

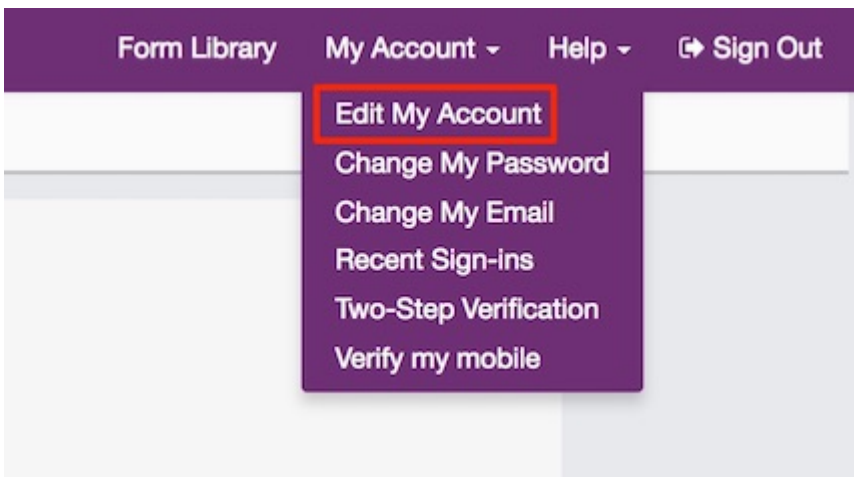


How does a User add Working With Children details? (Community Edition)

For Community Edition

Working With Children details are needed especially when volunteers are being requested in an event. In CareMonkey, there is a part of an eForm where Care Profile Owners (i.e., parents, adult club members, adult participants, employees, etc.) are being asked to put these details if one agrees to become a volunteer. If you don't like the trouble of having to put these details every time you're asked to be a volunteer, you can save these to your account details. To do this, please do the following:

1. **Log in** to your account.
2. Click **My Account** on the upper right side and then click **Edit My Account**.



3. Tick **I have a government "Working with Children" check** and fill out the details. You can also upload a copy of your WWC details if you intend to by clicking **Choose File**.


Mobile Phone (Not Verified) [verify](#)*

+61412345678

International phone format: +61412345678

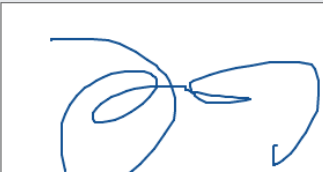
Timezone

(GMT+10:00) Melbourne

 Upload photo


No file chosen

Signature



[Show me how](#)

Send email notifications when I sign-in from new devices

I have a government "Working with Children" check 

"Working with Children" Expiry date

Expiry date

"Working with Children" Number

"Working with Children" Number

Upload "Working with Children" attachment

No file chosen

4. After clicking **Save**, the system will automatically add your WWC details to any eForm that asks if you want to become a volunteer.

Are you willing to be a volunteer helper?

Yes

"Working with children" card number : 123456789

"Working with children" card expiry date : 2016-11-30

<https://desk.zoho.com/portal/caremonkey/kb/articles/how-does-a-user-add-working-with-children-details>