



F11 CONFIGURED SUPPORTING DOCUMENT

QR Contact Form Setup Guide

A controlled, editable working derivative for M-T1-CP-04-SD-03.
Complete local facts, approvals and operational evidence before
use.

Release truth. This file is configured for substantive review. It is not approved for public distribution or operational use. Local law, insurance, safeguarding, accessibility, privacy, brand, rights and accountable-owner checks remain mandatory.

Release control

Field	Controlled value
Status	REVIEW — configured derivative; privacy, communications, security, accessibility, service and production approval required before publication
Supporting-document code	M-T1-CP-04-SD-03
Exact derivative title	QR Contact Form Setup Guide
Source initiative	M-T1-CP-04 - Pop-Up Rotary Displays
Source initiative code	M-T1-CP-04
Source initiative title	Pop-Up Rotary Displays
Initiative disposition	Canonical retained
Canonical parent	M-T1-CP-04 - Pop-Up Rotary Displays
Canonical parent code and title	M-T1-CP-04 - Pop-Up Rotary Displays
Named overlay or migration label	Canonical static-display body
Redirect or tombstone route	None
Family master	Playbook_F11_Digital_QR_Data_Capture_Master.md
Family / master version	F11 / 1.0
Recorded master SHA-256	e9f831e4adda1cd5f17f244cea7bfc694b3c1ce6562f5c0272db613a4f2eba29
Authoritative index	Playbook_Supporting_Documents_Master_Index.md v1.1
Configured master variant	F11 controlled Playbook asset — single mapped Pop-Up Rotary Displays derivative
Derivative version	v0.1

Adaptation note

This derivative configures the canonical static-display QR journey for Pop-Up Rotary Displays. It connects one clear public action to a minimal, accessible form; separates requested operational contact from optional future updates; uses an organisation-controlled HTTPS destination and visible short route; records privacy, security, routing, retention and decommissioning controls; engineers the QR from the final payload; and requires production-equivalent device, accessibility, network, print and follow-up testing before launch.

Privacy, communications and legal boundary. This is operational guidance, not legal advice. The host entity must obtain current review appropriate to its legal status, activity, audience, platforms and jurisdictions. Do not assume an exemption from Australian privacy, electronic-message or other obligations. Record the local determination and conditions.

1. Instructions and non-negotiable release rule

1. Declare one primary purpose and public action. Remove collection where public information can meet the need.
2. Record a necessity, access role, required/optional decision and retention link for every field before opening the form builder.
3. Resolve the host, data owner, privacy/communications/security/accessibility reviewers, follow-up owner, incident lead and approver.
4. Configure the form, notice, choices, routing, preferences, security, retention and safe closed state in a production-equivalent environment.
5. Freeze and peer-check the exact destination and attribution values before generating the QR.
6. Produce a vector QR master, accessible lock-up, visible typed route and actual-size physical proof.
7. Execute every applicable digital, routing, accessibility, network, device and print test and retain evidence for the exact version.
8. Sign all approval gates, conduct a live installed scan, monitor the service and decommission safely.

If a required owner, gate, test or evidence item is absent, the public QR does not ship. A scan that opens a page is not proof that the complete service works.

2. Controlled configuration fields

Identity, approval and ownership

Controlled field	Resolved value	Source / evidence	Owner	Verified date
Local derivative / form name	_____	_____	_____	_____
Host entity and public contact	_____	_____	_____	_____
Data Owner / Form Owner	_____	_____	_____	_____
System Administrator	_____	_____	_____	_____
Privacy / Communications Reviewers	_____	_____	_____	_____
Security / Accessibility Reviewers	_____	_____	_____	_____
Follow-up Owner / cover	_____	_____	_____	_____
Incident Lead	_____	_____	_____	_____
Final Approver	_____	_____	_____	_____
Immutable version / approval date	_____	_____	_____	_____
Next review / decommission date	_____	_____	_____	_____

Purpose, audience and choices

Controlled field	Resolved value
Primary purpose — one plain-language outcome	_____
Primary display action	_____
Intended audience / separately handled groups	_____
Public-information alternative	_____
Explicit sensitive-data exclusions	_____
Under-18 / welfare / safeguarding route	_____
Collection notice version	_____
Privacy-policy route	_____
Operational response choice	_____
Separate optional future-updates choice	_____
Choice wording version / timestamp / source	_____
Preference / withdrawal / suppression routes	_____

Destination, QR, service and lifecycle

Controlled field	Resolved value
Canonical HTTPS URL	_____
Visible human-readable short URL	_____
Exact QR payload	_____
QR filename / version	_____
Finished size / module / quiet zone	_____
Foreground/background / contrast result	_____
Error correction and reason	_____
Print context / substrate / finish / lighting	_____
Intended and tested scan distance	_____
Redirect owner / peer-approval / expiry	_____
Attribution source / medium / campaign / content	_____
Internal display source code	_____

Controlled field	Resolved value
Follow-up queue / owner / service level / escalation	_____
Platform / vendor / data location	_____
Access roles / MFA / logging / export route	_____
Retention trigger / period / deletion route	_____
Incident route	_____
Analytics purpose / bot-test filter / reporting cadence	_____
Safe closed-page URL / archive route	_____

Never infer an owner, legal status, data location, response commitment or retention period.

