



How does a User Share a Profile with an Organisation?(Community Edition)

For Community Edition

This article will show Profile Owners (i.e., parents, adult club members, adult participants, employees, etc.) how to respond to a profile request from an organisation.

1. No Profile created yet.
2. With an existing Profile.

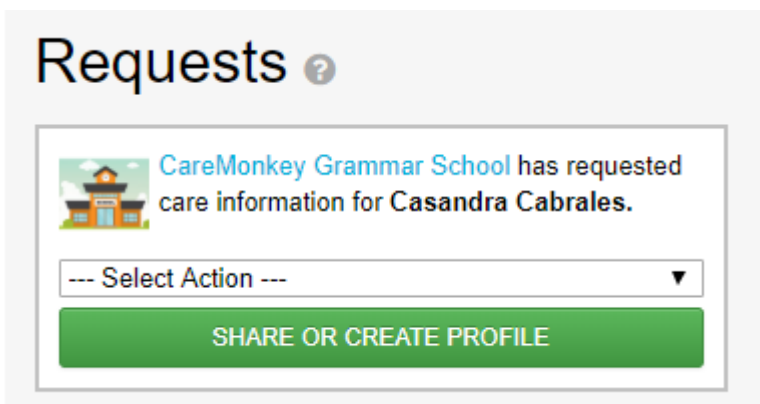
No Profile created yet

If you received an invitation (Email/SMS) from an Organisation to share a profile but you have not created one yet, you may follow the instructions in the articles below:

1. [How does a User create a Care Profile? \(With an existing account\)](#)
2. [How does a User create a Care Profile? \(Without an existing account\)](#)

With an existing Profile

Option 1. If you have already completed a profile and consented with a digital signature, you'll see a **Profile Request** under the **Requests** section.



Select the correct profile from the drop-down box.

Requests ?



CareMonkey Grammar School has requested care information for Casandra Cabrales.

--- Select Action ---
--- Select Action ---
Create a new profile
Share "Casandra Cabrales"

Click **Share** or **Create Profile** button to complete the process and give view access to the organisation.

Requests ?



CareMonkey Grammar School has requested care information for Casandra Cabrales.

Share "Casandra Cabrales"

SHARE OR CREATE PROFILE

Option 2. Alternatively, you can click on the profile name or photo.

My Profiles ?



Herbert
Hopping

Male, 7 years old


⚠ Dietary Requirements

You will see a list of the organisations with pending sharing requests in the **Sharing section**. Simply click on **Share** to give view access to that organisation.

Herbert Hopping

FULL VIEW ▾

Personal Details for Herbert Hopping Edit



Gender	Male
DOB	19 September 2010 - 7 years old
Home	0385667727
Address	25 Gwynne St, Cremorne, Victoria 3121, Australia Map

[Edit Photo](#)

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

Sharing

Organisations

CareMonkey Grammar School	Share
---------------------------	-----------------------

Individuals

	Share
--	-----------------------

eForms


There are no eForms.

Click **Share** in the confirmation window that will pop-up.

Share request for Herbert Hopping

CareMonkey Grammar School has requested care information for Herbert Hopping

CareMonkey Grammar School



Administrator Name	Albus Dumbledore
Administrator Email	head@caremonkey.com
Country	Australia

[Share](#) [Close](#)

To remove an organisation's access to the profile, just click on the trash icon and that access will be revoked.



Related Articles:

- [How does a User Unshare a Profile?](#)
- [How does a User Share a Profile with a Second Parent or Carer?](#)

<https://desk.zoho.com/portal/caremonkey/kb/articles/how-does-a-user-share-a-profile-with-an-organisation>