# USER SUPPORT HANDBOOK



YOUR HEALTH | YOUR DATA | YOUR CHOICE



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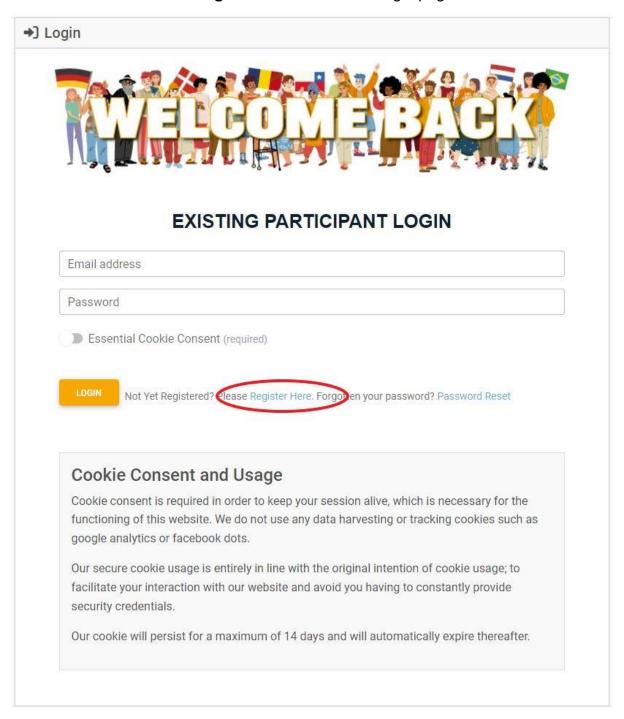


# Join the Study

#### Registration

Anyone over the age of 16 can create their own account and join the health study for free, with an optional Associate subscription so you can help fund this initiative.

Click Join Us or click the Register Here link on our login page shown below.



Trying to register, but it says your email is already registered

It is possible that your internet connection was interrupted during registration and that the system may have successfully created your account.

If this is the case you should have received an email from us to activate your account, please check for the email and click the activation link.

If you have not received an email then please try 'Logging in' using the credentials you provided, and you can request another activation email.

If you need help from a team member with a registration issue, please visit our support form and send us a message and one of our team will get back to you as soon as possible.

#### **Help Completing Forms**

Please note that on most screens, you will be able to access help to complete the form by clicking on the QUICK GUIDE in the blue Help bar above the form.

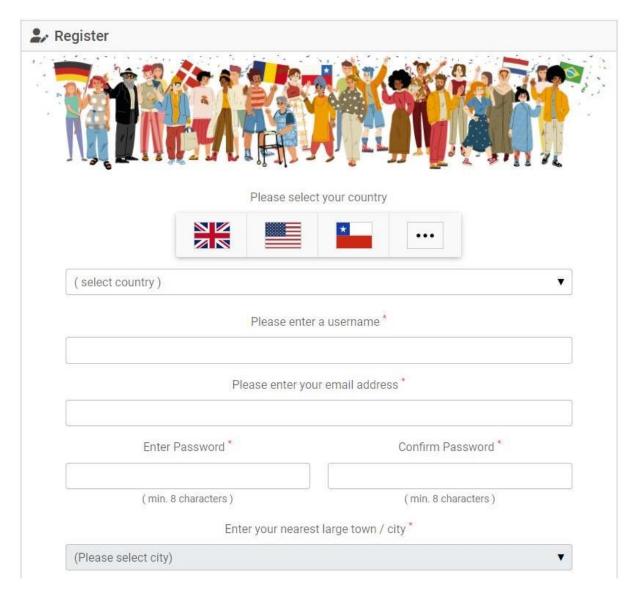
? Need help filling in this form? Here is a quick guide to help you.

\* Indicates a required question

#### **Complete the New Account Registration form:**

- Select the **Country** you are in click on your flag (our 3 most common countries), or choose from the list below.
- **Username** is how you wish to refer to your account.
- **Email Address** must be a valid so we can verify your account. Please ensure you enter it without errors.
- Password must be a minimum of 8 characters. Passwords are case sensitive.
- When you select your Country, all large towns and cities will be loaded into the list below, which can take a moment - choose the one closest to where you live.





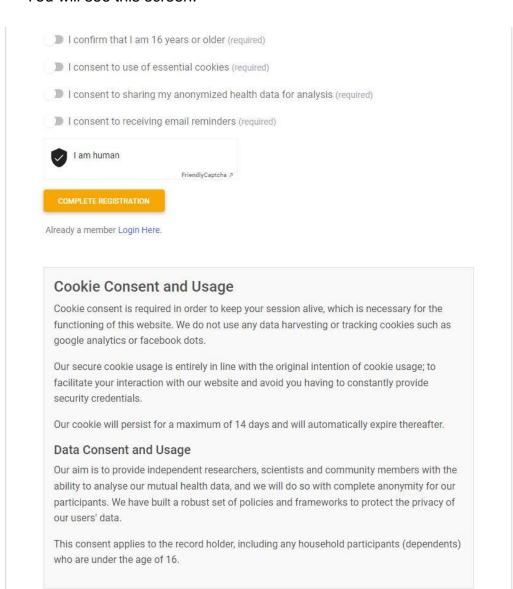
- Location type select from Urban (cities, built up areas), Suburban (primarily residential) and Rural (countryside, fields and few houses)
- Preferred Language please select from the list of available languages.

This will set the default language for your cards and letters in your account and that of any household members you add. You will still be able to change to a different card or letter language for yourself or any household participants, if required.



# CONTROL

- You must confirm you are over 16 years of age and consent to the essential cookies and data sharing policy (described in the box below - please ensure you read this carefully).
- You also need to confirm that you consent to sharing your anonymized data for analysis
- You need to consent to receiving our update reminders each month
- You may also need to click the Anti-Robot Verification as part of our validation process.
- Finally, click the orange Complete Registration button.
- You will see this screen:





## **Email Verification Required**

Please check your inbox: badasswarrior@protonmail.com and follow the link to validate your email address.

if you have not received an email then click to Resend Verification Email



#### Reason why you may not receive our email

- It may have gone to your SPAM folder.
- Your email provider may block us.
- Please add @vaxcontrolgroup.com and @controlgroup.coop to your email White List.

#### Still Having Trouble?

Please contact our support team using the subject line '('EMAIL ADDRESS' VERIFICATION NEEDED')', they can assist you with this.

#### What happens next?

- You will be sent a verification email to the email address that you registered
- Click the link in the email to verify your account
- The login screen will display the following confirmation.

Your email address has been successfully verified, thank you.

Once you have done this, you will be able to login and start using your account and (if required) adding other household members to it.

**Note**: If you are having trouble getting your email address verified, please visit our **support form** and send us a message by selecting the topic **EMAIL ADDRESS VERIFICATION NEEDED** and one of our team will get back to you as soon as possible.

#### Logging in

# CONTROL

#### © Control Group 2023

- Each time you login, you will need your email address and password.
- Ensure you type your email address in, do not let your computer autofill as this will sometimes put in extra spaces and cause it to fail.
- Make sure you click the Essential Cookie Consent slider.

#### **EXISTING PARTICIPANT LOGIN**

Email address

Password

Essential Cookie Consent (required)

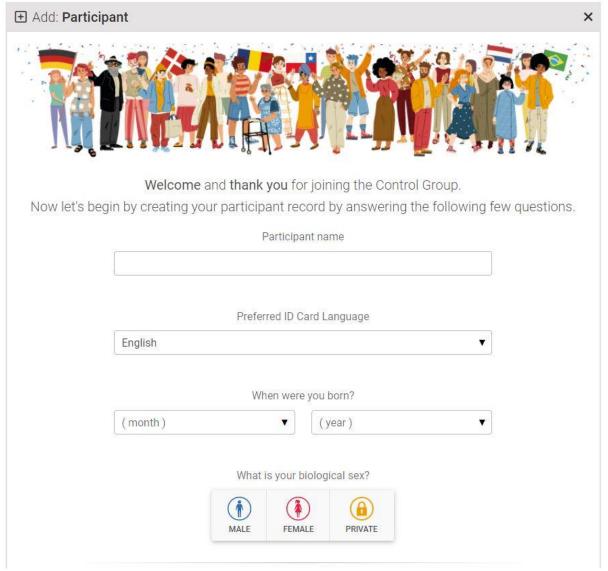
Not Yet Registered? Please Register Here. Forgotten your password? Password Reset

- Each time you login, you will need your email address and password.
- Ensure you type your email address in, do not let your computer autofill as this will sometimes put in extra spaces and cause it to fail.
- Make sure you click the Essential Cookie Consent slider.

The first time you log in, you will be asked to enter your basic profile questions.

- Participant name will appear on your cards and letters, although you can change this when you create them
- Preferred ID Card Language will default to the chosen account language, but can be changed if you want a different language card or letter.
- We ask your **Birth month** and year in order to group participants by age groups, for analysis.
- Biological sex is asked rather than gender identity because some diseases, medications and treatments affect men and women differently.
- Your Height and Weight will help our researchers to see where diseases disproportionately affect a particular weight category. We have provided height and weight conversion charts for you to approximate your weight and height in the required dimensions.





- Your **Body Type** helps us to categorize you for data analysis, where required.
- **Blood group** can sometimes be a factor in how a disease affects you, so it is important to know this.

If you don't know your blood type, there are kits you can buy to test it at home. If you don't want to tell us, choose **P** (private)





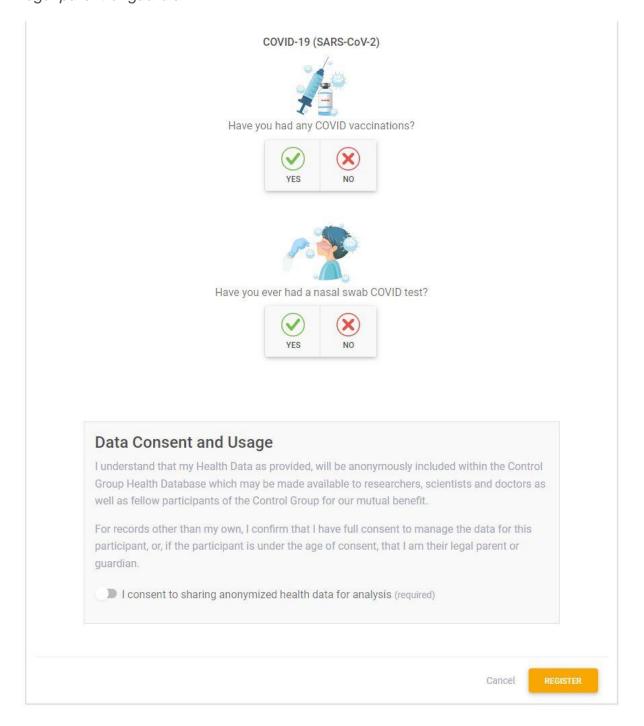
- Covid-19 Vaccination if you have had a Covid injection, you will be reminded to add it to the Vaccinations section.
   It is essential to this study that we know your Covid vaccination status.
- Covid Swab test this question is to ensure we capture those people who have never had a Covid Swab test.
- Data usage consent is required for every household participant (or their legal guardian, if under 16).



Please note that the image below is incorrect - the data consent reads:

I understand that my Health Data as provided, will be anonymously included within the Control Group Health Database which may be made available to researchers, scientists and doctors as well as fellow participants of the Control Group for our mutual benefit.

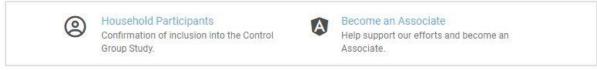
For records other than my own, I confirm that I have full consent to manage the data for this participant, or, if the participant is under the age of consent, that I am their legal parent or guardian.

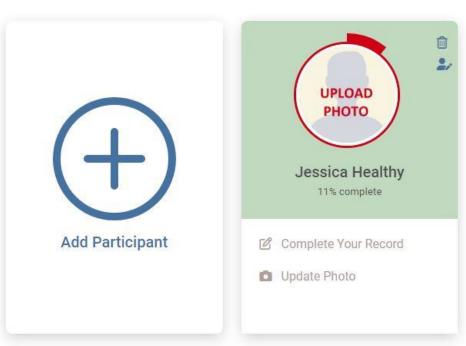




 Click the Register button to complete your record. You will be taken to your new Dashboard.

#### ACCOUNT DASHBOARD



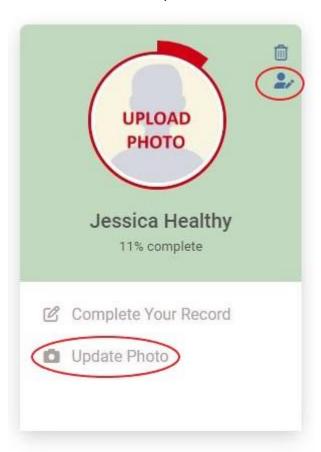




# **Add Your Photo**

Your photograph will be shown on your dashboard and be used on any cards you choose to order.

To add your photo, click on UPDATE PHOTO on your participant card (or on the Edit Name/Photo of Participant icon - circled in red)



#### Card photo guidelines

- Photo should be in colour and taken within the last six months
- Do not use social media filters
- No selfies have someone else take your photo, or use a tripod and a timer
- Eyes should be wide open (infants' eyes can be closed or partially open)
- Remove red eyes and shadows (caused by a flash or overhead lighting)
- Wear clothing you would normally wear
- Unless it's for religious reasons, no hats or head coverings



No cartoons or animals

#### To add your photo

- Click Upload Photo
- From the Photo ID details box, choose the required image file

(Make sure your photograph file size is not too large - a photo taken with a smart phone will work best)

(See common uploading issues and how to adjust photos)

#### @ RECORD FOR: JESSICA HEALTHY



Please use a passport style photo with a plain light coloured background, similar to the drawing below. This is the photo that will be used for your ID card.



Click on the 'Choose File' option to select your photo to upload and then click the 'Upload' button. Once your photo is uploaded you will be able to crop the photo for a better fit.

We can accept Photo's in either jpg, jpeg or png formats only.

Printing on Plastic ID Cards is not as exact as printing on high quality paper, the higher the contrast between you and the background the better the results will be.

We suggest taking your photo from a mobile device and accessing this website via this device in order to upload your photo.