3. Purpose and data-minimisation gate

Decision question	Pass condition	Local evidence	Pass
Can public information meet the need without collection?	No form on that pathway, or collection justified	_____	[]
Can the action be anonymous?	Anonymous route offered where workable	_____	[]
Is there exactly one declared primary purpose?	Specific, current and visible	_____	[]
Does every field directly support that purpose?	One-sentence necessity for each	_____	[]
Is each required field genuinely necessary?	Operational reason and consequence documented	_____	[]
Is a lower-risk data type sufficient?	Lower-risk option selected	_____	[]
Is speculative "useful later" collection absent?	No open-ended future-use field	_____	[]
Are free-text fields removed or tightly constrained?	Purpose, include/exclude instruction, limit and restricted route	_____	[]
Are higher-risk data excluded or separately approved?	Identity, financial, credential, health, criminal and precise-location data excluded by default	_____	[]

Stop rule: remove a field whose necessity cannot be stated in one clear sentence.

4. Form journey

Screen / section	Purpose	Configured content
1. Landing	Confirm host, purpose and right destination	Host identity, form name, action, time estimate, public-information option
2. Interest	Choose a serviceable next step	Short controlled interest list
3. Contact	Collect only the selected reply channel	Preferred method and conditional email/phone/other field
4. Context	Capture essential routing detail	Constrained values; approved limited text only
5. Choices	Separate requested reply from future updates	Independent, unbundled choices
6. Notice	Explain collection before submission	Host, purpose, handling, consequence, policy and privacy contact
7. Submit	State the actual action	"Request information" or other approved specific label
8. Confirmation	Confirm receipt and next step safely	Service level, public resources, preference route; no submitted data echoed

5. Field specification

Field ID	Visible persistent label	Type	Required? / reason	Data category	Help / include-exclude	Validation / error	Logic
F-01	Area of interest	Controlled choice	Required / routing	Preference	Choose one current option	Select one option / Explain recovery	Always
F-02	Preferred contact method	Controlled choice	Required / reply	Contact preference	Choose available route	Select one / Explain recovery	Always

Field ID	Visible persistent label	Type	Required? / reason	Data category	Help / include-exclude	Validation / error	Logic
F-03	Email or phone for selected method	Appropriate input	Required only for selected method	Contact detail	Enter only chosen reply detail	Format rule / Specific recovery	Conditional
F-04	Essential context	Controlled choice / limited text	Optional or justified	Enquiry context	State what not to include	Character limit / recovery	Approved only
F- —	_____	_____	_____	_____	_____	_____	_____

Field rules:

- ☐ Persistent labels are used; placeholders are not the only labels.
- ☐ Preferred name is used unless full/legal name is necessary.
- ☐ Only the contact field for the selected method appears.
- ☐ No phone number is forced where another selected method works.
- ☐ No account, app or third-party sign-in is required.
- ☐ Passwords, access codes and payment-card data are never requested.
- ☐ Safe entered values persist after an error.

6. Routing categories

Visitor need	Minimum useful collection	Route / owner	Control
Learn more	None	Public information	Prefer no collection
Ask a question	Contact method/detail and constrained topic	General enquiry queue: _____	Limit open text
Attend a meeting	Contact method and meeting/location preference	Meeting owner: _____	No automatic future updates
Volunteer or join an activity	Contact method and opportunity category	Volunteer owner: _____	Apply safeguarding route
Invite a speaker	Contact, organisation and broad event window	Speaker coordinator: _____	Collect detailed logistics later
Explore partnership	Contact, organisation and broad interest	Partnership owner: _____	Proposals outside public form
Accessibility support	Preferred contact and assistance route	Accessibility contact: _____	Do not request diagnosis
Privacy/data request	Direct privacy contact	Privacy function: _____	Do not route through marketing

Offer only categories the host can service.

7. Collection notice and independent choices

Reviewed notice structure

About this form

[Host entity] collects the information you choose to provide so we can **[primary purpose]**. If you do not provide a required item, **[specific consequence]**. Your response is sent to **[owned route]** and handled under our privacy information at **[privacy-policy route]**. For a privacy question or request, contact **[host contact]**. Any choice about future updates is optional and separate from the response you are requesting.

Add locally required disclosures about collection circumstances, usual or overseas disclosure, access/correction and complaint handling. Essential information stays in the form; a policy link does not carry the whole explanation.

Operational response

- ☐ “Please contact me about the option I selected.”

This governs the requested service response only.

Separate future updates

- ☐ “I would also like optional future updates from [identified sender] using [identified channel]. I can change this choice through [route].”

The future-updates choice is optional, unselected by default, versioned, timestamped and not a condition of the requested response.

Confirmation

Your request has been received. We aim to respond within **[approved service level]**. For public information, visit **[route]**. To change an optional future-updates choice, use **[preference route]**.

Do not echo submitted contact details or private context.

