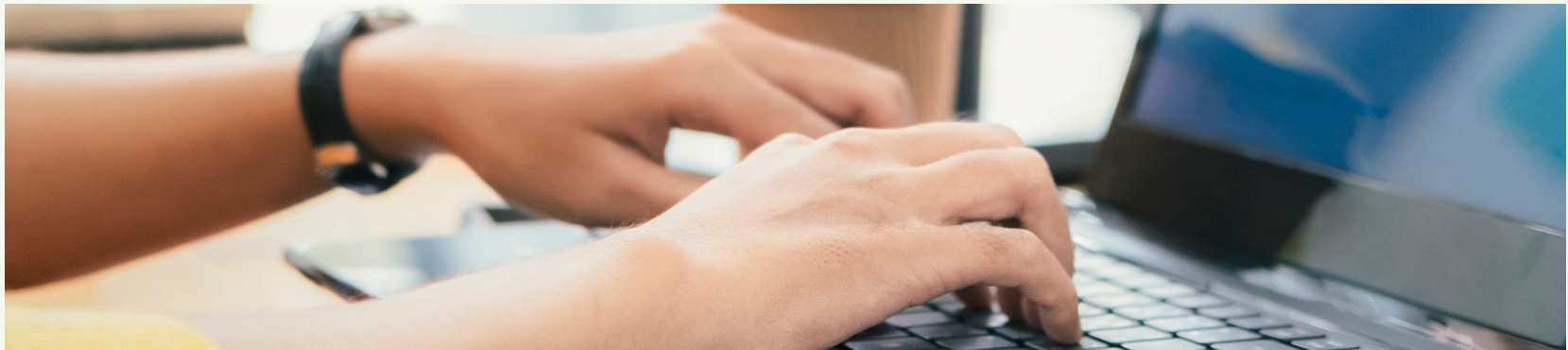


2026 - 2027

Surrey Place Website

How-to Help Guides

Learn how to add another user to your profile & complete their Risk Assessment.



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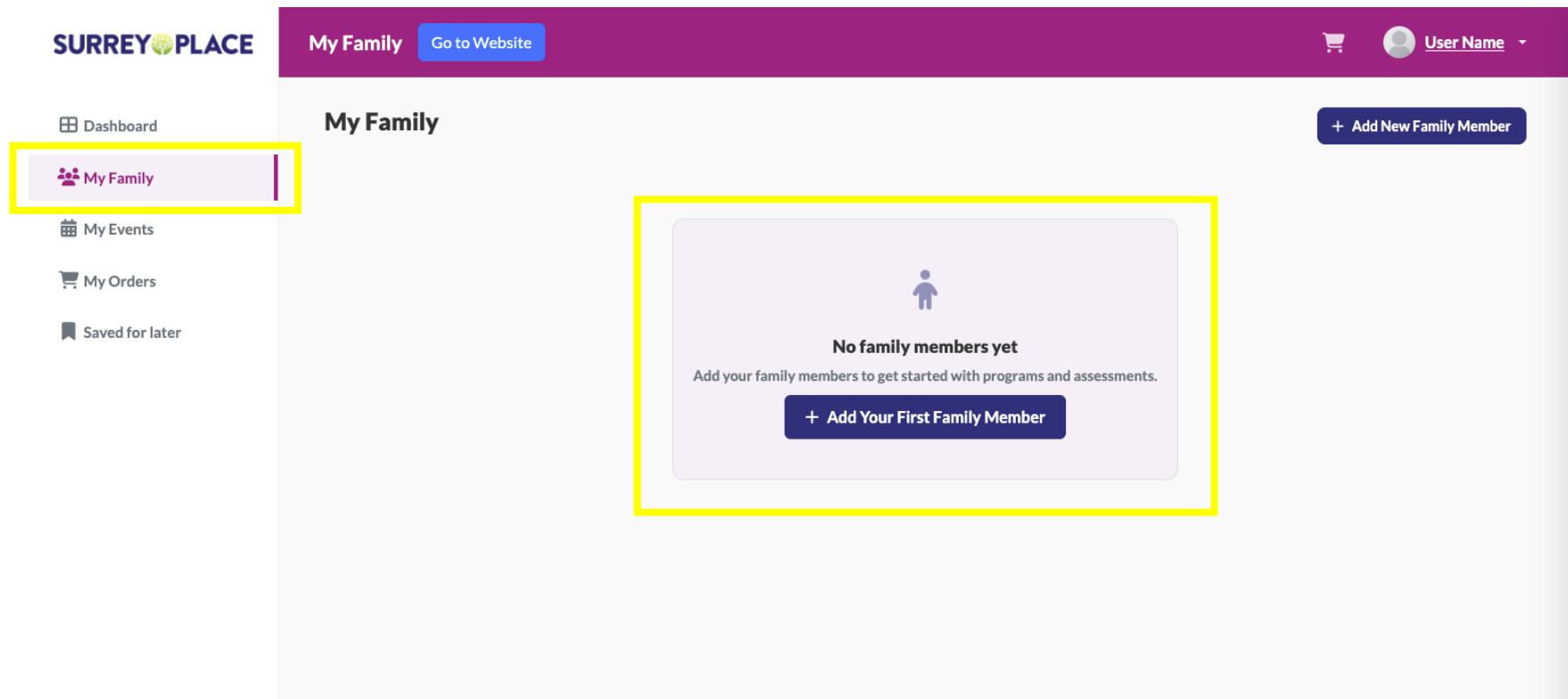
HOW TO ADD A FAMILY MEMBER TO YOUR PROFILE

