

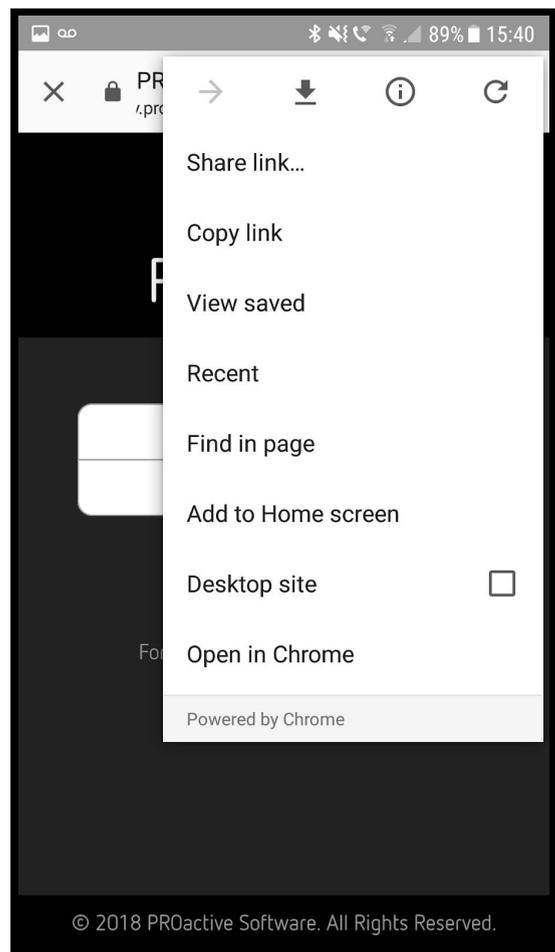
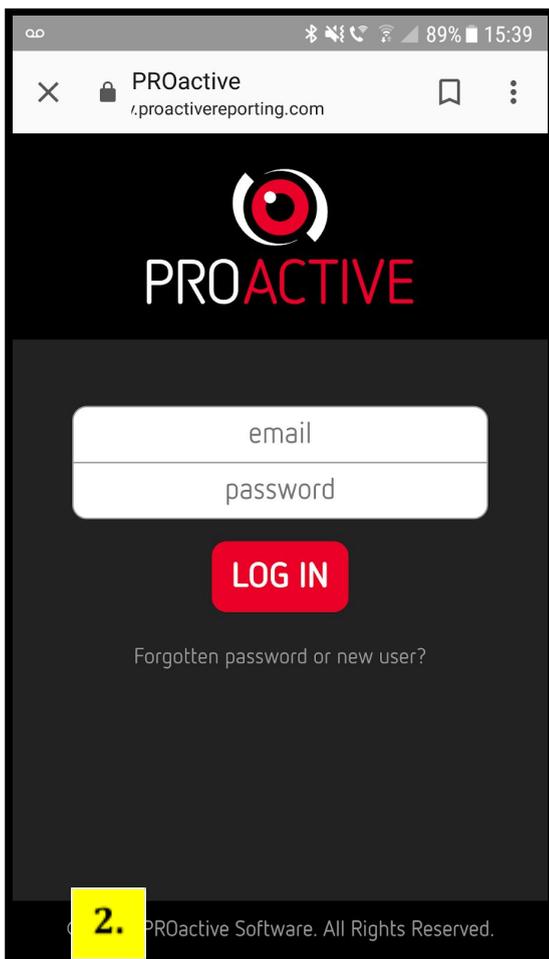


ORANGE COUNTY

Proactive Risk Management App - User Guide

Getting Started:

