

## How to fill in - MyCG Health Questionnaire

### Home Page

- Go to MyCG and sign up using your own email.
- You will receive a passcode into your email.
- You copy and paste this passcode into where it says passcode and press return.
- You will be brought to the sign up page where you fill in your details, name, phone number and affiliated area (from the pull down list)
- This system is linked to the GV portal, so if you have been Garda Vetted your contact details may already be on the system.
- You can then set your own password for your account.
- Thereafter you Log into MyCG with your personal password.
- If you forget your password, you click 'Forgot Password' and you will be issued with a new passcode into your email address.

### Once Logged in

- Your account has now been created and you can log in using your email and password that you have just created.
- Once logged in you can select from the menu button on the top left hand corner.
- The '**Covid Checkin**' is where you register to attend an event.
- The Health Questionnaire is to be filled out the day of the event
- ❓ If you click 'YES' to any of the Covid symptoms, you cannot go any further and cannot register for the event or attend the event.
- ❓ You cannot register to attend an event until the event has been created by the Secretary and he or she has sent you the **Code**.
- ❓ When you receive the code to the event, you copy it into the **search box**, hit search and details of the meeting or event will pop up.
- ❓ Click on the Ok Button and you are now registered to attend the event.

### How Events Are Created (This section is only for Authorised Personnel)

- The secretary clicks on '**Events Home**' and then onto **Create event** and creates the event under the headings – name, location, date. Then click **Save**
- Once the event is created you click into it and you see the unique **Search Code** that it has generated – it's usually in the format of A-1-123
- This is the code you copy and send to the invitees to attend the meeting or event
- The attendees can only check in on the day of the event.
- Once everyone is checked in the Secretary will have oversight of the registered attendees.
- The Secretary then sends the **Search Code and Share code** unique numbers to the Covid-19 co-ordinator/event organiser who will then have oversight of the registered attendees for the event or meeting.
- The Covid-19 co-ordinator goes to **Events Shared with me**, they enter both codes as above and the event will appear,
- Click on it to see the list of registered attendees