is suitable for babysitters, family members, and parents of the child's friends, so they can view the child's profile and know what to do and who to call in an emergency.

How to Share a Profile

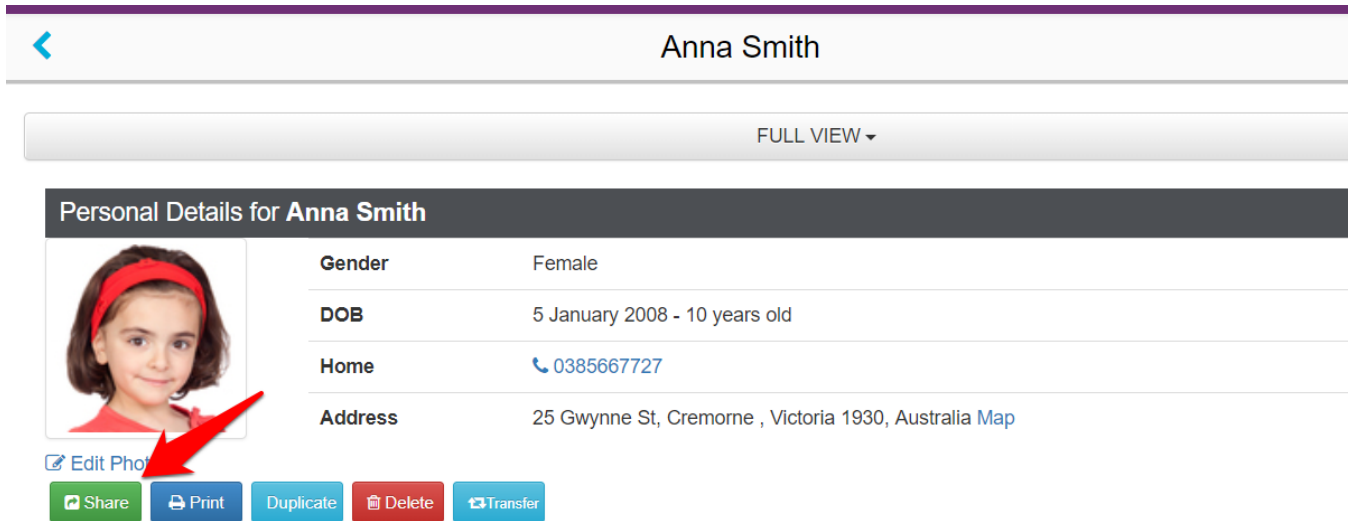
To share a profile, please follow the steps below:

1. Click the **profile name or photo**.



A profile card for Anna (Anne) Smith. It features a photo of a young girl with a red headband. To the right of the photo, the name "Anna (Anne) Smith" is displayed in blue, with a red arrow pointing to it. Below the name, it says "Female, 10 years old". There are two red warning icons with text: "Asthma" and "Allergies (anaphylactic)". A green "Share" button is located in the top right corner.

2. Hit the green **Share** button on the Personal Details section.



A screenshot of a mobile application showing the full view of a profile for Anna Smith. The header shows a back arrow and the name "Anna Smith". Below the header is a "FULL VIEW" dropdown menu. The main section is titled "Personal Details for Anna Smith" and contains a photo of the girl, a table of personal details, and a row of action buttons. A red arrow points to the "Share" button.

| Personal Details for Anna Smith | |
|---------------------------------|---|
| Gender | Female |
| DOB | 5 January 2008 - 10 years old |
| Home | 0385667727 |
| Address | 25 Gwynne St, Cremorne , Victoria 1930, Australia Map |

Buttons: Edit Photo, Share, Print, Duplicate, Delete, Transfer

3. Fill-out the form with the exact name and correct email address of the person you wish to share the profile with and decide if you want to give them **View** or **View and Modify** access.

For more information on the difference between View and View and Modify, please see the end of this article.

Invite someone to view Henry's profile

This section allows you to invite another person (such as a grandparent or babysitter) to view or manage this profile.

Name*
Their Name

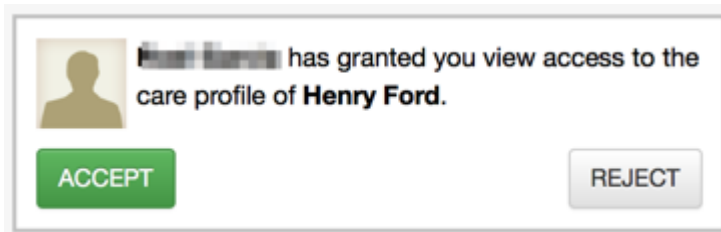
Email*
Email of carer

Relationship*
[Dropdown menu]

Access type*
View & Modify

Message
This box is optional

4. The person receiving the access will have to log in to his/her CareMonkey account and accept this. If he/she does not yet have his/her own CareMonkey account, he/she will be sent an email asking them to sign up.



'View' vs 'View and Modify Access'

- **View Access** will allow the person to log in and see the medical data attached to the profile. They will not be able to see or respond to eForms, edit the profile, or share the profile with anyone else.
- **View and Modify Access** will allow the person to log in and see everything the Profile Owner does in regards to the shared profile. They will be able to perform any actions that the Profile Owner can, including responding to eForms and changing the medical data of profiles. They will not be able to delete your account or make themselves the Profile Owner, and will not have access to any other profiles that you have not specifically shared with them. The most common case of using this feature is when parents want to share access with one another.

Related Article:

- [How does a User Unshare a Profile?](#)
- [How does a User Share a Profile with an Organisation?](#)

<https://desk.zoho.com/portal/caremonkey/kb/articles/how-does-a-user-share-a-profile-with-a-second-parent-or-carer>