

# Delaware North – Melbourne & Olympic Park Induction and COVID-19 Induction Certificates

## How to Register

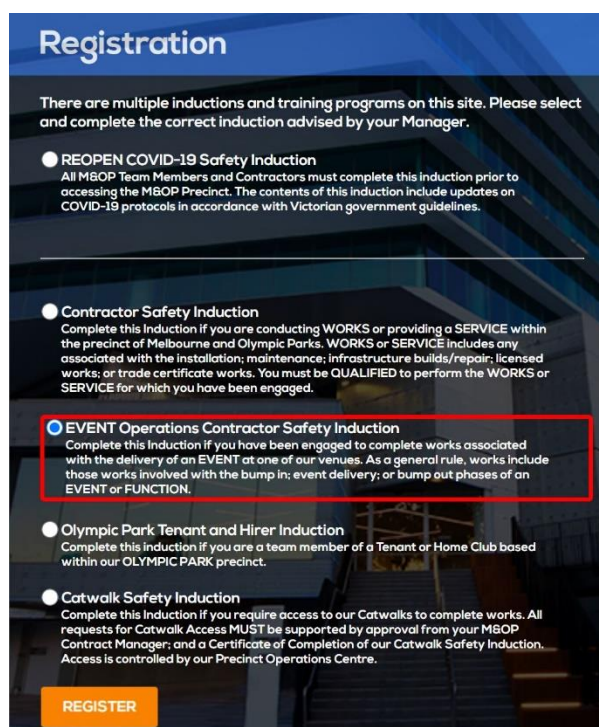
Before completing your inductions, you must register an account if you have not created one already.

1. Paste <http://www.onlineinduction.com/mopt/> into your browser.
2. Register as a first-time user by selecting 'Click here to register'.



The screenshot shows a 'Login Area' with a dark blue background. It features a 'Username:' label above a white input field, and a 'Password:' label above another white input field. Below the fields is a blue 'LOGIN' button and a link for 'Forgot Password'. At the bottom, there is a link that says 'First time here? Click here to register'.

3. Select the induction trainings to complete. Please note that all team members must complete both the **EVENT Operations Contractor Safety Induction** and **REOPEN COVID-19 Safety Induction**. Please note that you are only able to select one in the Registration page, but may complete a new course once you have completed an induction.
4. Select 'REGISTER'.

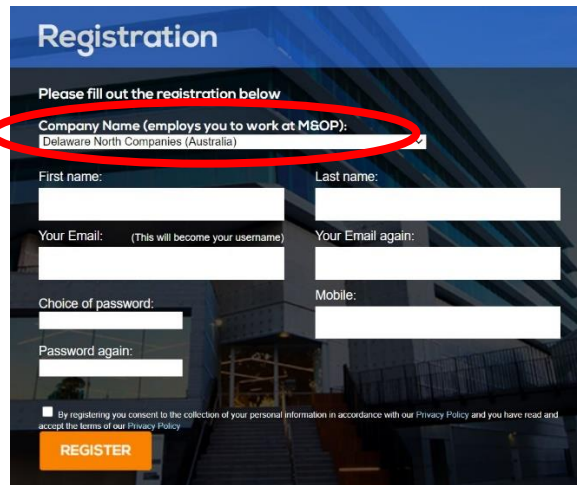


The screenshot shows a 'Registration' page with a dark blue header. Below the header, there is a paragraph: 'There are multiple inductions and training programs on this site. Please select and complete the correct induction advised by your Manager.' Below this are five radio button options, each with a description. The 'EVENT Operations Contractor Safety Induction' option is selected and highlighted with a red box. At the bottom of the form is an orange 'REGISTER' button.

5. Complete all fields on the 'Registration' form. Please ensure you select **Delaware North Companies** under 'Company Name'.
6. Once you have completed all fields on the form:
  - a. Read and tick the Privacy Policy box.