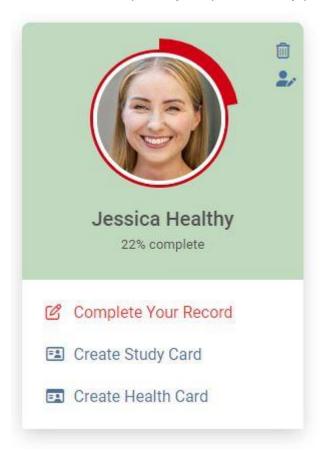


Adjust the photo using the handles on the cropping net





- Click the orange Save Changes button
- You can update your photo at any point using the Update Photo link.





#### Problems uploading photos and how to fix them

**Internet connection speed**: Assuming that the image is the correct format (JPG or PNG) and less than 4.5MB, the internet speed you are working with can be an issue where connection speeds are low or intermittent. It will load if given time. It may take a few attempts if the connection is really slow.

**File size**: this is the most common issue around loading your photo. Your photo is a digital file and our system is set up to reject images that are larger than 4.5MB image must be JPG or PNG format only.

- How to find out the size of your image on an iPhone / iPad: <a href="https://www.youtube.com/watch?v=\_qhaSFYzvuw">https://www.youtube.com/watch?v=\_qhaSFYzvuw</a>
- How to resize an image on an iPhone / iPad:
   <a href="https://www.youtube.com/watch?v=acM\_dMuBThc">https://www.youtube.com/watch?v=acM\_dMuBThc</a>
- How to resize an image on a Mac
   Computer: <a href="https://www.youtube.com/watch?v=fLmmR8mn2HY">https://www.youtube.com/watch?v=fLmmR8mn2HY</a>
- How to find out the size of an image on a PC:

#### When you locate your image on your PC, place your Mouse over the image/file and a little popup window will show you details of that image/file Violet IMG\_4141 JPG File 01/10/2020 13:09 7,299 KB BobsSystemTestStut IMG\_4068 30/09/2020 16:09 JPG File 7,269 KB IMG\_4069 30/09/2020 16:09 JPG File 7.210 KB Markup Languages 01/10/2020 13:00 JPG File ■ IMG\_4118 → 7.114 KB IMC Item type: JPG File 30/09/2020 16:28 JPG File 7,011 KB RegistrationTestIma MQ Date taken: 01/10/2020 13:00 30/09/2020 16:06 JPG File 6,904 KB Dimensions: 5184 x 3456 IMG Size: 6.94 MB OneDrive 30/09/2020 16:12 JPG File 6,884 KB ■ IMG 4062 30/09/2020 16:06 JPG File 6.706 KB This PC ■ IMG\_4146 01/10/2020 13:11 JPG File 6,525 KB ■ IMG\_4145 01/10/2020 13:10 JPG File 6.246 KB USB Drive (D:) must be less than ■ IMG\_4099 30/09/2020 16:34 JPG File 6.246 KB 4.5MB Network MG\_4115 01/10/2020 12:58 JPG File 6,158 KB INAG 4071 20/00/2020 16:12 IDG File EUSY NO

#### FINDING THE SIZE OF AN IMAGE OR FILE ON A PC

Open Explorer and locate the file (the image you want to use) hover the mouse over the filename and a pop-up box will show you the file details. Take note of the size - if it is less than 4.5MB it will load fine.

- How to resize an image using MS
   Paint: https://www.youtube.com/watch?v=HL0zCzEl2nE
- How to rotate an image on an iPhone: https://www.youtube.com/watch?v=GRImHEBHHmY



How to rotate an image on an Android
 Phone: https://www.youtube.com/watch?v=k\_9nPjLQGJY

How to rotate an image on windows (PC or Laptop): https://www.youtube.com/watch?v=gCC4rng89al

How to take a passport size photo: https://www.youtube.com/watch?v=WkKVjEUxIYM



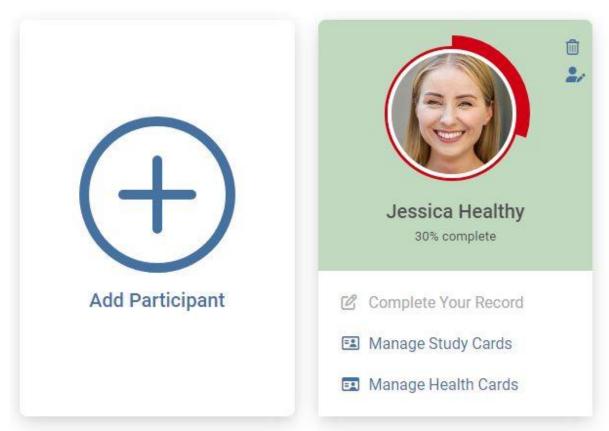
# Household participants

You can add up to 8 household members to your account; this may include your spouse or partner, your children and any family members who live with you.

It is free to join the study, but if you decide to become a funding Associate, the payment is per account, not per household member - this is to make it affordable for families.

#### Add a new participant

- Login to your account
- Click the Add Participant box on the Dashboard.



A new Add Participant registration form will appear. This is the same as the one you completed when you created the account.

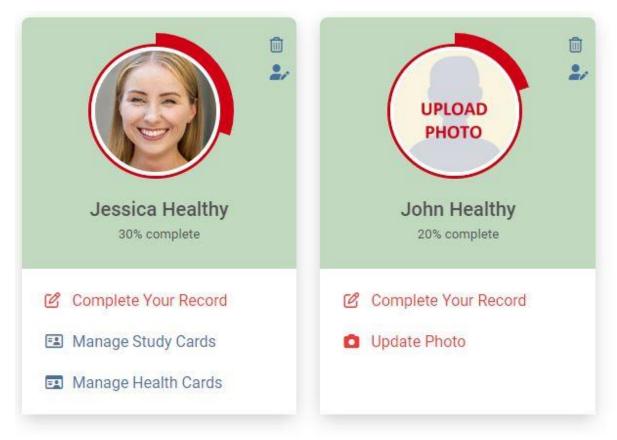
The new participant needs to complete their details and confirm their consent (or their legal guardian if under 16)

# CONTROL

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When completed, click the orange Register button and the new participant will appear on the dashboard.



You can now add their photo ( how to add a photo ).

#### Delete a participant

To maintain the integrity and consistency of our study, it is vital that participants are not removed, unless absolutely necessary.

You may want to remove a participant if:

# CONTROL

#### © Control Group 2023

- You added them in error
- They no longer wish to be in the study
- They have died

You do not need to remove a participant if:

They no longer wish to be part of your account - for example, a teenager who is leaving home and wants to manage their own account. Please email support@controlgroup.coop and request that they be moved to their own account.

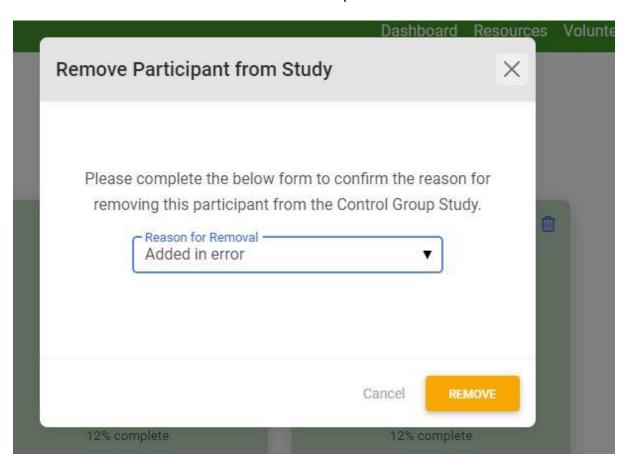
#### To delete a participant:

 Click the trash can icon on the top right corner of the participant's Dashboard card



If you select that the participant has died, you will be asked for a basic cause of death. Their account will remain in the system and linked to your account, but will no longer be visible. This section will be added shortly to enable us to verify participant deaths.





Click the orange Remove button to complete



### Become an Associate

The Control Group is a completely independent cooperative organization. We do not take funding from pharmaceutical companies, universities or manufacturers of products, and therefore, we have no financial bias towards a particular outcome.

We are able to exist due to the incredible support of our Associate members, who choose to pay a small monthly (or quarterly) subscription, and those people who make generous donations.

Participating in the Control Group is completely free, for those who do not wish to, or cannot afford to pay.

Those who choose to subscribe, become Associate members of the Control Group Coop and are provided with durable, printed Control Group Study and/or the Health Cards at no cost other than a nominal delivery fee.

#### How much is an Associate subscription?

We have provided 3 different subscription price levels (monthly or quarterly) for you to choose from; enabling you to select a price level that is comfortable for you budget and your support of this initiative. Your generosity helps us to continue to develop our services and secure the future of the Control Group Cooperative for everyone.

- Valued member £6 per month / £18 per quarter
- Loyal friend £10 per month / £30 per quarter
- Avid supporter £15 per month / £30 per quarter

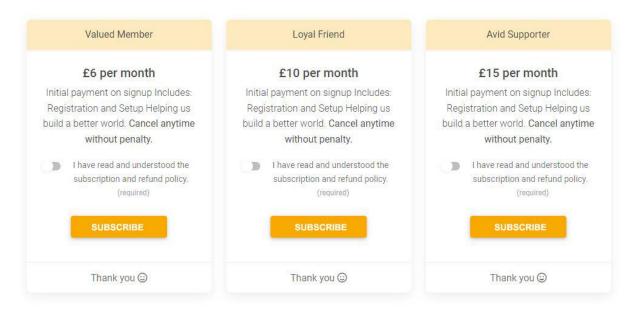
Use the slider to switch between monthly and quarterly subscriptions:



#### **Become an Associate**

- Select your subscription amount and the payment period
- Read and acknowledge the refund policy (you will be reminded to do this if you forget)
- Click the orange SUBSCRIBE button





#### Changing your mind

Subscriptions are non-refundable, but they can be paused, stopped or re-started at any point.

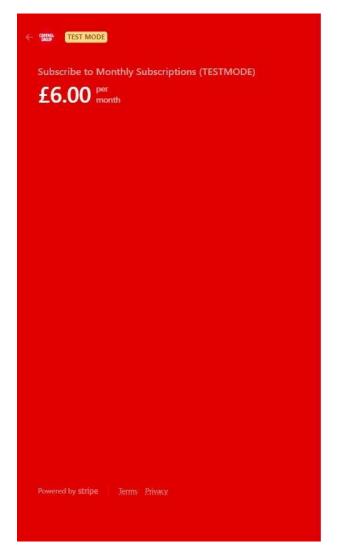
See Subscription refund and cancellation policy for information on how to manage your subscription.

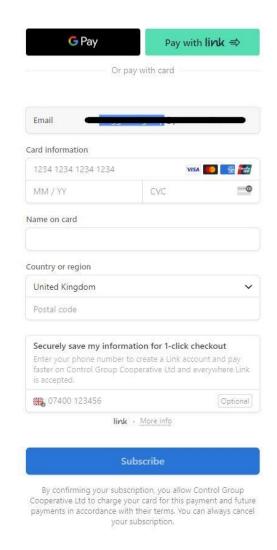
#### Payment provider

We use Stripe as our payment provider. You do not need to have a Stripe account to pay your subscription, as it accepts most payment cards. At present this is the only payment option we have available, and it was chosen because it works well with our system.

- Subscriptions can only be set up by you the Control Group is unable to set these up on your behalf.
- When you click the SUBSCRIBE button, you will need to have your payment card details ready.



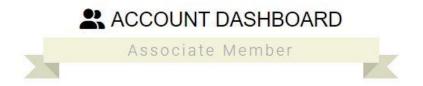




Click Dashboard on the main menu to return

#### Once you are an Associate member

- Your account will display an Associate banner
- You will see the option to order printed copies of your cards on the Dashboard, below your participants





# Subscription refund and cancellation policy

A subscription is a payment schedule you create that starts immediately and continues at regular intervals until you cancel it.

Please note that Associate subscription payments are non-refundable however, you may cancel your subscription at any time without penalty. It is your responsibility to ensure it is cancelled.

To cancel ongoing subscriptions:

Log into your Control Group account go to ACCOUNT SETTINGS then click MANAGE SUBSCRIPTION.

Click here for more instructions on how to cancel your subscription

The Control Group remains independent through the generous funding of our Associates.



# **Get Printed Cards**

There are two cards available from the Control Group at present: the Vaccine Study card and the new Health Card.

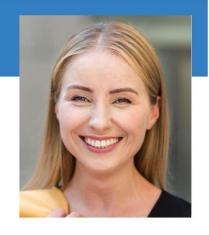
Both cards are available in a growing number of languages.

# **Vaccine Control Group**

PARTICIPANT NAME

Jessica Healthy

PARTICIPANT ID





#### **MUST NOT BE VACCINATED**

Vaccine safety and efficacy study participant.

# **Health Card**

PARTICIPANT NAME

Francesca Healthy





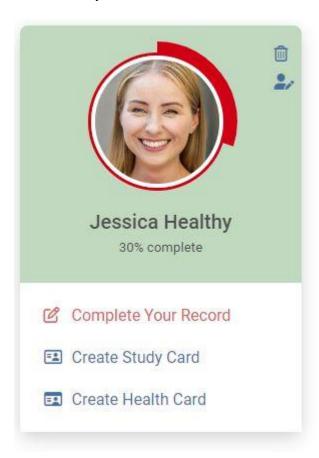
IN CASE OF EMERGENCY
SCAN QR CODE



#### Create a digital card

Your Dashboard card with show links to:

- Create Health Card and Create Study Card in red if you have not created them yet.
- Study Card and Health Card in blue if you have created them.



- Click the card you want to go to the card management page, where you can create, edit and delete Health cards and Study cards.
- The example below shows the Study Card, and it is the same process for Health cards



# STUDY CARDS FOR: **JESSICA HEALTHY**What are Vaccine Study Cards?

As an Associate member you can order printed physical cards.

