# How to add a practice to the 'GENVASC' Organisation Group

The GENVASC consent forms have been shared only with a specific group of practices, known as the "GENVASC" organisation group.

In order to be able to add the forms to your toolbar and use them in a patient record you must first become a member of this organisation group.

NOTE: This step **must** be performed by a staff member with System Administrator access rights. This might be a Practice Manager, Admin or Reception Manager or Lead GP.

1. Click on **Setup > Users & Policy > Organisation Groups**
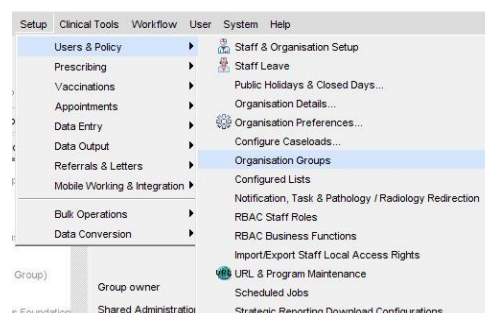
2. A list of groups across the country will be displayed on the left-hand side of the screen. Scroll down this list until you find **Northamptonshire Teaching pct (Trust Group)**

3. Click on the **[ ]** next to **GEM Configuration – Nene CCG** to see all of the groups within Nene. Left-click on **GENVASC Research** in the list to select it.
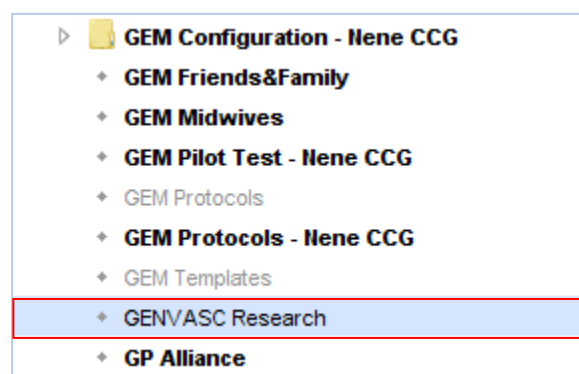
4. You will be shown a list of all of the other practices who are currently part of this group. To request membership, and therefore access the GENVASC forms, click on the **Join Group** button on your textual toolbar.

New Group | Join Group | Leave Group | Amend Group
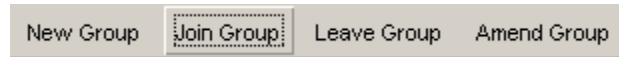
5. You are now part of the GENVASC group and will be able to access the GENVASC forms.

Note: Nobody in your organisation will be able to access the forms until they have logged off SystmOne by using the F11 Key. You must shut down SystmOne entirely and restart to access the forms.