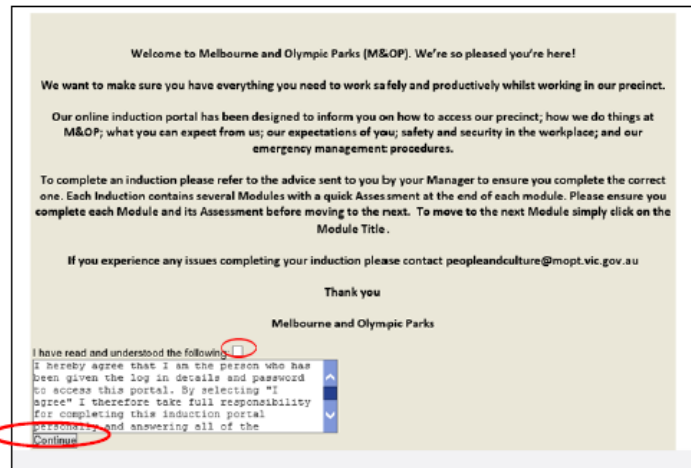
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- b. Click 'REGISTER'.



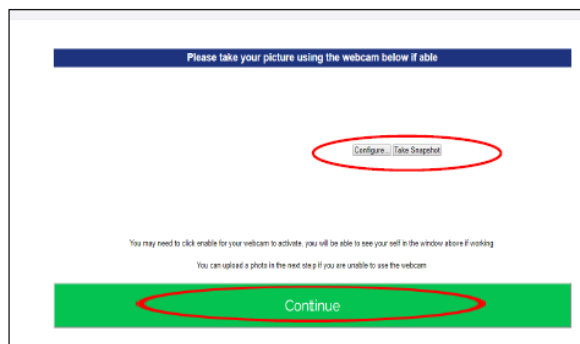
The screenshot shows a registration form titled "Registration". The form includes fields for "Company Name (employs you to work at M&OP)", "First name", "Last name", "Your Email", "Your Email again", "Choice of password", "Password again", and "Mobile". A red circle highlights the "Company Name" dropdown menu, which is currently set to "Delaware North Companies (Australia)". At the bottom of the form, there is a checkbox for consent to the Privacy Policy and a prominent orange "REGISTER" button.

7. At the bottom of the welcome page:
  - a. Read and tick the acknowledgement 'I have read and understand the following'.
  - b. Select 'Continue'.



The screenshot shows a welcome page for Melbourne and Olympic Parks (M&OP). The page contains a welcome message, information about the induction portal, and a section for acknowledging the terms. A red circle highlights the "I have read and understand the following" checkbox, which is currently unchecked. Another red circle highlights the "Continue" button at the bottom of the acknowledgment section.

8. You will be asked to provide a photo of yourself for the induction card, which you can provide via your Webcam. To do so, select 'Take Snapshot'. If you would prefer to upload a stored picture from your device later, select 'Continue'.



The screenshot shows a screen for taking a photo. At the top, it says "Please take your picture using the webcam below if able". Below this, there are two buttons: "Configure" and "Take Snapshot", with a red circle around the "Take Snapshot" button. At the bottom, there is a large green "Continue" button, also circled in red. The screen also includes instructions about webcam activation and the option to upload a photo from a device.

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9. You are now registered as a user and will be directed to a screen similar to the one below.

Current Induction Type: [EVENT Operations Contractor Safety Induction](#)

You must complete the Online Induction prior to the commencement of any work.  
You are responsible to ensure that you comply with the requirements of our policies and procedures.

Online Induction Steps

1	Required Documents
2	Welcome to Melbourne and Olympic Parks Event Operations
3	General Safety Rules
4	Event Operations Contractor Safety Induction

### Forgotten Your Password?

1. In the '**Login Area**' tab, select 'Forgot Password'. The system will send a new password to your email address that you can use to log-in.
2. Login using your username and system-generated password.
3. After you have logged in, change your password here under '**Profile**'.
4. Select '**New Password**' and '**Update**'.

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## EVENT Contractors Safety Induction

Please note that you must complete all steps to complete your induction, and you cannot proceed to the next step without completing the preceding step.

1. Step 1 is 'Required Documents'. Complete all relevant fields and upload a picture of yourself if you did not do so during the registration process earlier.