ORDER PRINTED CARDS

Vaccine Study Cards (1) 

Vaccine Control Group

PRINTEDIANT MANY

Jessica Healthy

RED

Wiew OR page

Remove

- Name on Card: edit the name on the card if necessary.
- There are a limited number of characters that will fit on the card, so please ensure you adjust your name to fit the space as shown on the card.
- Card Language: there are a growing number of language options available.
- You can have multiple language versions of each (where available)
- Order cards: Associates will have the green ORDER PRINTED
   CARDS button we recommend creating Cards for all your household before ordering to save on postage costs

#### View your QR Code page

To view the QR page for your Health or Study card:

Scan the QR code on your physical card

or

- Log into your account and click on Health Cards or Study Cards on the Participant card on the main dashboard
- Click on View QR page next to the card you wish to view



#### Vaccine Study card QR code page

The QR code confirms you are a participant in the study, with an image of your card and a tick, followed by a request that you not be discriminated against because of your vaccine status, followed by flags representing the countries of our participants and finally, extracts from a selection of Human Rights codes.

# SARS-CoV-2 Vaccine Control Group PARTICIPANT NAME Jessica Healthy PARTICIPANT ID GNW6Q7Z5OTFNC6XB2TQDPV8 MUST NOT BE VACCIVA La This person is a legistred participant in the SALS-Co/-2 raccine Control Group.

**Vaccine Control Group** 

PLEASE ACCEPT THIS INDIVIDUAL AS EXEMPT FROM RESTRICTIONS

As a participant in this important worldwide health study, they are helping to provide vital data enabling us to measure the successes and impact of the mass

Note: Discrimination is illegal and participants are requested to report incidents to our legal team

#### Health Card QR code page

Before the QR code can be displayed, the viewer is asked to agree to the following:





Then your QR page will show only the items from your record that you have chosen to display.

#### For example:







#### Emergency Contacts

No emergency contacts recorded

#### Health Conditions

Condition	Severity	Start Date	End Date
Anaemia - Other / Not Specified	Mild	2023-02-01	

#### || Surgeries & Procedures

No surgeries or procedures recorded

#### Scans & Investigations

No scans or investigations recorded

#### & Blood Tests

No blood tests recorded

#### **Emergency Information**

I do **not** consent to being an Organ Donor.

I do **not** consent to receiving any blood product including red cells, white cells, platelets or plasma.

I do not consent to receiving platelets.

I do not consent to any test for Covid-19.

I can confirm that the above refusals of treatment are to apply in the event that I lack the capacity and am no longer able to communicate or make these decisions, **UNLESS** my life is at risk or maybe shortened as a result.

#### 879 Menstruation Changes

No menstruation changes recorded.

#### ⋄ Pregnancy

Conception Date	Pregnancy Outcome	Outcome Date
2023-02-01		



## If you lose your card

- If you lose any of your cards, you can disable the QR code so it cannot be scanned by anyone who finds it:
- Go to your cards
- Choose CANCEL for the card you have lost.

The option to Cancel will only be available for cards that have been printed and posted. Before this, you have the option to REMOVE a card, which will permanently delete it from the system.

Health Cards (1) ®

To reinstate your QR code, you can simply uncancel it.



# **Durable printed cards**

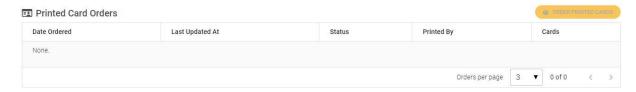
As a thank you to our vital, funding Associates, we send them complimentary durable, printed versions of their cards, they simply pay postage and packaging costs.

After setting up your Associate subscription, you will see the green Order button on your Dashboard.

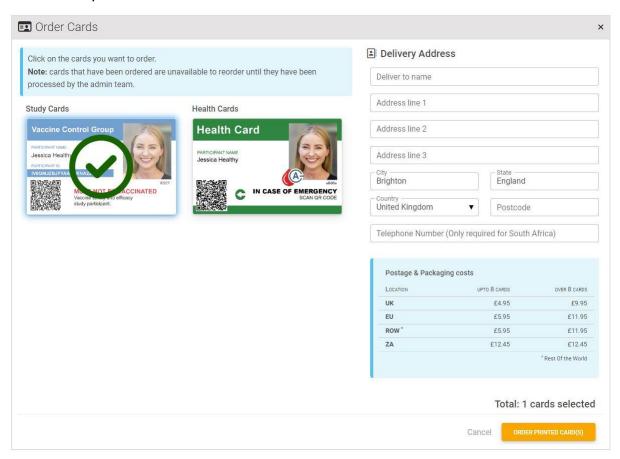
# Order your cards

- You will find the link to order your cards under the Associate banner Printed
   Card Orders
- or, scroll to below your participants and click the green ORDER PRINTED
   CARDS button





- Enter your delivery address
- Select the cards you want delivered by clicking on them selected cards show a large green tick - cards without a tick will not be ordered
- Press the orange Order Printed Cards button
- Postage is charged, so do be sure to order all your cards in one go to make it cheaper.



Your card order summary (below the participant cards on the Dashboard) will show all cards ordered.





The status will change to show when the cards have been printed and dispatched.



#### **Postage costs**

Postage costs vary depending on your country and the number of cards being ordered. You will find a table listing the costs on the order cards page as shown below.

LOCATION	UPTO 8 CARDS	OVER 8 CARDS
UK	£4.95	£9,95
EU	£5.95	£11.95
ROW *	£5.95	£11.95
ZA	£12.45	£12.45

# How long do cards take to arrive?

We aim to print and dispatch your cards within 24 hours of you creating them (or 48 over the weekend).

Sometimes it is difficult to source print ribbons and cards, which can slow things down.

Once they have been dispatched, we have no control over the post. Postal services vary, country to country. A useful resource is the Royal

Mail <a href="https://www.royalmail.com/sending/international/international-standard">https://www.royalmail.com/sending/international/international-standard</a>

We are currently finding that UK / Europe can take up to 3 weeks and other areas up to 6 weeks, so please do not ask us to resend cards until those time periods are up. You can see when your card was dispatched on your Dashboard, below your profile cards.

# CONTROL

#### © Control Group 2023

If you have not received your card within the above time period for your region, please contact SUPPORT to let us know and we will print replacement cards.

Do remember that you can use your digital IDs as saved photos or files while your plastic cards are on their way. The QR code will confirm that you are a registered participant of the Control Group.

#### **South Africa**

Because of the postage difficulties in South Africa, we print the cards in the country. A higher delivery cost is charged because we have to use couriers, and a telephone number is required for this service.

### I have not received my card

Only subscribing Associates can order durable, printed cards.

If you have ordered your card (including entering your delivery address and paying for postage) but it has not arrived in the expected time, please check the following before contacting us.

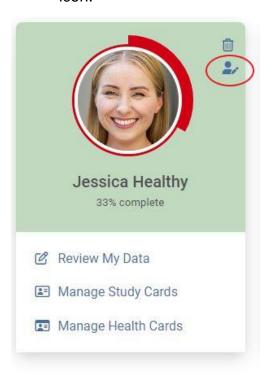
- Have you allowed 24-48 hours after subscribing for your card to be dispatched.
- Check for delivery delays by the Royal Mail or your own postal service.
- We will not print cards without photos, or with cartoons or other unsuitable images - we will email you if there is an issue with your image
- Check you have entered your delivery address correctly
- Your payment did not fail



# Change participant name

You can change your participant name on the Participant Dashboard, or when you review your data.

To change the name of a participant in your dashboard, click on the EDIT icon.



- This will take you to the Edit PHOTO form
- Type or edit the name and press the orange SAVE CHANGES button.
- The name will change and you will be returned to the dashboard.





 To change the name of a participant when you review your data, click on REVIEW MY DATA.



Click the EDIT link at the top, next to the participant name



Make the name changes and press the orange SAVE button.



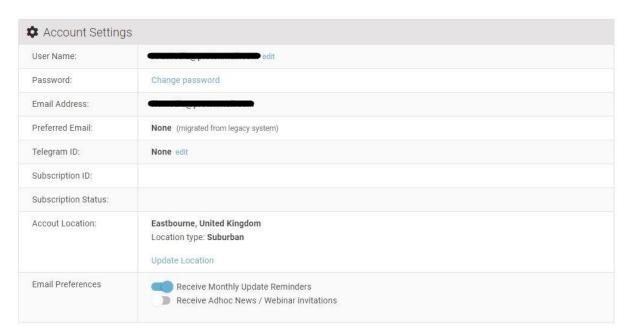
# Manage Account Settings

The owner of the account can change their account settings and payment options from this screen.

Click the cog icon to access your account settings.



# **Account Settings Page**



### **User Name**

This is the username that you set when you created the account and we use this name when we email you.



# To change your username

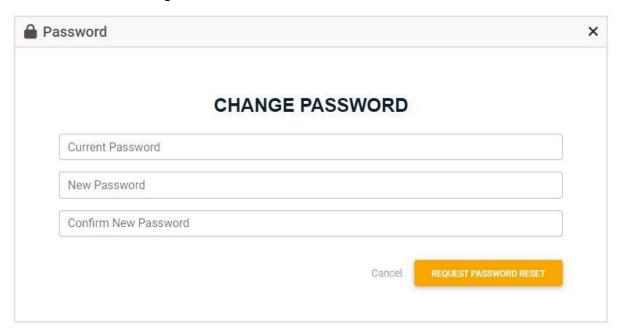
- Click the edit link next to your username
- Type your new username in the box
- Press the red SAVE button to confirm, or CANCEL



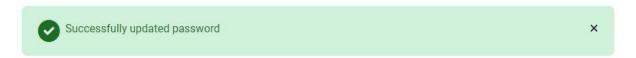
#### **Password**

This is the password that you use to login to your account. To change your password

- Click on the Change Password link
- Enter your current password
- Enter your new password and enter it again to confirm
- Press the orange REQUEST PASSWORD RESET button



You will be taken back to the Dashboard and the following notice will confirm your password change.







#### **Email Address**

This is the email address that you created your account with and it is the one we will contact you on. At present, it cannot be changed - however, we hope to be able to enable you to change it in the near future.

#### **Preferred Email**

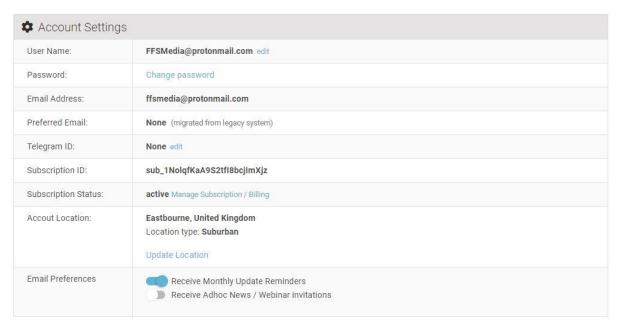
This is a setting from version 1.0 that allows users to add a new email address to receive communications, such as the newsletter, from us on. At present it cannot be added to or changed.

# **Telegram ID**

When you add your Telegram ID, it gives us an alternative way to contact you when our emails are being blocked.

# **Subscription ID**

If you choose to become a funding Associate, your subscription ID will display here.



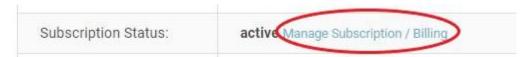


# **Subscriptions**

Associate subscriptions will show as Active or Cancelled.

### To cancel a subscription.

Click the Manage Subscription / Billing link.



In the Stripe subscription management screen, you will see a **CANCEL PLAN** button. You can cancel your ongoing subscription at any time.



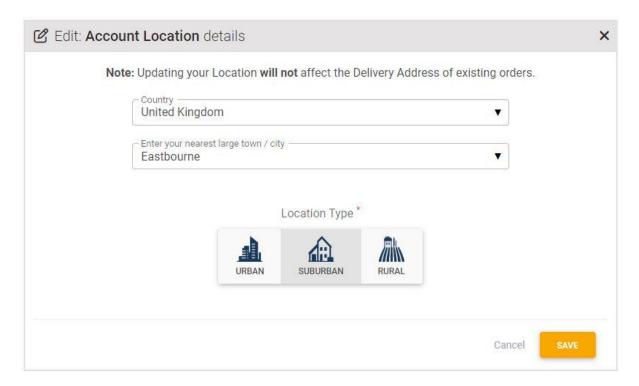
#### **Account Location**

This is the geographical location you entered, it enables us to provide analytics based on approximate geographical locations, where applicable.

# To change your location

- Click the Update Location link
- Select your Country from the dropdown menu
- When the Towns/Cities have loaded, select the one that is closest to your location
- Press the Location Type button that best matches where you live
- Press the orange SAVE button to save the changes.





### **Email Preferences**

Use the slider buttons to choose which communications you receive from us.

Please note that we do not spam and we recommend you accept the monthly account update reminder emails, which also contains our newsletter.



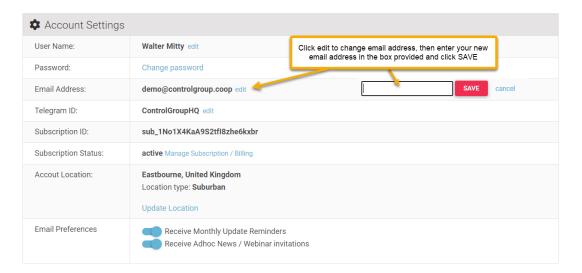
# Change Email Address

To change your email address please follow the steps below:

Click on the account settings icon in the top menu



Click the edit link next to your current email address



- Enter your new email address and click the 'SAVE' button
- Once done, you will be sent an email to confirm the change and verify the new email address, check your inbox and follow the instructions in the email

**Important**: For security reasons email change requests are limited to 1 per hour.

You will see the following error if you try and exceed this limit.



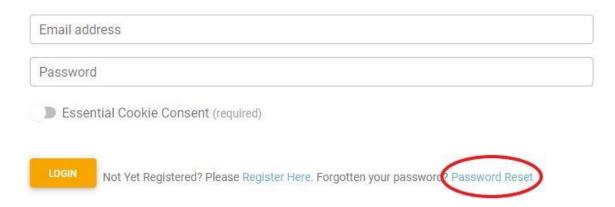


# Reset Password

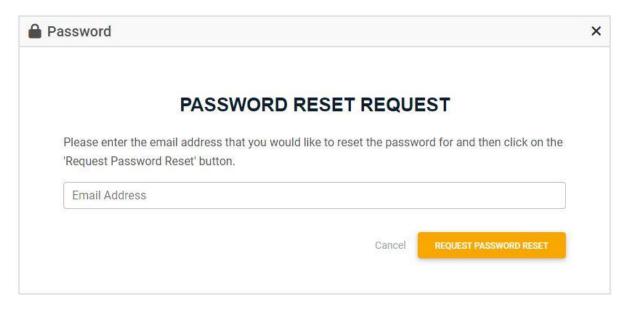
If you forget your password, you can reset it yourself - as long as you can remember and access the email address you used to register with.

