



# MAaP Register Template - Quick Guide

A completed MAaP form is unique to a program and the Corps or Division in which that program is running.

Where a MAaP form has been completed and approved for a locally run program, this form may serve as a template for an ongoing program or if the same program were to run in the future.

## Follow these steps to create and save a template for future use:

1. Login to *SAMIS > Admin > Centre Forms > MAaP Registration Form*
2. On *Administration >> Centre Forms*, select and enter the approved form that you wish to use as a template from the existing list of programs.
3. Click the *Copy Form* button as indicated below.

Form Name: MAaP Registration Form V1.6

OK

OK and Stay

Copy Form

Back

4. Under *Program Name*, name the form to reflect the new repeated/ongoing program name. For example, 'Sunday School 2023' will become 'Sunday School 2024'
5. Select **OK and Stay**.

## Ensuring quality and veracity of the template

A template used for a repeated/ongoing program must be thoroughly reviewed to ensure it accurately reflects the details of the program, and a high quality of risk assessment is maintained.

Review and where required, update all pre-filled fields within the form:

1. Update the template with relevant details, e.g. date/number of participants/changes to personnel/location change, etc.
2. Seek guidance from the *MAaP Register Review - (Review Triggers)* document in the Safeguarding Toolkit if there are any significant changes to the program.
3. Review and update the Activity Risk Assessment component of the form to ensure any changes are appropriately managed.
4. Seek guidance from the *Assessing Risk - (Prompts for assessing risk when completing an Activity Risk Assessment)* in the Safeguarding Toolkit.
5. Submit the form for approval following the usual steps.