\* First Name:

\* Surname:

\* Birthdate ddmmyyyy:

\* Emergency Contact Name:

\* Emergency Contact Phone Number:

If you could not provide a photo via webcam you must upload one here (head and shoulders passport style from your device)

Photo:

2. To upload a photo from your device, select 'Browse' and provide your photo. Please ensure it meets the below requirements:

- A coloured photo in JPEG form.
- No larger than 400Kb.
- Front-on (with your face and shoulders).
- Feature a plain background.
- Not featuring headwear (such as hats and sunglasses).



3. Once you have completed all required steps, you will be directed to the acknowledgment page. You must read the acknowledgment and select 'I agree to the above'.
4. You will then be enabled to download your certificate onto your device. You will also be emailed a copy by the system. Please ensure you save a copy on your device and submit this to [HRMelbourneStadiums@delawarenorth.com](mailto:HRMelbourneStadiums@delawarenorth.com).

I acknowledge that I have been inducted

I have read and understood this induction and will comply with the requirements expected of me

\*By clicking you agree to the above

**Thank you** - You have successfully completed the Online Induction. You will automatically receive a reminder notification to be refreshed on the induction in 1 years time.

Feedback on this Induction?

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You may view the status of your induction in the 'Your Progress' sidebar, in which completed steps have a tick displayed next to their name:

### Your Progress

- ✓ Required Documents
- ✓ Welcome to Melbourne and Olympic Parks Event Operations
- ✓ General Safety Rules
- ✓ Event Operations Contractor Safety Induction

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## REOPEN COVID-19 Safety Induction

1. To complete a new course, select the 'Complete Another Program' box at the bottom of the dashboard.

Current Induction Type: **EVENT Operations Contractor Safety Induction**

You must complete the Online Induction prior to the commencement of any work. You are responsible to ensure that you comply with the requirements of our policies and procedures.

Online Induction Steps

1	Required Documents
2	Welcome to Melbourne and Olympic Parks Event Operations
3	General Safety Rules
4	Event Operations Contractor Safety Induction

WELCOME BACK. DO YOU NEED TO COMPLETE ANOTHER PROGRAM? TO DO SO, PLEASE CLICK HERE, AND THEN SELECT THE CORRECT PROGRAM FROM THE MENU PAGE.

2. From the menu page, select the 'REOPEN COVID-19 Safety Induction'.

**PROGRAM MENU** – Please select the correct program to begin.

There are multiple inductions and training programs on this site. Please select and complete the correct induction advised by your Manager.

- **Contractor Safety Induction**  
Complete this Induction if you are conducting WORKS or providing a SERVICE within the precinct of Melbourne and Olympic Parks. WORKS or SERVICE includes any associated with the Installation; maintenance; Infrastructure builds/repair; licensed works; or trade certificate works. You must be QUALIFIED to perform the WORKS or SERVICE for which you have been engaged.
- **EVENT Operations Contractor Safety Induction**  
Complete this Induction if you have been engaged to complete works associated with the delivery of an EVENT at one of our venues. As a general rule, works include those works involved with the bump in; event delivery; or bump out phases of an EVENT or FUNCTION.
- **Olympic Park Tenant and Hirer Induction**  
Complete this induction if you are a team member of a Tenant or Home Club based within our OLYMPIC PARK precinct.
- **Catwalk Safety Induction**  
Complete this Induction if you require access to our Catwalks to complete works. All requests for Catwalk Access MUST be supported by approval from your MBOP Contract Manager; and a Certificate of Completion of our Catwalk Safety Induction. Access is controlled by our Precinct Operations Centre.
- **REOPEN COVID-19 Safety Induction**  
All MBOP Team Members and Contractors must complete this induction prior to accessing the MBOP Precinct. The contents of this induction include updates on COVID-19 protocols in accordance with Victorian government guidelines.

**REGISTER**

3. Complete the required steps.

Current Induction Type: **REOPEN COVID-19 Safety Induction**

You must complete the Online Induction prior to the commencement of any work. You are responsible to ensure that you comply with the requirements of our policies and procedures.

Online Induction Steps

1	REOPEN COVID-19 Safety Induction
2	Induction Course Assessment

4. Once the induction has been completed, submit a copy of your induction certificate to [HRMelbourneStadiums@delawarenorth.com](mailto:HRMelbourneStadiums@delawarenorth.com).