Surrey Place Website

How-to Help Guides

STEP 1:

- Navigate to the “My Family “ Section, by clicking on the **My Family** tab found on the left hand menu and select, **Add Your First Family Member**.



HOW TO ADD A FAMILY MEMBER TO YOUR PROFILE

Surrey Place Website

How-to Help Guides

You will be prompted
to complete a form.

It contains the following
fields:

- ▶ First Name
- ▶ Last Name
- ▶ Date of Birth
- ▶ Relation to Guardian
- ▶ Risk Assessment Questions

The screenshot shows the 'Add Family Member' form on the Surrey Place website. The form is titled 'Add Family Member' with a subtext 'Please answer all questions accurately'. It includes a progress bar showing 'Completed 0 %'. The form fields are: First Name, Last Name, Date of Birth (with a calendar icon), and Relation to Guardian (Optional). Below these are four risk assessment questions, each with 'Yes' and 'No' radio buttons: 'Does your child ever self-injure/self-harm?', 'Does your child ever hurt others?', 'Does your child ever leave or run off without your knowledge or permission?', and 'Does your child ever damage or destroy items, such as breaking or ripping objects?'. The final question is 'Does your child have a medical condition that is important for us to know about and that could be relevant to participating in services? For example, controlled seizures, controlled diabetes, mobility devices, hearing aids, etc.' with a text input field. A 'Submit' button is at the bottom right. The left sidebar shows navigation links: Dashboard, My Family, My Events, My Orders, and Saved for later. The top navigation bar includes the Surrey Place logo, 'Add Family Member', 'Go to Website', a shopping cart icon, and a user profile icon labeled 'User Name'. An 'Accessibility' button is at the bottom left, and a moon icon is at the bottom right.

SURREY PLACE

Add Family Member [Go to Website](#)

Add Family Member
Please answer all questions accurately

First Name Last Name

Date of Birth Relation to Guardian (Optional)

yyyy-mm-dd

Completed 0 %

Does your child ever self-injure/self-harm?

☐ Yes ☐ No

Does your child ever hurt others?

☐ Yes ☐ No

Does your child ever leave or run off without your knowledge or permission?

☐ Yes ☐ No

Does your child ever damage or destroy items, such as breaking or ripping objects?