- To change your password see <u>MANAGE ACCOUNT SETTINGS</u>
- To reset your password, see below:
- Go to the Login screen and click the Password Reset link

### **EXISTING PARTICIPANT LOGIN**



On the next screen, enter the email address you registered and press the orange REQUEST PASSWORD RESET button



You will see the following message:



- If the email you entered is in our database you will recieve an email with a temporary password shortly.
- ×
- If your email is registered in the system, you will receive an email with a new password to use.
- Note: The password is case-sensitive, so ensure you copy it or type it exactly as shown in the email.
- You can now change your password, if you wish see MANAGE ACCOUNT **SETTINGS**



# **Account Buddies**

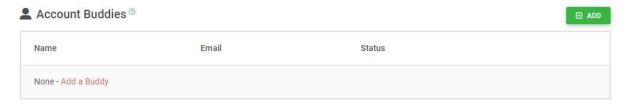
A Control Group study buddy is someone you nominate for us to contact, should you not update your record for more than three months, and fail to respond to an initial contact email from us.

We will ask your nominated buddy to reach out to you to check you are ok and remind you to update your record. If they cannot reach you, or find that you have died, they can let us know so that we can mark your account accordingly.

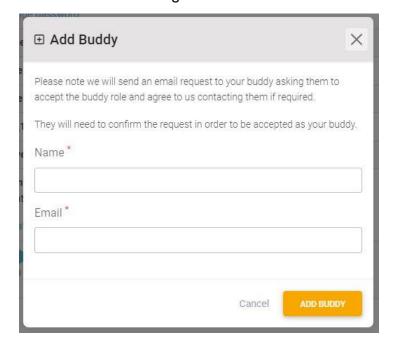
This helps us to ensure health records are kept up-to-date and will help us to capture severe illness and death.

# To add an Account Buddy

Click the green ADD button, or the red, flashing Add a Buddy link



- Enter the name and email address of your Buddy in the Add Buddy form
- Press the orange ADD BUDDY button to confirm





- Your buddy will be listed as unconfirmed until they accept your request by clicking the link in the request email.
- Buddies can be deleted from your account by clicking the red bin icon.



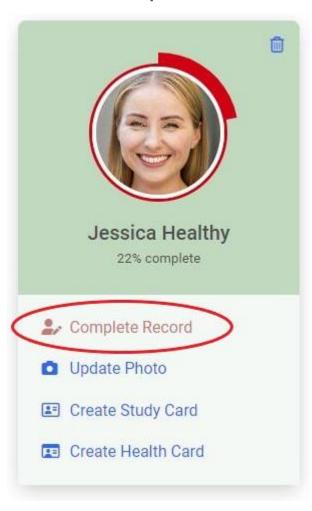


# How to create your Health Records

Once you have created your account, and added any household participants, it is time to create your health records.

It is really important to our study that all participants update their records each month - even if it is just to let us know that they are fine and well, so that we have a consistent picture of the ongoing health of each and every participant, even the healthy ones.

Click on Complete Record





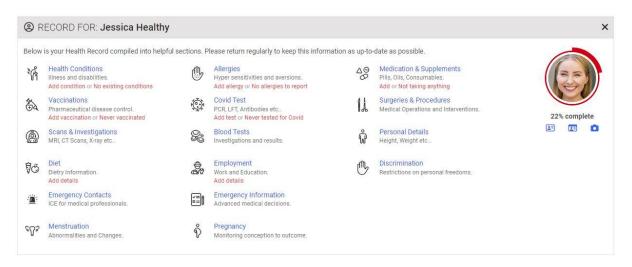
- As you complete your health records, your percentage completed will increase, both as a number below your name and visually as a bar around your photo.
- The percentage and bar drop down at the beginning of each month, helping to remind you to update your records.

# CONTROL

#### © Control Group 2023

You will be taken to your Health dashboard, which displays a link to each section and reminders in red (in the most frequently used categories) to add your data or indicate that there is nothing to add at this time.

- To return to the Participant dashboard, click the X at the top right of the Health dashboard.
- You can also add or edit your photograph from here, using the camera icon under your picture
- Create cards by clicking on either card icon under your picture.



#### Next, add your:

- Health Conditions
- Vaccinations
- Medicines and Supplements
- Scans and Investigations
- Surgeries and Procedures
- Blood test
- Covid test
- Allergies

- Menstruation
- Pregnancy
- Personal Details
- Employment
- Diet
- Discrimination
- Emergency Contacts
- Emergency Information



### YOUR HEALTH RECORD:

# **Add Health Conditions**

This is where you can add any conditions that have previously or are currently affecting your health; anything from a mild symptom to serious diseases.

An important aspect of this questionnaire is the ability to attribute any of these conditions to any treatment that you may have had, prior to the condition.

- From Review My Data, click the Health Conditions link to go to the Health Conditions summary box
- Click Add Health Condition to be taken to the Add new Health Condition form
- Or, select No Existing Conditions if you have nothing to add at present.

### **Summary of Health Conditions**

This is where you will see a summary of all your logged health conditions.

You can also add a new condition by clicking the green ADD button or the red Add Condition link.



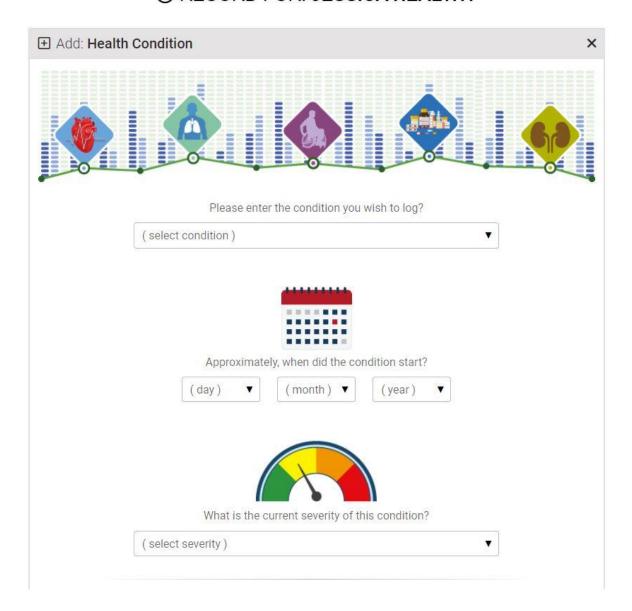


#### **Add new Health Condition**

When you choose to add a new health condition, you will be presented with the following form:

Mandatory fields are marked with a \* and you will not be able to save the form without first completing them.

# @ RECORD FOR: JESSICA HEALTHY



The (select condition) drop-down is searchable:

- Click in the box and start typing the condition you want to look for options will appear for you to choose from.
- If you cannot find your condition, you can enter it in OTHER



 As this is an evolving list, please email <u>support@controlgroup.coop</u>, to request any missing conditions are added.to request any missing conditions are added.

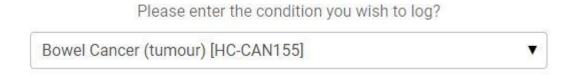
Enter the date the condition began, or when you were diagnosed.

If you cannot remember the exact date, enter an approximate date.

Select the current severity of the condition.

This can be changed at any point.

If your condition is any type of Cancer, a further set of options will appear for Stage and Grade

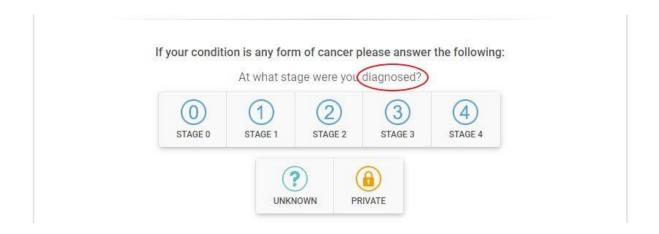


### Cancer stages and grades

This will only show if you have selected a Cancer.

The first section asks what STAGE\* was your cancer at when you were first diagnosed. This is an important question, because of the suggested rise in "turbo" cancers that are presenting with a high stage or grade at diagnosis.

- If you don't know the stage, select UNKNOWN
- If you don't want to tell us, choose PRIVATE
- \* (Staging is a way of describing the size of a cancer and how far it has grown)





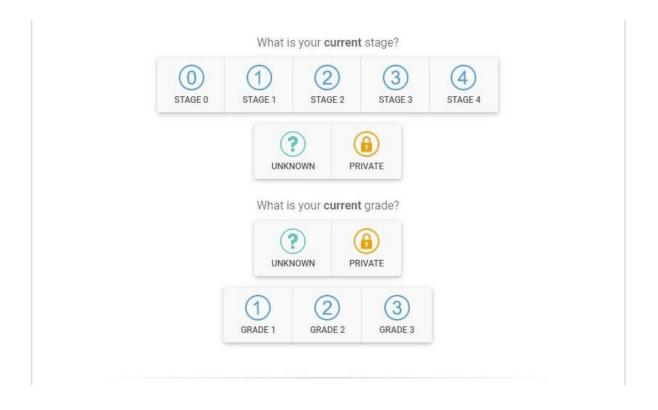
The next section asks what GRADE\* was your cancer when you were first diagnosed. Again, this is an important question, because of the suggested rise in "turbo" cancers that are presenting with a high stage or grade at diagnosis.

\*(Tumour grade describes a tumour in terms of how abnormal its cells are when compared to normal cells. A low-grade cancer is likely to grow more slowly and be less likely to spread than a high grade one.)



The third part asks what STAGE and GRADE your cancer is currently at.

You can update this as your cancer changes and the progress will be stored in your record, although at present, you will only see the most recent selection.





#### Cause of health condition

If you believe the condition you have just entered was due to (caused fully, or in part by), a medication/supplement, procedure/surgery or vaccination that you have had, you can attribute it here.

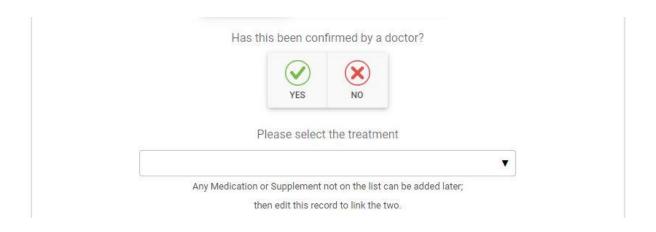
## Adding a cause

 Select the cause: medication (or supplement), surgery (or procedure) or vaccination



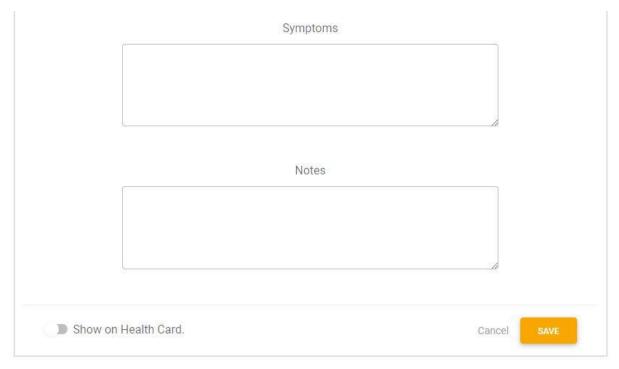
A new section will appear, asking if this has been confirmed by a doctor.

- Answer YES if you have had confirmation from a doctor, or healthcare provider
- Answer No if this is something you believe to be true, but have not confirmed
- Select the medication/supplement, procedure/surgery or vaccination from the ones you have entered in the list.





- Finally, enter any symptoms you want to record and notes relating to this condition.
- Click the Show on Health Card slider at the bottom of the form, if you want this medical condition to show on your Health Card QR page
- Press the orange SAVE button to save your record.



# My Health Condition has changed severity or resolved

If your health condition has changed in severity, or resolved, please edit your record to change the **SEVERITY**.

If you select Resolved from the **SEVERITY** list, you will be prompted to enter an **END DATE** before saving the record.

#### **Edit a Health Condition**

Once you have saved your health condition, it will appear in the Health Condition Summary box.

To edit your health condition, click the blue edit button





### **Delete a Health Condition**

Please do not delete a health condition if you no longer have it, because this is important information that could help us build a picture of what treatments are involved in the resolution of diseases.

The only reason to delete a health condition is if you added it in error.

- If you no longer have the condition, you can edit the record and change the Severity to RESOLVED.
- If you select the DELETE icon, you will be asked if you are sure you want to delete the condition and offered the option of changing the Severity to Resolved.



#### YOUR HEALTH RECORD:

# **Add Vaccinations**

This is where you can add any vaccinations you have had.

- From Review My Data, click the Vaccinations link to go to the Vaccinations summary box
- Click Add Vaccinations to be taken to the Add new Vaccination form
- Or, select Never Vaccinated if you have never had any vaccinations.

**Important**: please read before completing your vaccinations:

For vaccinations that occurred in the past, you may not have details of the exact brand, vaccine variant or vaccine combination to hand. If that is the case, you may be able to contact your healthcare provider for a list - this is preferable. Alternatively, you can select an option with (Other) - for example 'DTP (Other)', by typing 'Other' into the search box, then selecting the closest matching vaccination.

**For new vaccinations**, it is important that you select the correct variant and brand - and if possible, the batch number. Ask your healthcare provider for these details when you attend.

# **Vaccinations summary**

This is where you will see a summary of all your logged vaccinations.

You can also add a new vaccination by clicking the green **ADD** button or the red **Add Vaccination** link.



