**SUBSCRIPTION MEMBERS TEMPLATE**

Before nominating members for your subscription, refer to the descriptions below of the three (3) member roles available on the Care Opinion platform for members to choose from, each with varying features.

PLEASE NOTE: Members can only choose one level of access from the below, which can be altered at any point:

**RESPONDER**

* View stories and responses
* Respond to stories
* Create and manage their own email alerts
* Generate reports
* Create invitation links

**ADMINISTRATOR**

* View stories and responses
* Respond to stories
* Create and manage email alerts
* Generate reports
* Create invitation links
* Responding to stories on behalf of other responders
* Manage members (add / remove / freeze members, change access levels)
* Create and manage email alerts for other staff

**MEMBER**

* View stories and responses
* Create and manage email alerts
* Generate reports

*[Suitable for staff who want to remain notified with minimal access]*

Fill out the table below and return it to Care Opinion for upload. All nominated staff members listed below will receive a **‘Welcome to Care Opinion’** email with a link to create a password for their user login. You nominate at least one (1) member with ‘Administrator’ access who will be responsible for adding individual members throughout your subscription period (training will be provided).

You may use this template more than once should you wish to nominate more groups of staff.

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| --- | --- | --- | --- | --- | --- |
| **Full Name** | **Email Address** | **Member Role** | **Criticality**  **(*0 to 5*)** | **Program/Dept** | **Other** |
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