☐ Yes ☐ No

Does your child have a medical condition that is important for us to know about and that could be relevant to participating in services? For example, controlled seizures, controlled diabetes, mobility devices, hearing aids, etc.

[Accessibility](#) [Display Tools](#)

[Submit](#)

HOW TO ADD A FAMILY MEMBER TO YOUR PROFILE

Surrey Place Website

How-to Help Guides

STEP 2:

- ▶ Enter the first name of the your family member in the **First Name** field.
- ▶ Enter the last name of your family member in the **Last Name** field (even if it is the same as your last name).

Add Family Member

Please answer all questions accurately

First Name

Child

Last Name

Name

Date of Birth

yyyy-mm-dd

Relation to Guardian (Optional)

Completed 0 %

Does your child ever self-injure/self-harm?

☐ Yes

☐ No

HOW TO ADD A FAMILY MEMBER TO YOUR PROFILE

Surrey Place Website

How-to Help Guides

STEP 3:

- ▶ Enter their date of birth starting with selecting the **year**.
- ▶ Then select the **month**.
- ▶ Then select the **day**.

Add Family Member
Please answer all questions accurately

First Name: Last Name:

Date of Birth:  Relation to Guardian (Optional):

August 2026 ▾

2010
Jan Feb Mar Apr
May Jun Jul Aug
Sep Oct Nov Dec

2011
2012
2013
2014

☐ Yes ☐ No

June 2010 ▾ ↑ ↓

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Clear Today

HOW TO ADD A FAMILY MEMBER TO YOUR PROFILE

Surrey Place Website

How-to Help Guides

STEP 4:

- ▶ Enter your relation to the family member you are adding in the **Relation to Guardian** field.

Some examples might be son, daughter, brother, sister, etc.

- ▶ This field is optional.

Add Family Member
Please answer all questions accurately

First Name: Child
Last Name: Name
Date of Birth: 2010-06-25
Relation to Guardian (Optional): Son

Completed 0 %

Does your child ever self-injure/self-harm?
☐ Yes ☐ No

Does your child ever hurt others?
☐ Yes ☐ No

Does your child ever leave or run off without your knowledge or permission?
☐ Yes ☐ No

HOW TO COMPLETE THE RISK ASSESSMENT FOR A FAMILY MEMBER

Surrey Place Website

How-to Help Guides

Continue by answering the following five **Risk Assessment** questions:

- ▶ Does your child ever self-injure/self-harm?
- ▶ Does your child ever hurt others?
- ▶ Does your child ever leave or run off without your knowledge or permission?
- ▶ Does your child ever damage or destroy items, such as breaking or ripping objects?
- ▶ Does your child have a medical condition that is important for us to know about and that could be relevant to participating in services?

Please Note:

- ▶ The Risk Assessment is internal information and will not be displayed publicly.

Add Family Member

Please answer all questions accurately

First Name

Child

Last Name

Name

Date of Birth

2010-06-25

Relation to Guardian (Optional)

Son

Completed 0 %

Does your child ever self-injure/self-harm?

☐ Yes

☐ No

Does your child ever hurt others?

☐ Yes

☐ No

Does your child ever leave or run off without your knowledge or permission?

☐ Yes

☐ No

Does your child ever damage or destroy items, such as breaking or ripping objects?

☐ Yes

☐ No

Does your child have a medical condition that is important for us to know about and that could be relevant to participating in services? For example, controlled seizures, controlled diabetes, mobility devices, hearing aids, etc.

Submit

HOW TO COMPLETE THE RISK ASSESSMENT FOR A FAMILY MEMBER

Surrey Place Website

How-to Help Guides

STEP 5:

- ▶ Answer the first four questions by selecting either **Yes** or **No**.
- ▶ If you select **Yes**, you will need to answer additional questions.
- ▶ No additional action is needed when selecting **No**.

Completed 67 %

Does your child ever self-injure/self-harm?

☐ Yes ☒ No

Does your child ever hurt others?

☐ Yes ☒ No

Does your child ever leave or run off without your knowledge or permission?