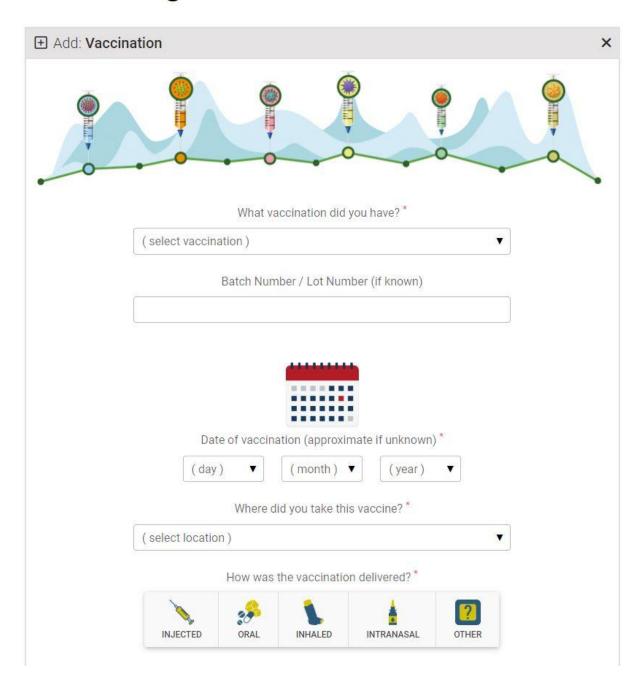


# **Add new Vaccination**

When you choose to add a new vaccination, you will be presented with the following form:

Mandatory fields are marked with a \* and you will not be able to save the form without first completing them.

## @ RECORD FOR: ANNETTE HAPPY

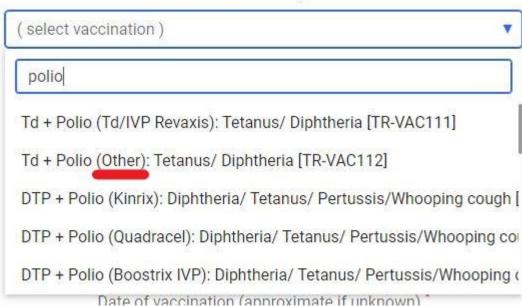




Our list of vaccinations is extensive, covering combination shots as well as single vaccines by brand.

- The vaccines list is searchable by disease and by brand.
- Other is available for each vaccine, if you do not know which one you had
- Enter the batch number if you know it
- If your vaccine is not listed, please email support@controlgroup.coop to ask
  us to add it

You can, in some countries, contact your doctor for your full list of previous vaccinations, and we recommend you ask for full details of each vaccination you take in the future - including batch number.



What vaccination did you have? \*

- Enter the date you had the vaccine this can be approximate for past vaccines
- Select where the vaccine was administered
- Choose the delivery method from the buttons
- Select your MAIN reason for taking this vaccine





#### **Childhood vaccines**

If you cannot remember which childhood vaccinations you had, there is the option to choose a generic "Childhood vaccines" in the vaccines list.

#### Vaccine mandates

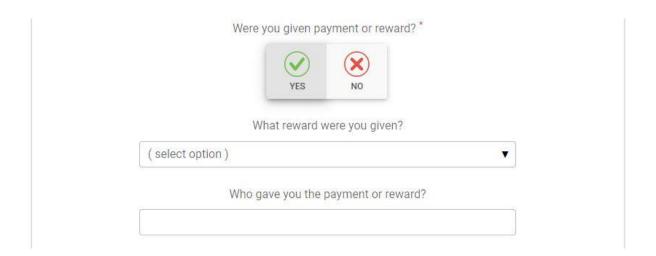
If you select YES the vaccine was mandated, a further question will appear, asking who mandated the vaccine.



#### Rewards

If you were given any kind of reward or incentive for taking this vaccination, choose **YES**. Two new questions will appear:

- What reward were you given
- Who gave you the reward enter the name of the company, organisation or individual who gave you the reward.

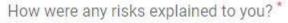




#### **Risks**

How were the risks of the vaccination explained to you?

Knowing any risks, is part of the process of informed consent.





# **Medical history**

Were you asked about your medical history



#### After the vaccination

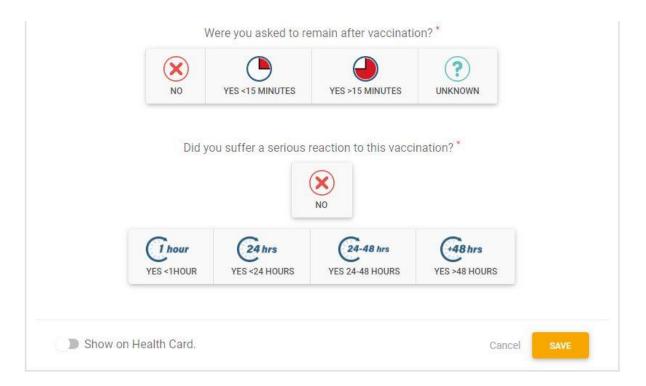
How long after administration were you asked to remain:

- < (less than) 15 minutes</p>
- > (more than) 15 minutes
- If you cannot remember, choose unknown

Did you suffer a serious reaction - one that required attention from a medical practitioner, either immediately at the facility, or later on.



It is really important that any serious reactions are added to your Heath Conditions and attributed to this vaccination - you can specify in Health Conditions if this was your opinion, or confirmed by a medical practitioner.



- Add this vaccination to your Health Card QR code page by clicking the Show on Health Card slider
- Click the orange SAVE button to complete.

#### **Edit a Vaccination**

Once you have saved your vaccination, it will appear in the Vaccination Summary box.

To edit your vaccination, click the blue edit button





# **Delete a Vaccination**

The only reason to delete a vaccination is if you added it in error.

• Select the **DELETE** icon to delete the record.





#### YOUR HEALTH RECORD:

# Add Medication and Supplements

This is where you can add any medication or supplements you take.

- From Review My Data, click the Medication and Supplements link to go to the Medication and Supplements summary box
- Click Add Medication and Supplements to be taken to the Add new Medication and Supplements form
- Or, select Not taking anything.

# **Medication and Supplements summary**

This is where you will see a summary of all your logged Medication and Supplements.

You can also add a new Medication or Supplement by clicking the green ADD button or the red Add Medication and Supplements link.

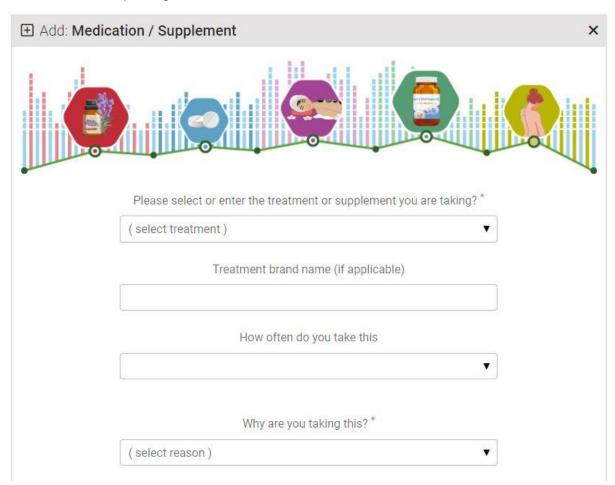




## **Add new Medication or Supplement**

When you choose to add a new medication or supplement, you will be presented with the following form:

Mandatory fields are marked with a \* and you will not be able to save the form without first completing them.



- Select your medication or supplement from the list
- The list contains top-level medications, such as pain killer, heart medication, all vitamins, a number of common nutritional supplements and named COVID protocols.
- Other is available if your medication or supplement is not listed, or
- Please email <u>support@controlgroup.coop</u> to ask us to add it to the list

#### **Treatment Brand Name**

For medications, add the type and/or brand name, for example: If you choose Analgesic (pain killer) add the type and name (or as much information as you have) to the Brand name box - for example, Ibuprofen, NSAID

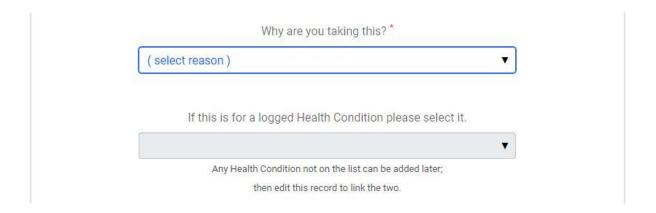


#### How often do you take this?

- Choose the frequency that closely matches how often you take this medication or supplement, or
- Enter a frequency in Other

#### Why are you taking this?

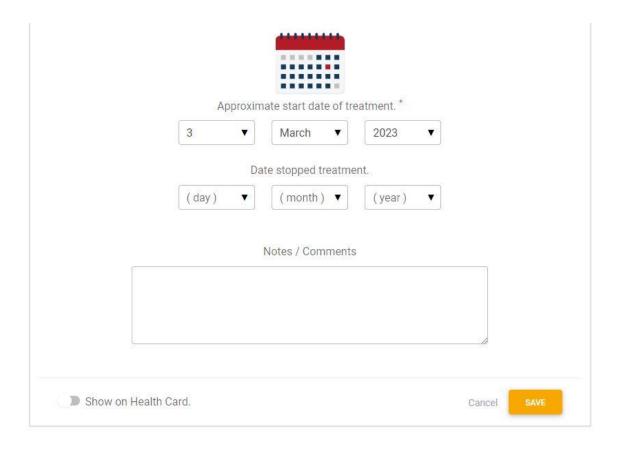
- If you select that you are taking this as a treatment for a medical condition, you will be given the opportunity to select a Health Condition that you have already added.
- If you have not added the medical condition, save the form, add the condition, then add it to this medication or supplement.



#### Enter the approximate date you started this medication or supplement

- If you stop the medication or supplement, enter a stopped date
- If you leave the stopped date blank, your summary will show it as ongoing





# Show this Medication or Supplement on your Health Card

- Click the Show on Health Card slider at the bottom of the form, if you want to show this Medication or Supplement on your Health Card QR page
- Press the orange SAVE button to save your record.



# **Edit a Medication or Supplement**

Once you have saved your medication or supplement, it will appear in the Medication and Supplements Summary box.

To edit, click the blue edit button



# **Delete a Medication or Supplement**

The only reason to delete a medication or supplement is if you added it in error.

• Select the **DELETE** icon to delete the record





# Add Scans and Investigations

This is where you can add any scans or investigations you have had.

 From Review My Data, click the Scans and Investigations link to go to the Scans and Investigations summary box

Scans and Investigations summary

This is where you will see a summary of all your logged scans and investigations.

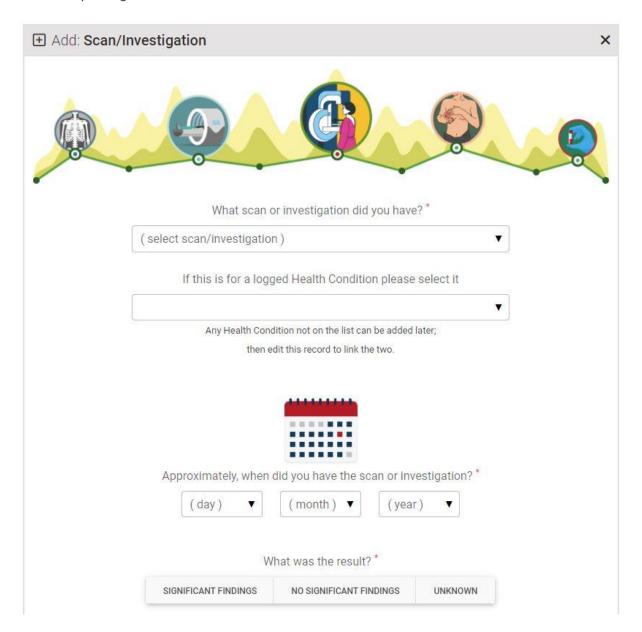
You can also add a new scan and investigation by clicking the green ADD button or the red Add scan/investigation link.





## Add new Scan or Investigation

When you choose to add a new scan or investigation, you will be presented with the following form:



- Select the scan or investigation from the list
- If the scan or investigation is not listed, please email: support@vaxcontrolgroup.com to ask us to add it
- Enter the approximate date you had this scan or investigation



## This is for a logged Health Condition

If this scan or investigation is for or because of a Health Condition you have logged, you can attribute it here.

**Please Note**: if you have not yet added the health condition to the system, complete the rest of the form. Save the form. You can edit the form to add the attributed treatment later.

#### What was the result?

- Select the appropriate result button
- You can add details to the notes section
- We aim to add a facility for you to upload any scans and documents to your record

#### Show this surgery or procedure on your Health Card



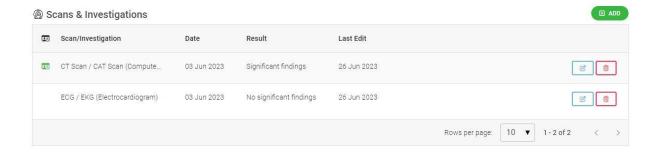
- Click the **Show on Health Card slider** at the bottom of the form, if you want this scan or investigation to show on your Health Card QR page
- Press the orange **SAVE** button to save your record.

#### Edit a Scan or Investigation

Once you have saved your scan or investigation, it will appear in the scans and investigations Summary box.

• To edit, click the blue edit button





## Delete a Scan or Investigation

The only reason to delete a surgery or procedure is if you added it in error.

• Select the **DELETE** icon to delete the record.





# Add Surgeries and Procedures

This is where you can add any surgeries or procedures you have had.

If your surgery or procedure was an investigation, such as a biopsy, this should be recorded in Scans and Investigations.

 From Review My Data, click the Surgeries and Procedures link to go to the Surgeries and Procedures summary box

## **Surgeries and Procedures summary**

This is where you will see a summary of all your logged surgeries and procedures.

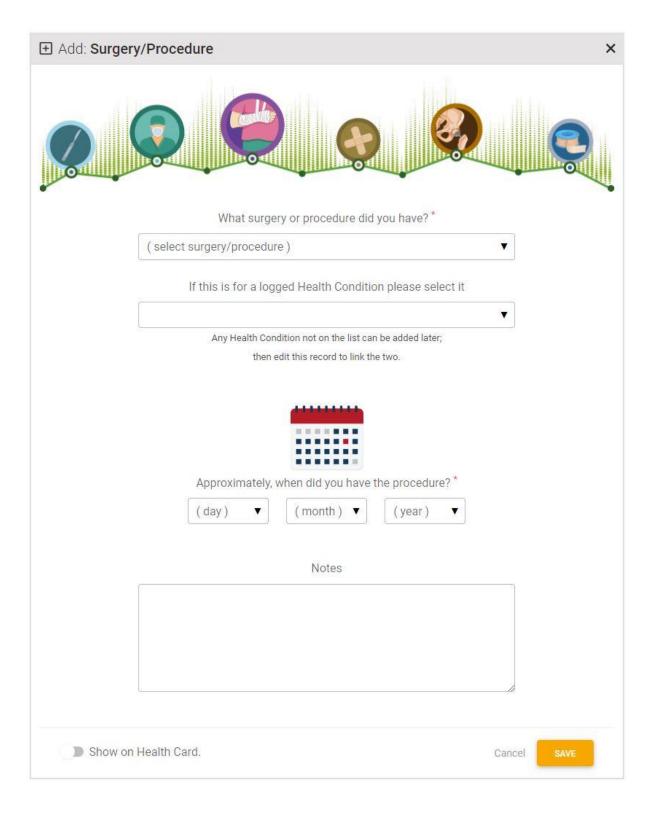
You can also add a new surgeries and procedures by clicking the green **ADD** button or the red **Add surgeries/procedure** link.



