SV-ONE Team Rosters
Key Contact Guide

July 2025

Thank you for serving as a Key Contact for your SV-ONE team!

Your role is important! We've worked hard to streamline the SV-ONE Team Rosters as much as possible so that it will not take you much time to fulfill this role. The list of SV-ONE team members who are working towards the vision of a future where all affected by single ventricle heart disease can thrive and live long, fulfilling lives must be accurate and regularly maintained.

That's where YOU come in.

Via the SV-ONE Team Rosters, Key Contacts will help us ensure uninterrupted account access to our secure internal platforms. It will also improve the Network's ability to reach the right people with the right information, at the right times.

Once you get to your team's roster, you will need to make updates to current contact information – you may also need to add or delete team members – and assign or adjust appropriate user access levels.

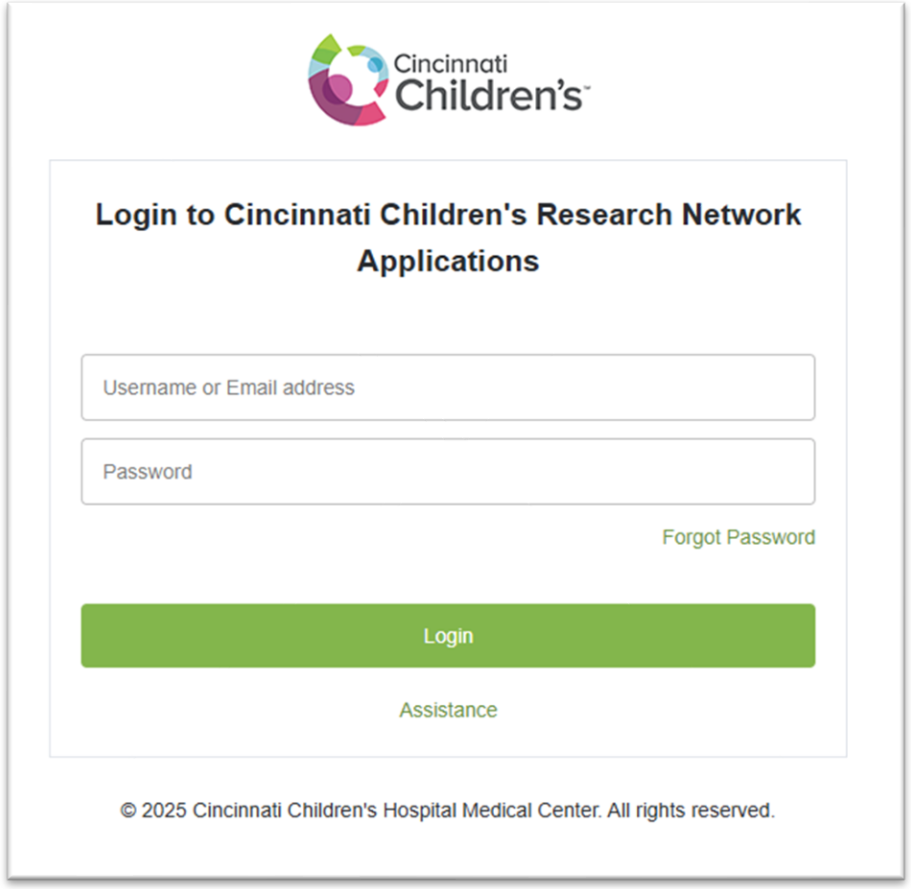
You will be reminded *bi-annually* to review your team's roster and make any needed updates – but those changes can take place at any time through the year.

3 Basic Tasks: Key Contact Responsibilities

- ✓ **Reviewing your team roster** for accuracy and platform permissions
- ✓ **Adding new contacts** and assigning Key Contacts, Site Leads, and Regulatory Contacts
- ✓ **Deactivating team members** no longer at your center

REDCap Login Instructions

1. Go to: https://redcap.research.cchmc.org/
2. Use your email address or the username that was provided by the CCHMC REDCap team
3. Go to My Projects > SV-ONE Team Rosters



Adding/Removing Team Members

1. Enter info on Profile and save as Complete.
2. Open Status form and save as Complete.
3. If Registry access is needed, open the access request form and enter the type of access needed. Save the form as Complete.
    - Or open the Profile and request via the link provided.
4. Team member will need be notified that they need to complete training before they will be granted access to the registry.
5. Once they complete the training, they will submit the notification via a survey link.

Updating Current Team Information

1. Open the Profile of the team member needing updated.
2. Make appropriate edits.
3. If you need to change their email address, contact info@svone.org.
4. Save as Complete.

Regular Reminders

- You will be sent a reminder bi-annually to review your team members
  - The Key Contact Guide will be included for reference
- **Please don’t wait for these reminders** to update your team to avoid any disruption to your workflow and updated access levels for your team members

Thank *you* for being a Key Contact!

Reach out to info@svone.org with any questions!