

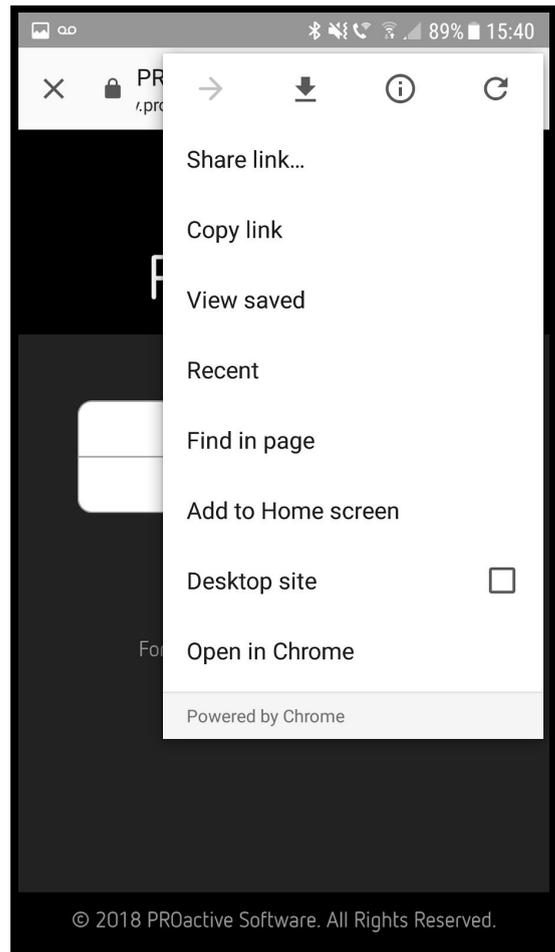
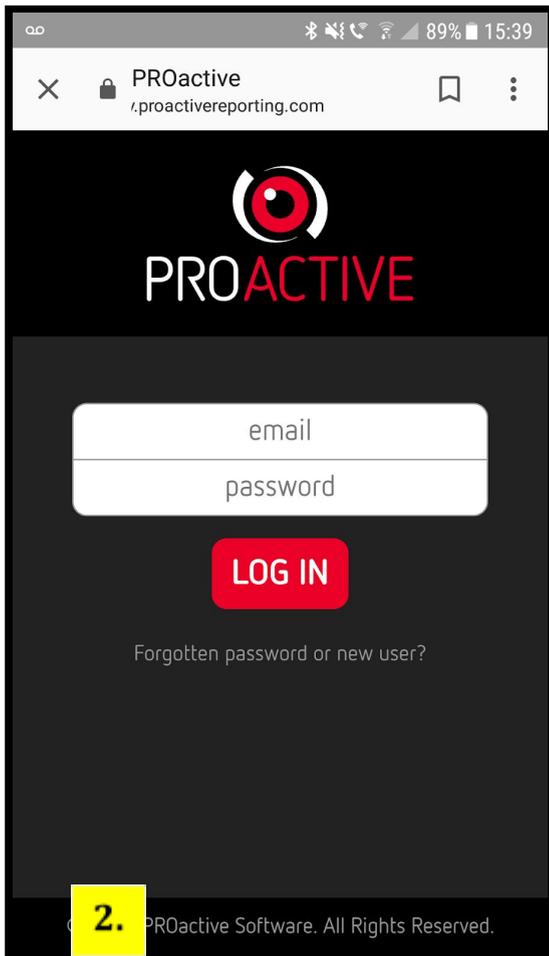


# ORANGE COUNTY

## Proactive Risk Management App - User Guide

### Getting Started:

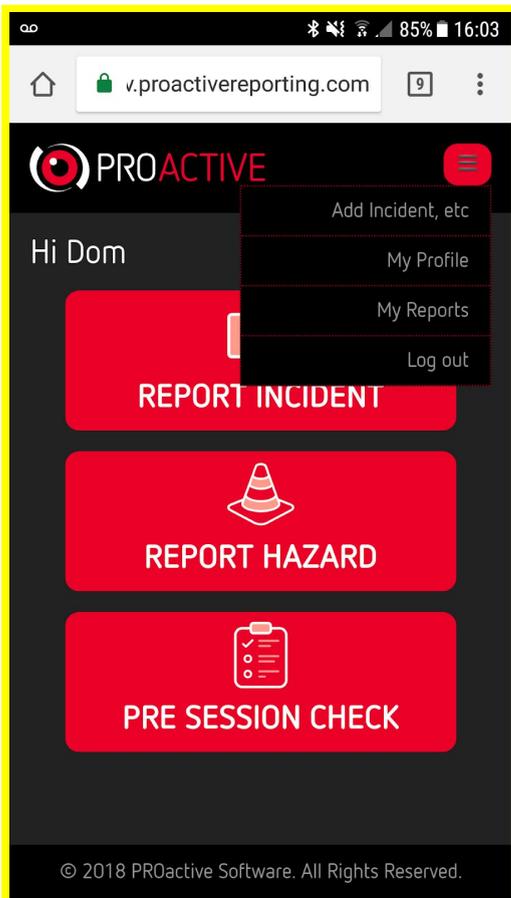
- Coaches have been loaded on to the system as a “User” by an “Admin”.
- You will receive an email giving you the website address, your username (your email), and a temporary password.
- Adding the Proactive icon to your phone screen
  - o Type the web address or **follow the link in your email** to 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.



# ORANGE COUNTY

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 app interface shows the URL "proactivereporting.com", the user name "Hi Dominic", and the time "3:05PM, Fri 6th Jul 2018". Three red buttons are visible: "REPORT INCIDENT" with a first aid icon, "REPORT HAZARD" with a traffic cone icon, and "PRE SESSION CHECK" with a checklist icon. A copyright notice "© 2018 PROactive Software. All Rights Reserved." is at the bottom.

The "Incident details" form includes the following fields: "REPORT INCIDENT" (with a progress indicator), "06/07/2018" (date), "Time of incident", "Venue", "Specific location e.g. football pitch", "Activity", and a "Type of Incident" dropdown menu. A "CANCEL" button is at the bottom. Copyright notice: "© 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: "Participant/Casualty name", "Participant/Casualty DOB:" with a date field showing "06/07/2008", and a "BACK" button. Copyright notice: "© 2018 PROactive Software. All Rights Reserved."



# ORANGE COUNTY

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

© 2018 PROactive Software. All Rights Reserved.

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

© 2018 PROactive Software. All Rights Reserved.

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

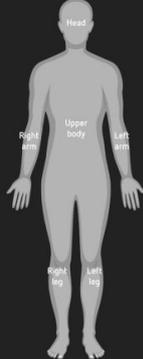
Are follow up actions required?

YES  NO  UNSURE

© 2018 PROactive Software. All Rights Reserved.

PROACTIVE REPORT INCIDENT

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



© 2018 PROactive Software. All Rights Reserved.

PROACTIVE REPORT INCIDENT

### Injury Description

Area of injury: left arm,

Signs & symptoms (describe)...

© 2018 PROactive Software. All Rights Reserved.

PROACTIVE REPORT INCIDENT

### Upload photos

No file chosen

You can only upload images currently stored on your device

© 2018 PROactive Software. All Rights Reserved.