## **Add new Surgery or Procedure**

When you choose to add a new surgery or procedure, you will be presented with the following form:





- Select the surgery or procedure from the list
   If the surgery or procedure is not listed, please
   email <a href="mailto:support@controlgroup.coop">support@controlgroup.coop</a> to ask us to add it
- Enter the approximate date you had this surgery or procedure



## Show this surgery or procedure on your Health Card

- Click the Show on Health Card slider at the bottom of the form, if you want this surgery or procedure to show on your Health Card QR page
- Press the orange SAVE button to save your record.

## Is this for a logged Health condition?

If this surgery or procedure is for or because of a Health Condition you have logged, you can attribute it here.

**Please Note**: if you have not yet added the health condition to the system, complete the rest of the form. Save the form. You can edit the form to add the attributed condition later.

## **Edit a Surgery or Procedure**

Once you have saved your surgery or procedure, it will appear in the surgery and procedures Summary box.

To edit, click the blue edit button



## **Delete a Surgery or Procedure**

The only reason to delete a surgery or procedure is if you added it in error.

Select the DELETE icon to delete the record.





# **Add Blood Tests**

This is where you can add any blood tests you have had.

Covid antigen blood tests should be recorded with Covid Tests.

- From Review My Data, click the Blood Tests link to go to the Blood tests summary box
- Click Add Blood tests to be taken to the Add new Blood tests form

## **Blood Tests summary**

This is where you will see a summary of all your logged blood tests.

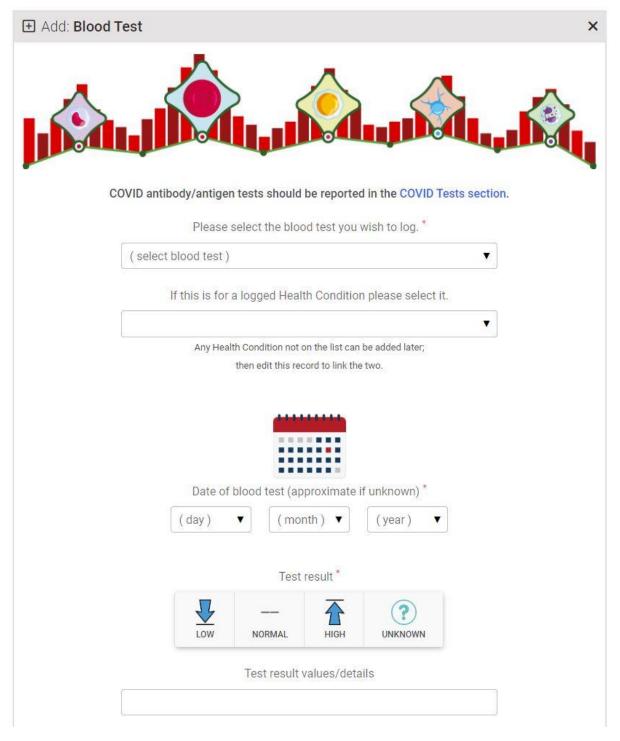
You can also add a new blood test by clicking the green **ADD** button or the red Add Blood Test link.



#### **Add new Blood Test**

When you choose to add a new blood test, you will be presented with the following form:



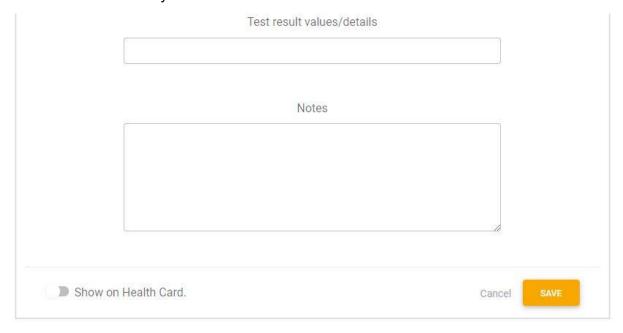


- Select the test you took from the list
   If the test you took is not listed, please email <a href="mailto:support@controlgroup.coop">support@controlgroup.coop</a> to ask us to add it
- Enter the approximate date you took this test



#### What was the result?

- Select the appropriate result button
- You can add details to the notes section
- We aim to eventually add a facility for you to upload any scans and documents to your record



## Is this for a logged Health Condition?

If this blood test is for or because of a Health Condition you have logged, you can attribute it here.

**Note**: if you have not yet added the health condition to the system, complete the rest of the form. Save the form. You can edit the form to add the attributed condition later.

## Show this test on your Health Card

- Click the Show on Health Card slider at the bottom of the form, if you want this blood test to show on your Health Card QR page
- Press the orange SAVE button to save your record.

#### Edit a Blood test

Once you have saved your blood test, it will appear in the Blood tests Summary box.

To edit, click the blue edit button





## **Delete a Blood Test**

The only reason to delete a blood test is if you added it in error.

Select the **DELETE** icon to delete the record.





# **Add Covid Tests**

This is where you can add any Covid tests you have had.

- From Review My Data, click the Covid Tests link to go to the Covid tests summary box
- Click Add Covid tests to be taken to the Add new Covid tests form
- Or, select Never tested for Covid.

## **Covid Tests summary**

This is where you will see a summary of all your logged Covid tests.

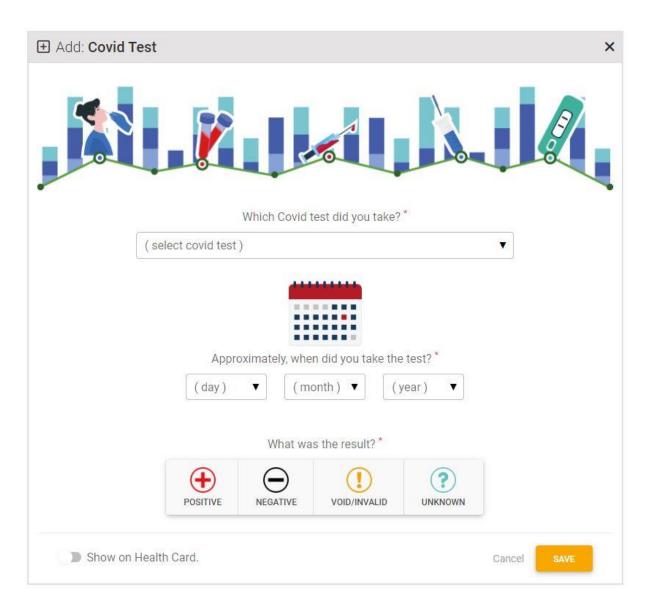
You can also add a new Covid test by clicking the green **ADD** button or the red **Add Covid Test** link.



#### **Add new Covid Test**

When you choose to add a new Covid test, you will be presented with the following form:





- Select the test you took from the list
   If the test you took is not listed, please email support@vaxcontrolgroup.com to ask us to add it
- Enter the approximate date you took this test
- Add your test result using the result buttons

## Show this test on your Health Card

- Click the Show on Health Card slider at the bottom of the form, if you want this Covid test to show on your Health Card QR page
- Press the orange SAVE button to save your record.



#### **Edit a Covid test**

Once you have saved your Covid test, it will appear in the Covid tests Summary box.

To edit, click the blue edit button



#### **Delete a Covid Test**

The only reason to delete an Covid test is if you added it in error.

Select the DELETE icon to delete the record





# **Add Allergies**

This is where you can add any allergies or intolerances you have.

- From Review My Data, click the Allergies link to go to the Allergies summary box
- Click Add Allergies to be taken to the Add new Allergies form
- Or, select No Allergies to report.

#### **Allergies summary**

This is where you will see a summary of all your logged allergies.

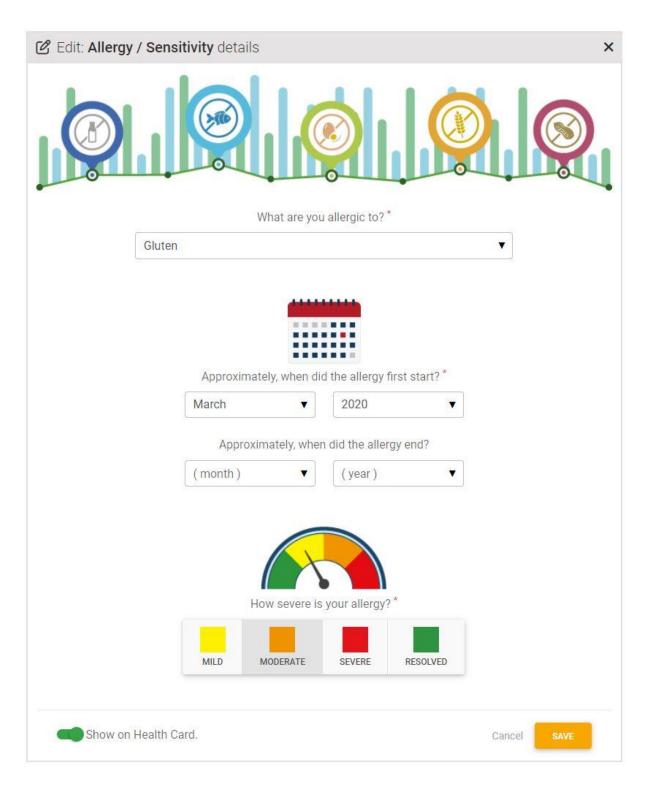
You can also add a new allergy by clicking the green **ADD** button or the red **Add Allergy** link.



# **Add new Allergy**

When you choose to add a new allergy, you will be presented with the following form:





- Select your allergy from the list
- Other is available if your allergy is not listed, or
- If your allergy is not listed, please email <a href="mailto:support@controlgroup.coop">support@controlgroup.coop</a> to ask us to add it



#### Add the date your allergy started

- If you don't know exactly when your allergy began, please enter the closest approximate date.
- If you still have the allergy, leave the end date blank this will show as ONGOING in your Allergy summary

Show this allergy on your Health Card

- Click the Show on Health Card slider at the bottom of the form, if you want this allergy to show on your <u>Health Card QR page</u>
- Press the orange SAVE button to save your record.

### My allergy severity has changed, or got better

- If your allergy has changed in severity, or resolved, please <u>edit your record</u> to change the **HOW SEVERE IS YOUR ALLERGY**.
- If you select Resolved from the HOW SEVERE IS YOUR ALLERGY list, you will be prompted to enter an END DATE before saving the record.

### **Edit an Allergy**

Once you have saved your allergy, it will appear in the Allergy Summary box.

To edit your allergy, click the blue edit button



## **Delete an Allergy**

The only reason to delete an allergy is if you added it in error.

Select the **DELETE** icon to delete the record.





# Add Menstruation Changes

This section will only appear for participants who record their sex as FEMALE.

It is where you can add any changes that you have noticed in your menstrual cycle.

- From Review My Data, click the Add Menstruation Changes link to go to the Blood tests summary box
- Click Add Menstruation Changes to be taken to the Add new Blood tests form

## **Menstruation Changes summary**

This is where you will see a summary of all your logged menstruation changes.

You can also add a new blood test by clicking the green **ADD** button or the red **Add Menstruation Changes** link.



## **Add new Menstruation Change**

When you choose to add a new menstruation change, you will be presented with the following form:



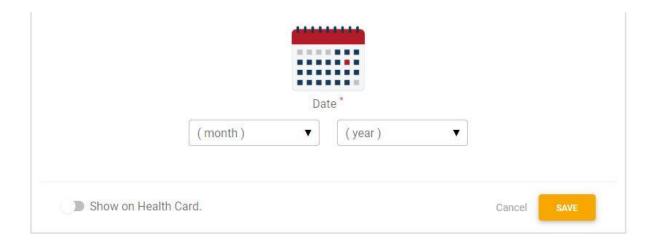
Add: Menstruation Ch	ange			×
	What ha	s changed?		11111
Significant cycle changes [HC-MEN001]		Menstruation absent / missed		
		period [HC-MEN002]		
Menstruation returned after menopause [HC-MEN003]		Heavier than usual [HC-MEN005]		
Lighter than usual [HC-MEN006]		Spotting / bleeding between periods [HC-MEN007]		
☐ Menstruation delayed / late period [HC-MEN008]		More clotting than usual [HC-MEN009]		
☐ More painful than	usual [HC-MEN010]	Colour change - darker [HC-MEN011]		
Colour change - li	ghter [HC-MEN012]			
Other				
	What do you believe i	s causing the ch	anges?	
☐ Medical cond	dition Stress		Menopause	
☐ Medication	☐ Vaccina	tion	Contraception	
☐ Pregnancy	Miscarr	age	Unknown	
Other				

- Click to select the changes that have occurred this cycle, or
- Type the change in the OTHER box
- If the change you have noticed is not listed, please email <u>support@controlgroup.coop</u> to ask us to add it



## **Reason for Changes**

- Select the reason you believe is causing, or affecting the change, or -
- Type the reason in the OTHER box
- Select the month these changes occurred
- You should do this each month that you notice changes in your menstruation



## Show this Menstruation Change on your Health Card

Click the **Show on Health Card** slider at the bottom of the form, if you want this blood test to show on your <u>Health Card QR page</u>

Press the orange SAVE button to save your record.

# **Edit a Menstruation Change**

Once you have saved your menstruation change, it will appear in the Menstruation Changes Summary box.

To edit, click the blue edit button





# **Delete a Menstruation Change**

The only reason to delete a menstruation change is if you added it in error.

• Select the **DELETE** icon to delete the record.





# Add Pregnancy

This is where you will see a summary of all your logged pregnancies.