☐ Yes ☒ No

Does your child ever damage or destroy items, such as breaking or ripping objects?

☒ Yes ☐ No

What happens?

Please select... ▼

HOW TO COMPLETE THE RISK ASSESSMENT FOR A FAMILY MEMBER

Surrey Place Website

How-to Help Guides

STEP 6:

- ▶ Answer the **last question** to the best of your ability if it is relevant information to your family member.
- ▶ Leave this field blank if the information is not relevant.
- ▶ Once complete, select **Submit Assessment**.

Completed 83 %

Does your child ever self-injure/self-harm?

☐ Yes ☒ No

Does your child ever hurt others?

☐ Yes ☒ No

Does your child ever leave or run off without your knowledge or permission?

☐ Yes ☒ No

Does your child ever damage or destroy items, such as breaking or ripping objects?

☒ Yes ☐ No

What happens?

Dumps containers or sweeps items off furniture

Does your child have a medical condition that is important for us to know about and that could be relevant to participating in services? For example, controlled seizures, controlled diabetes, mobility devices, hearing aids, etc.

Submit

HOW TO ADD A FAMILY MEMBER TO YOUR PROFILE

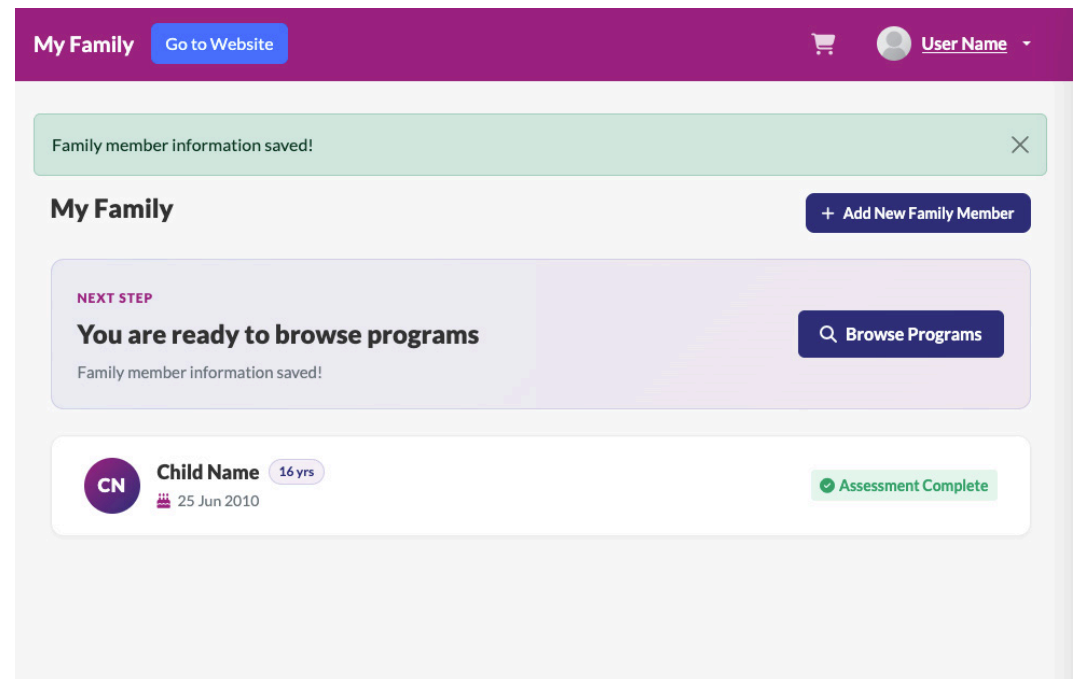
Surrey Place Website

How-to Help Guides

- ▶ Once Submitted, the system will save the info and mark your assessment as complete.
- ▶ You will now see the new user in the 'My Family' tab.

Next Step:

- ▶ You are now ready to start registering for services.
- ▶ If have another person to register, select **Add Another Family Member**.



Thank You

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