## Cared for memberships

The Everyone Active Contract manager or Activity and Wellbeing manager will send the referral links directly to the Council teams via email.



The Council 'Children in Care / Care Experienced' team refers the child or young people through the secure online links, providing an email address for the individual (16+) or the child's guardian/key worker who will be responsible for making bookings on behalf of the child (under 16).

Please note; the same details must be entered throughout this process (e.g. Name and email address)



On completion of the referral form an automated email is sent to the email address provided for the individual (16+) or the child's guardian (under 16), and asks the individual or guardian to complete an Everyone Active card form and a measurement survey.

Please note; both parts of the email need to be completed before their membership will be processed.

Once both actions have been completed, the Everyone Active Central DD team will process their membership within 48 working hours.

A email will be sent to the individual (16+) or the child's guardian to confirm their membership is ready to use.

Please note; an online induction (16+) or a junior gym induction (under 16) will need to be completed before the gym can be accessed.

Bookings can be made on the Everyone Active website or the app. A digital version of the Everyone Active card can be used via the app at participating centres or alternatively, a card can be collected at reception.