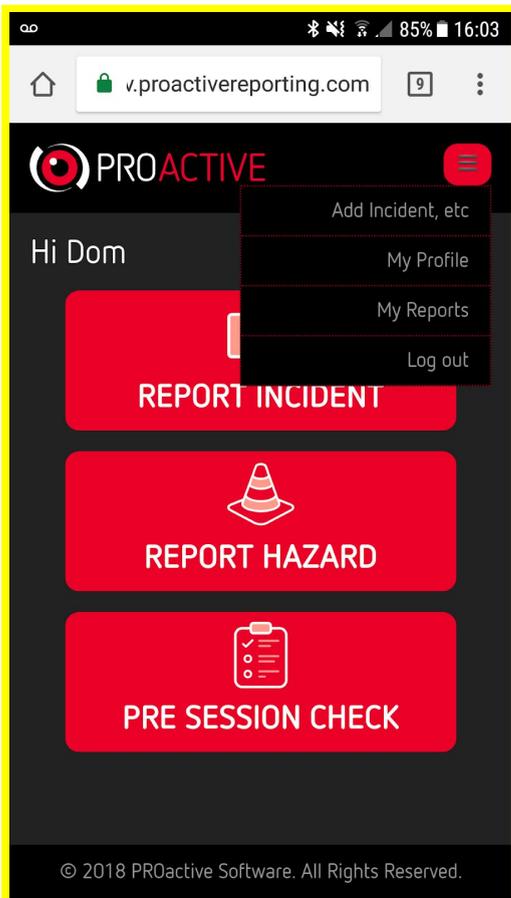
- Coaches have been loaded on to the system as a “User” by an “Admin”.
- You will receive an email giving you the website address, your username (your email), and a temporary password.
- Adding the Proactive icon to your phone screen
 - o Type the web address or **follow the link in your email** to the Proactive login page (1):
 - o Open your web page options menu, similar to the one below (2):
 - o Select “Add to Home screen”
 - o The Icon (3) should appear on your phone screen, you can then grab and move this icon in the same way you would other apps.



For iPhone - Here's how to set up:

1. Open up Safari and load the website
2. At the bottom of the screen you'll see an icon depicting an arrow that looks like it's trying to get away from a square. ... 
3. If you managed to tap that button successfully, you'll have a few options....scroll across the bottom to find "Add to Home Screen"
4. You'll be asked to choose a name for the homescreen icon.

Using the App



Once you are on the App, it has been designed to be as simple as possible. You will be able to report an incident, report a hazard, or complete a pre-session check to ensure you are ready to go.

For now we are **only using "REPORT INCIDENT"**

Once you submit your reports these will go straight to an administrator. This administrator will be a member or members of the Activate team. They will review reports as they come in and then advise on any further actions needed. If you have had a accident or incident at your game or practice, you should still alert the parent when they arrive to collect the child. If they want to see a copy of the report please let your administrator know through the notes and they will send one via email directly to the parent.



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The graphic features the PROACTIVE logo (a stylized red and white eye) and the text "PROACTIVE Report Incident - Flow". To the right is a screenshot of the mobile app's main menu. The menu shows the user "Hi Dominic" and the time "3:05PM, Fri 6th Jul 2018". It contains three red buttons: "REPORT INCIDENT" with a first aid icon, "REPORT HAZARD" with a traffic cone icon, and "PRE SESSION CHECK" with a checklist icon. The app's URL "proactivereporting.com" is visible in the browser address bar.

The "Incident details" form includes the following fields: a date field with "06/07/2018", a "Time of incident" field, a "Venue" field, a "Specific location e.g. football pitch" field, an "Activity" field, and a "Type of Incident" dropdown menu. A "CANCEL" button is at the bottom. The footer contains "© 2018 PROactive Software. All Rights Reserved."

-
- Near Miss
 - Accident/Injury
 - Safeguarding
 - Violence/Aggression
 - Security
 - Criminal activity/damage
 - Emergency e.g. fire
 - Behavioural
 - Other

The "Participant/Casualty details" form includes a "Participant/Casualty name" field, a "Participant/Casualty DOB:" label, and a date field with "06/07/2008". A "BACK" button is located below the date field. The footer contains "© 2018 PROactive Software. All Rights Reserved."



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PROACTIVE REPORT INCIDENT

Incident description

Cause of the incident/accident?

Type of hazard?

Briefly describe what happened...

First aid given YES NO

Any witnesses YES NO

Was additional medical assistance called for? YES NO

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PROACTIVE REPORT INCIDENT

Incident summary

Date of incident: 06/07/2018

Time of incident: 17:37

Venue: Derby High School

Report Completed by: Dominic Taylor

Specific Location: Swimming pool

Activity: Water polo

Incident Type: Accident/Injury

Participant/Casualty Details

Participant/Casualty: Stevie Dream

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PROACTIVE REPORT INCIDENT

Incident completion

I have checked the information I have entered is accurate and understand that once submitted it can not be edited.

YES NO

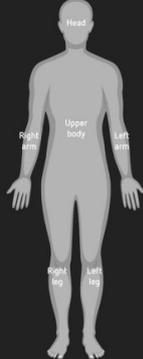
Are follow up actions required?

YES NO UNSURE

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PROACTIVE REPORT INCIDENT

Area of injury: please select an area of the body below



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PROACTIVE REPORT INCIDENT

Injury Description

Area of injury: left arm,

Signs & symptoms (describe)...

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Upload photos

No file chosen

You can only upload images currently stored on your device

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