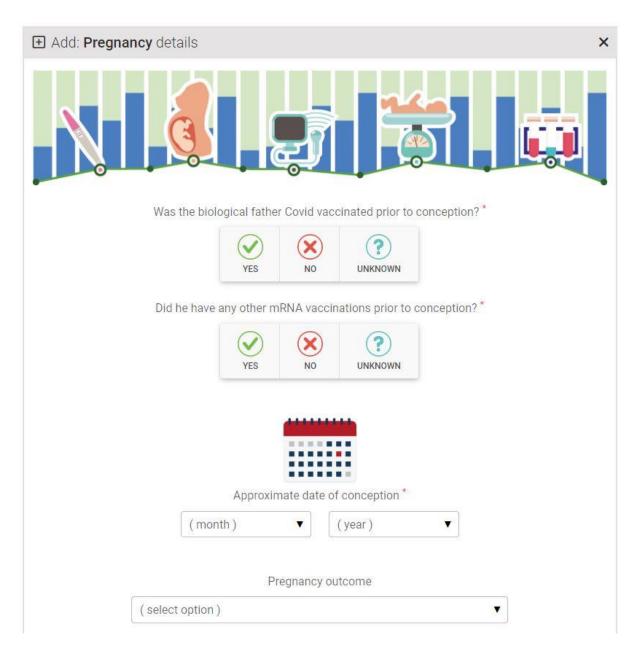
You can also add a new pregnancy by clicking the green **ADD** button or the red **Add Pregnancy** link.



## **Add new Pregnancy**

When you choose to add a new pregnancy, you will be presented with the following form:





- Was the biological father Covid vaccinated? If you don't know, choose UNKNOWN
- The same with other mRNA vaccinations or treatments
- Select the month and year of conception

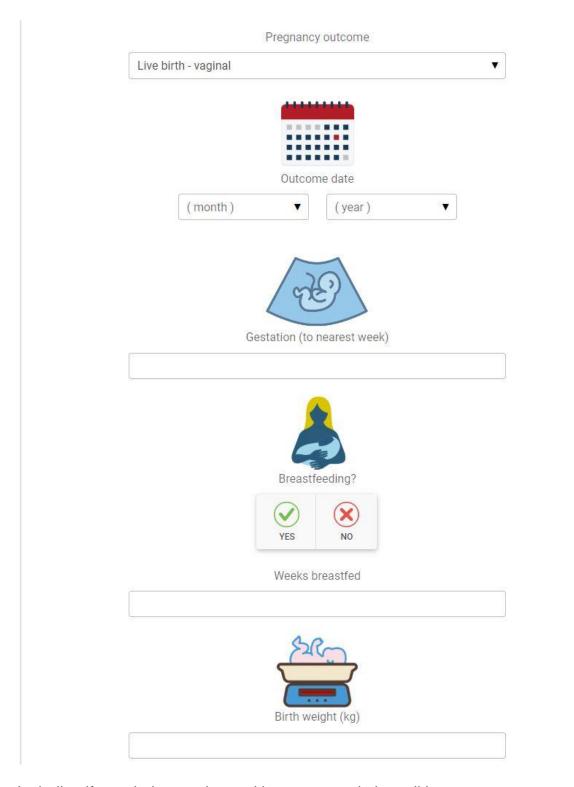
## **Pregnancy outcome**

- If you are still currently pregnant, leave the outcome date blank.
- You can record a live birth, an unviable pregnancy, miscarriage, termination and also, death of an infant shortly after a live birth.

When you record a LIVE BIRTH, a further set of questions will appear about your baby.







Including if your baby was born with any congenital conditions.



Was your baby born with an	y of the following conditions?	
Malformation of the nervous system	Malformation of the eye, ear, face and neck	
Malformation of the circulatory system	☐ Malformations of the respiratory system	
Cleft lip and cleft palate	Malformations of the digestive system	
Malformations of the genital organs	Malformations of the urinary systems	
Malformations of limbs	Chromosomal abnormalities	
Other Congenital Disorder		

# **Logging Pregnancy specific Health Conditions**

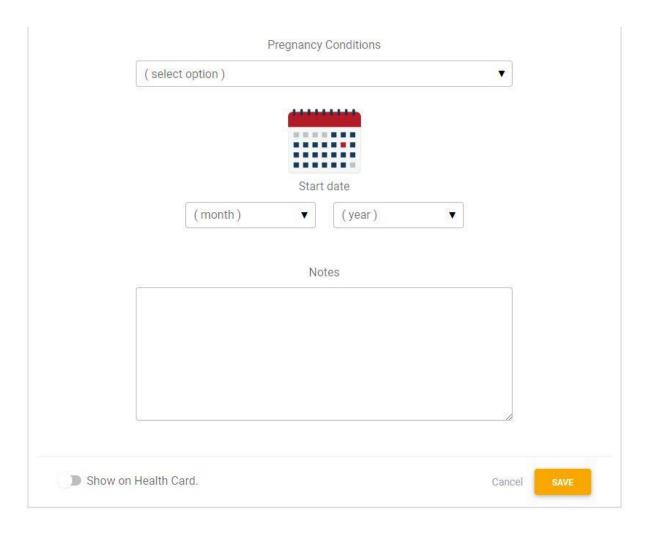
In the final section of the form, you can keep a log of any health conditions that occur during your pregnancy.

- Leave this blank if you do not have any pregnancy specific health conditions.
- If the health condition you have is not listed, please email <a href="mailto:support@controlgroup.coop">support@controlgroup.coop</a> and we can add it.

When you first create a pregnancy, you will only be able to select one health condition from the drop-down box. You can edit the form to add more.

- Choose your health condition
- Select the date it started





## Show this Pregnancy on your Health Card

- Click the Show on Health Card slider at the bottom of the form, if you want this blood test to show on your <u>Health Card QR page</u>
- Press the orange SAVE button to save your record.

## **Edit a Pregnancy**

Once you have saved your pregnancy, it will appear in the Pregnancy Summary box.

To edit, click the blue edit button





- Inside the form, add a new pregnancy specific health condition by clicking the green ADD button
- You can now add as many of these as you need
- When you have finished, save your changes using the orange SAVE button



# **Delete a Pregnancy**

The only reason to delete a pregnancy is if you added it in error.

• Select the **DELETE** icon to delete the record.





# **Edit Personal Details**

Your personal details were entered when you created your account. These basic statistics enable our researchers to group and analyse participant data by body type, blood group, or sex, where required. This can be particularly important, because certain health conditions affect certain blood groups, body weights or sexes differently.

- From Review My Data, click the Personal Details link to go to the Personal Details summary box
- Click Edit Personal Details to be taken to the Edit Personal Details form

## **Personal Details summary**

This is where you will see a summary of all your logged personal details.

You can edit them by clicking the blue EDIT button.



#### **Edit Personal Details**

When you choose to edit your personal details, you will be presented with the following form:





## Height and Weight

Enter your height and weight in the boxes

Click on the conversion chart links to convert to the correct units of measurement



Please note that a close estimate is adequate for both height and weight.



## **Body type**

Select the body type button that most closely represents yours.

# Blood type / group

Select your blood group button.

- If you don't know your blood group, select the blood icon with a question mark
- If you do not wish to share your blood type / group, choose the padlock icon



Press the orange **SAVE** button to save your changes.



# Add Employment

Your employment details help our researchers to group and analyse participant data by social demographics, where required. Education level and employment type can both impact your health.

- From Review My Data, click the Employment link to go to the Employment summary box
- Click the red text Add Details link to be taken to the Employment form
- Click the blue Edit Diet button to be taken to the Employment form

#### **Employment summary**

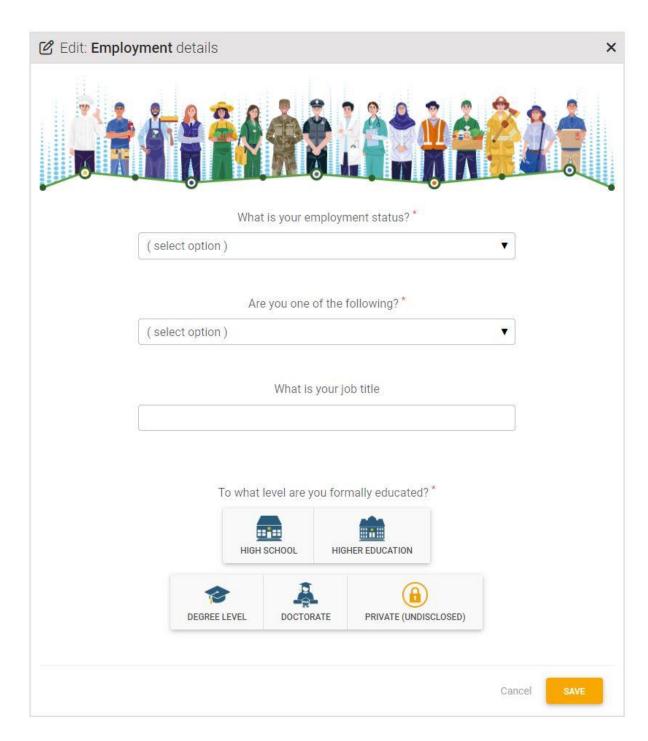
This is where you will see a summary of all your logged employment details.



## **Employment Status**

When you choose to add your employment status, you will be presented with the following form:





Scroll through the list to find the status that most closely matches yours.

# Are you one of the Following?

We have listed a number of employment types of specific interest, particularly in terms of the Covid vaccinations.

If you are not one of these, select *None of the Above* from the list.



#### **Job Title**

Type your job title into the box. This field is optional and you may leave it blank if you prefer.

## To What Level are you Formally Educated?

- Please select the button that represent the highest level of education (or equivalent) you have achieved.
- If you do not wish to share your education level, choose the PRIVATE/UNDISCLOSED padlock icon

Press the orange **SAVE** button to save your changes.



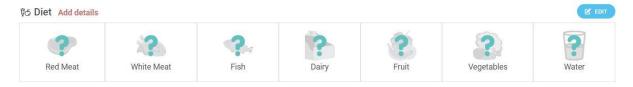
# **Add Diet**

Diet statistics enable our researchers to group and analyse participant data by diet type to see if particular diets have an effect on health outcomes.

- From Review My Data, click the Diet link to go to the Diet summary box
- Click the red text Add Details to be taken to the Diet form
- Click the blue Edit Diet button to be taken to the Diet form

## **Diet summary**

This is where you will see a summary of all your logged diet choices. These are unchosen to begin with.



- Select the diet buttons that most closely represent the food you regularly eat
- Press the orange SAVE button to save your changes.





Once complete, your choices will show in the summary.





#### YOUR HEALTH RECORD:

# **Add Discrimination**

Record any instances of discrimination that you face, due to your medical choices.

- From Review My Data, click the Discrimination link to go to the Discrimination summary box
- Click the blue Add Discrimination link to be taken to the Discrimination form
- Click the green Add button to be taken to the Discrimination form

### **Discrimination summary**

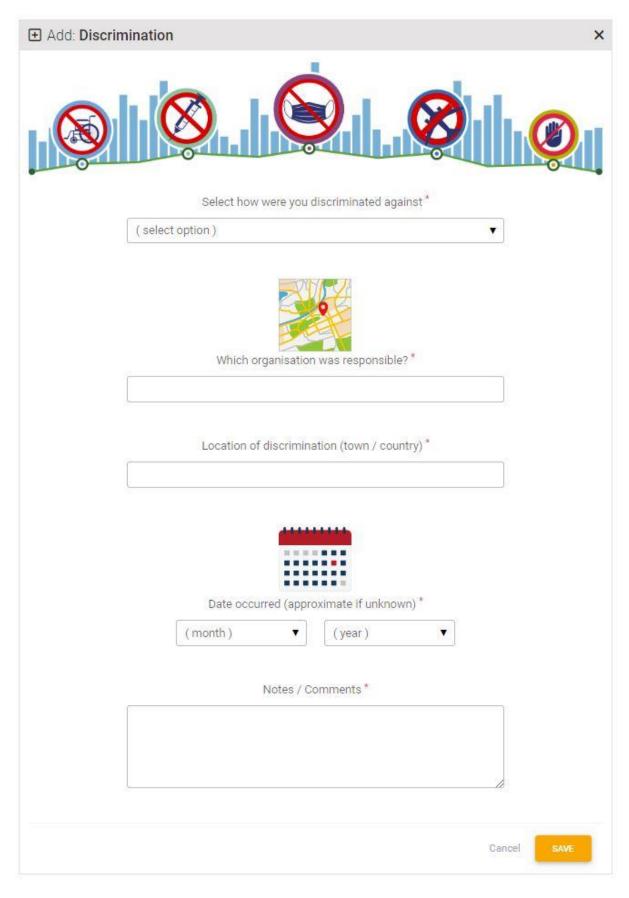
This is where you will see a summary of all your logged discrimination incidents.



#### **Add Discrimination**

Mandatory fields are marked with a \* and you will not be able to save the form without first completing them.





Select how you were discriminated against from the drop-down list



- Add the name of the organisation who discriminated against you
- Enter the location
- Select the month and year of the discrimination
- Use the notes box to add any details you wish to record.

Press the orange **SAVE** button to save your changes.

#### **Delete discrimination**

The only reason to delete an allergy is if you added it in error.

• Select the **DELETE** icon to delete the record.





#### YOUR HEALTH RECORD:

# **Add Emergency Contact**

Your emergency contact information (ICE) can be displayed on your Health Card QR page, so that they can be contacted in an emergency.

- From Review My Data, click the Emergency Contact link to go to the Emergency Contact summary box
- Click the Add Emergency Contact link to be taken to the Emergency Contact form
- Click the green Add button link to be taken to the Emergency Contact form

#### **Emergency Contact summary**

This is where you will see your emergency contact information.

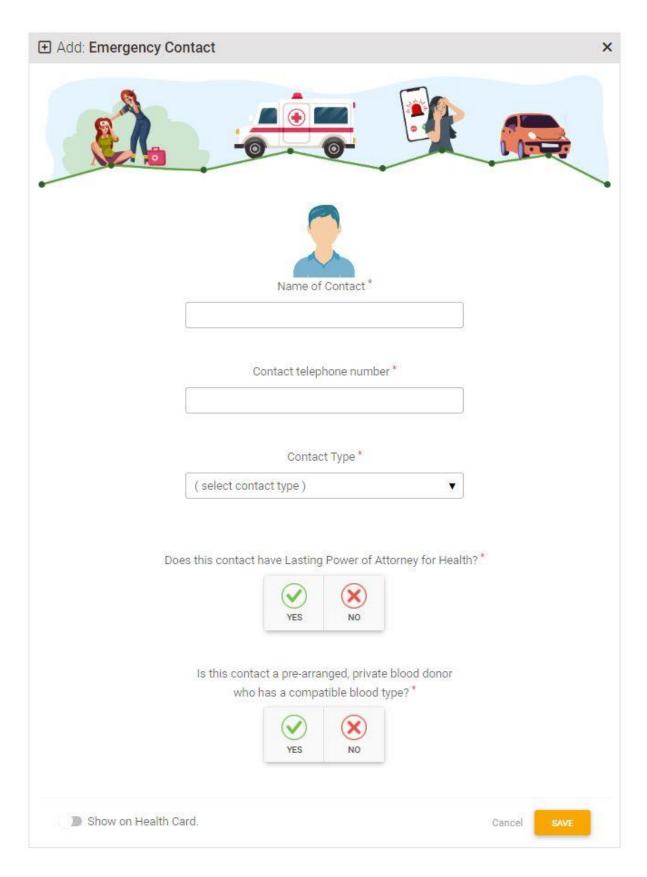


# **Add Emergency Contact**

When you choose to add a new emergency contact, you will be presented with the following form:

Mandatory fields are marked with a \* and you will not be able to save the form without first completing them.







#### Add contact details

Enter the name and telephone number of the person you nominate as your emergency contact.

Remember that you may use the card in a different country to the emergency contact (if you are on holiday, for example), so it would be useful to include the country code in their telephone number.

Select the **Contact Type** - this is how the person is connected with you.

## **Power of Attorney for Health**

In the UK, giving someone power of attorney means that you that person the right to make decisions about your care and welfare. It is called a health and welfare LPA.

The terminology may differ in other countries, as could the definition and/or powers.

Select **YES** if this contact has the legal right to make decisions about your care and welfare.

#### **Blood donor**

Select **YES** if you have arranged that this contact will be a blood donor for you.

Please note, however, that in most countries it is currently, almost impossible to appoint your own blood donor.



#### **Show on Health Card**

- Click the Show on Health Card slider at the bottom of the form, if you want this contact to show on your <u>Health Card QR page</u>
- Press the orange SAVE button to save your record.

# **Delete an Emergency Contact**



The only reason to delete an allergy is if you added it in error.

• Select the **DELETE** icon to delete the record.





#### YOUR HEALTH RECORD:

# Add Emergency Information

This section allows you to advise anyone who scans your Health card, what medical treatments you **do not** want to have.

You are provided with a number of statements to choose from, the ones you select are then displayed on the QR page. You can switch statements on or off at any time.

**Note**: It is important to note that this is **NOT** a legal document. You are stating your choices, should you become unable to communicate them. Medical personnel should take your wishes into account, but this is not guaranteed. It may be useful to inform your emergency contact and anyone close to you of the choices you have made. Print and sign a copy of this page, with a verified witness and keep it with your personal effects, or with a person you trust to advocate for you.

Any medical choices you make in Emergency Information are automatically displayed on your QR page.

- From Review My Data, click the Emergency Information link to go to the Emergency Information summary box
- Click Add Details or Add new Advanced Medical Decision to be taken to the Add new Emergency Information form

# **Emergency Information summary**

This is where you will see a summary of all your choices.

# **Add Emergency Information**

When you choose to add emergency information, you will be presented with the following form:

There are no Mandatory fields on this form, everything is optional.

- Each of the statements above can be switched on or off
- The QR page only shows what is currently switched on

# You can choose from the following statements:

- I do not consent to being an Organ Donor
- I do not consent to receiving an Organ transplant



- I do not consent to receiving any blood product including red cells, white cells, platelets or plasma
- I do not consent to receiving red blood cells
- I do not consent to receiving platelets
- I do not consent to receiving plasma
- I do not consent to receiving any blood product that has not come from my pre-approved blood donors
- I do not consent to any skin or bone graft
- I do not consent to receiving any stem cell transplant
- I do not consent to any test for Covid-19
- I do not consent to receiving any nasal swab test
- I do not consent to receiving any throat swab test
- I do not consent to receiving any Covid-19 vaccination
- I do not consent to receiving a vaccination of any kind
- I do not consent to mechanical ventilation for Covid-19
- I do not consent to mechanical ventilation under any circumstances

## When should your choices apply?

You will also need to choose which of the following statements apply to the choices you have made:

- I can confirm that the above refusals of treatment are to apply IN ALL SITUATIONS, even if my life is at risk or may be shortened as a result providing, I lack the capacity and am no longer able to communicate or make these decisions for myself.
- I can confirm that the above refusals of treatment are to apply in the event that I lack the capacity and am no longer able to communicate or make these decisions, UNLESS my life is at risk or maybe shortened as a result.
- You can also add further information to be included on your QR page by entering it in the text box.

## **Show on your Health Card**

 The Show on Health Card slider at the bottom of the form is switched on by default.



Press the orange SAVE button to save your record.

# **Edit an Emergency Information**

Once you have saved your emergency information, it will appear in the Summary box.

To edit your emergency information, click the blue edit button

### **Switch off Emergency Information**

You can switch off any statement at any time:

- Select the blue **EDIT** button to go to the form.
- Click the slider button
  - Left and greyed is the choice switched off and will not display on QR page
  - Right and blue is the choice switched on and will display on QR page
- Stop all choices displaying on the QR page by switching the slider at the bottom of the page to off

Check the Emergency Information summary box on the Review my Data page to confirm.

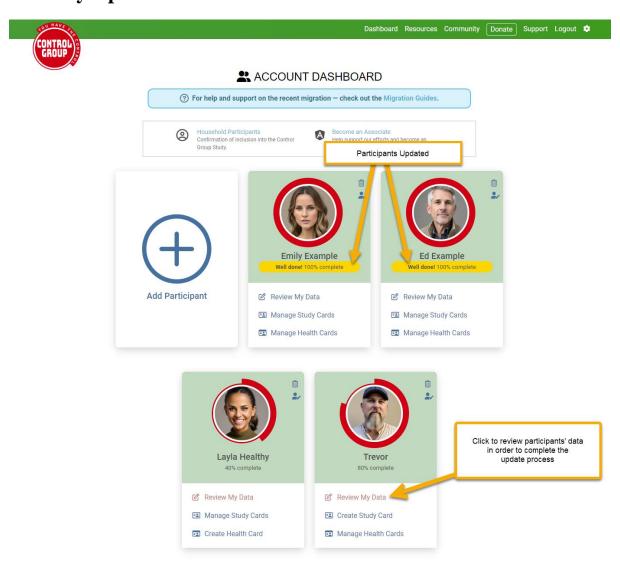


# **Monthly Update**

You can update your health records at any time during each month.

However, we do ask you to login to your account at the beginning of each month to ensure that each Household participant is 100% up-to-date, so that we can confidently include their records in our reporting. We will continue to remind you in our monthly newsletter.

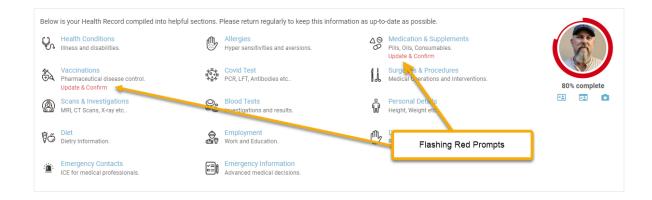
#### **Monthly Update Process**



To review each record, start at the top of the page and look for the red flashing prompts in the section overview.

Click the prompt to go to the relevant section.

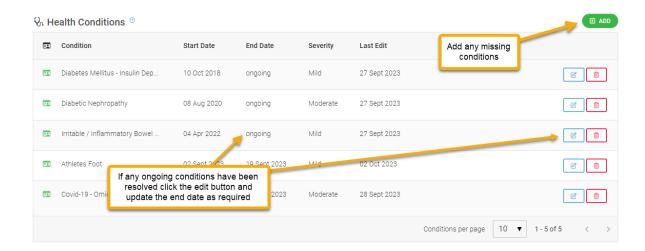




#### **Review Health Conditions**

Check that any resolved conditions have an 'End Date' populated.

Check that you have added any new health conditions that you had during the prior month and enter them if they are missing.



Once you are happy that everything is up to date and correct then click on the 'Confirm Correct' button as show in the pic below:

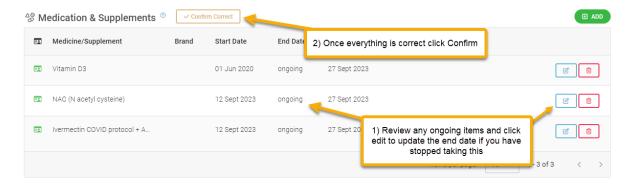


Your completeness score will be updated after you click on the 'Confirm Correct' button.

## **Review Medications and Supplements**



Check any supplements or medications marked as ongoing are correct and click the edit button to update the end date if you have stopped taking this.



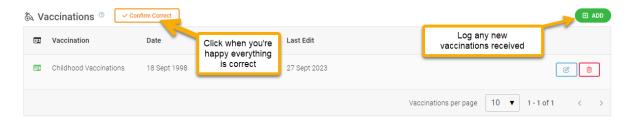
Check that you have logged any new medication or supplements you started taking during the month, and add the end date if not ongoing.

Once you are happy everything is complete, click on the 'Confirm Correct' button.

Your completeness score will be updated after you click on the 'Confirm Correct' button.

#### **Review Vaccinations**

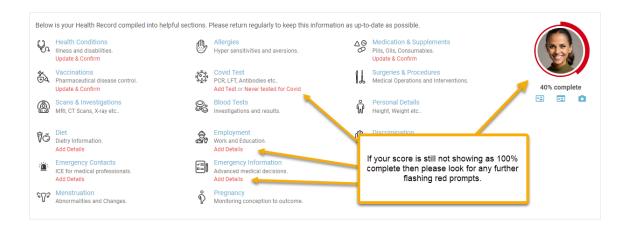
Check to ensure that any new vaccinations you received during the prior month have been added, if not use the 'Add' button to add them now.



Once you are happy everything is complete, click on the 'Confirm Correct' button.

Your completeness score will be updated after you click on the 'Confirm Correct' button.







# Free resources

We provide two different documents that you can use to show you are a participant in this important study.

These are both found in the Resources section from the link on the top menu when you login to your account.

You can also access our regular zoom chats and many different Telegram groups.



#### Letter of participation

This letter was designed to assist those participants who have not taken any Covid injections and may be facing discrimination at work or in accessing services.

#### The letter reads:

#### Dear Sir/Madam

Please be advised that the above is a member of the Control Group Study and as a participant they are compelled to remain unvaccinated for the duration of their participation in this study.

The study aims to provide long term safety and efficacy reporting of the SARS-CoV-2 mass vaccination programs and compare the health outcomes of the unvaccinated against the vaccinated population.

It is with great courage that our participants have volunteered to be part of this study, to remain unvaccinated and to contribute their health data during this time, and as such we are resolute in ensuring that they are not discriminated against as a result of their participation.

Thank you for your understanding and support

The letter is signed by one of the founders of the Control Group and by Dr. John Rogers, who is part of our Scientific Committee.

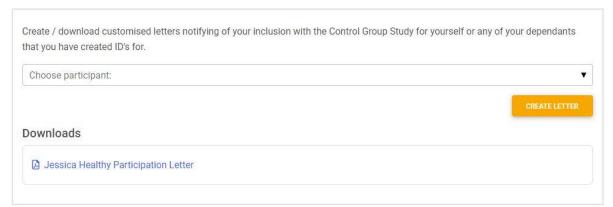
**Note**: You need to create a digital Vaccine Study Card first, as this will appear on the letter.

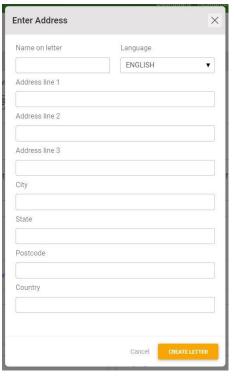


## Create your letter

- From Participation Letters, select the participant you wish to create the letter for
- Press the orange Create Letter button
- Enter the name and address you want displayed on the letter in the Address box that pops up
- Choose the letter language from those available (we will be adding to this)
- Press the orange Create Letter button
- Created letters will be displayed under Downloads

#### Participation Letters







#### To view your letter

Click on the created letter to download and view it.

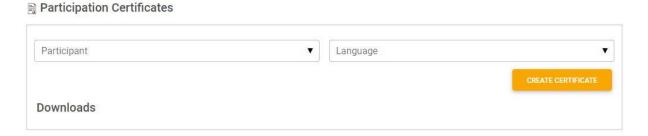
# **Certificate of participation**

- This certificate is designed for all Control Group members and shows your name, date of joining and the QR code that links to the confirmation on your Vaccine Study card.
- This certificate shows that the Control Group study is endorsed by the World Council for Health.

**Note**: You need to create a digital Vaccine Study Card first, as its QR code will appear on the letter

#### **Create your certificate:**

- From Participation Letters, select the participant you wish to create the letter for
- Choose the certificate language from those available (we will be adding to this)
- Press the orange Create Certificate button
- Created certificates will be displayed under Downloads





# Legacy Monthly Reports

For those participants who joined before version 2.0

Monthly reports (what we are calling Legacy reports) are no longer required as the majority of the data they captured is now integrated in a more detailed way within each participant's record.

For example, we now have new sections where you can log any Covid Tests, if you have Covid then this should be logged with the Health Conditions section and any Covid treatment or protocols should be logged under the Medications section and linked to the relevant Covid instance. The same applies to other medications, tests and health conditions.

We have new sections for Menstruation and Fertility for our female participants.

This will reduce the workload, enabling you to update your record as soon as you need to, instead of waiting to complete a lengthy report each month, while also providing us with more detailed long-term reporting capabilities.



We have included your legacy reports in your record so we have the capability to continue to report on the important data you provided during the most volatile days of the Covid Pandemic.

Masking, mental health and lifestyle information will be requested via optional surveys which we will be introducing in the future.



# THANK YOU FOR YOUR COMMITMENT AND CONTINUED SUPPORT