8. Accessibility and equivalent fallback

Digital checks:

- ☐ Descriptive page title, headings and landmarks.
- ☐ Persistent programmatic labels and instructions before input.
- ☐ Full keyboard operation, logical order and visible focus.
- ☐ Text error summary and field errors linked to controls.
- ☐ Colour is not the only cue; contrast and 200% zoom/reflow pass.
- ☐ Screen-reader name, role, state, help, errors and confirmation pass.
- ☐ No motion, pointer gesture or image-only challenge is required.
- ☐ Timeouts are removed or can be extended without data loss.

Fallback:

Route	Notice and choices preserved	Custody	Secure transcription	Original disposal
Typed short URL	Same digital journey	N/A	N/A	N/A
Assisted completion	Read essential notice; preserve independent choices	Authorised helper	Approved system	No informal notes
Paper form	Same minimum fields/notice/choices	Named custodian	Dual-checked route	Approved secure disposal
Telephone or email alternative	Collect only necessary information	Named responder	Restricted queue	Approved route

Scanning is never the only way to act.

9. Canonical destination, redirect and attribution

Destination acceptance:

- ☐ HTTPS and organisation-controlled or contractually governed.
- ☐ No account or app required.
- ☐ Host and purpose appear before collection.
- ☐ Works in supported mainstream mobile browsers.
- ☐ No personal information, access token, secret or submitted value in URL.
- ☐ Stable ownership, renewal and safe closed response are recorded.

Short route acceptance:

- ☐ Legible, memorable, typeable and recognisably associated with the host.
- ☐ Resolves to the same approved journey.
- ☐ Avoids ambiguous characters where practical.
- ☐ Owner, peer approval, change log and expiry/review date recorded.

Payload control	Release value
Exact encoded payload	_____
Canonical destination	_____
Visible short route	_____
Attribution source	pop_up_display / approved value: _____
Medium	qr
Campaign	_____
Content / placement variant	_____
Internal display source	_____

Payload control	Release value
Redirect owner / expiry	_____

Attribution values contain no name, email, phone, membership identifier, secret or sensitive location. Never reprint a printed QR to an unrelated purpose.

10. QR engineering and artwork specification

1. Resolve and peer-check the exact payload.
2. Open it directly in a private browser and confirm host, certificate, page and attribution.
3. Generate a standards-conformant QR from that exact string.
4. Record error correction based on payload density and production risk.
5. Bind immutable master filename and QR version.
6. Export vector for print and lossless high-resolution raster only where required.

Never generate, recreate, trace or upscale the QR with an image-generation tool.

Attribute	Configured production requirement	Evidence
Payload	URL only; no personal data, secret or raw response	_____
Master format	SVG, PDF or EPS vector; crisp square modules	_____
Raster, if required	Lossless PNG at sufficient resolution for at least 300 ppi at placed size	_____
Starting hand-held size	At least 25 mm square before density/context adjustment; final proof controls	_____
Final size / module	_____	_____
Quiet zone	At least four modules on every side	_____
Colour / contrast	Dark symbol on plain light background; recorded result	_____
Distortion	No stretch, skew, crop, rotation, warp or non-uniform scaling	_____
Decoration	No logo, icon, photo, gradient or texture inside the symbol unless separately engineered and exhaustively tested	_____
Placement	Flat, unobstructed, away from fold, trim, curve and glare	_____
Label	Specific action plus visible typed short route	_____
Context / distance	Actual substrate, finish, light and intended range	_____

If an official Rotary mark is placed adjacent to the QR, use only the supplied original asset, preserve its colours and proportions, account for transparent padding and keep it entirely outside the QR quiet zone. Do not generate, substitute or stretch a mark.

Print handoff includes the immutable vector master, exact size, locked aspect ratio, quiet-zone/no-crop/no-effects instructions, contrast/background, substrate/finish/light, proof approver and mandatory physical scan test. A screenshot of a QR is not a production master.

11. Device, network, accessibility and print test log

Test ID	Scenario	Device / browser / network / print condition	Expected	Actual	Result	Evidence	Tester / date
QR-001	Typed canonical, short, tagged and untagged routes	_____	Correct host, notice and source	_____	Pass / Fail	_____	_____
QR-002	Current supported iOS cameras	_____	Detect and open correct route	_____	Pass / Fail	_____	_____
QR-003	Current supported Android cameras	_____	Detect and open correct route	_____	Pass / Fail	_____	_____
QR-004	Private browser / no account	_____	Complete without barrier	_____	Pass / Fail	_____	_____
QR-005	Cellular, Wi-Fi and constrained network	_____	Useful first content; no duplicate	_____	Pass / Fail	_____	_____
QR-006	Offline / captive portal / service failure	_____	Typed and assisted fallback visible	_____	Pass / Fail	_____	_____
QR-007	Keyboard, focus, zoom and reflow	_____	Full completion	_____	Pass / Fail	_____	_____

Test ID	Scenario	Device / browser / network / print condition	Expected	Actual	Result	Evidence	Tester / date
QR-008	Screen reader, labels and errors		Correct name/role/state/recovery		Pass / Fail		
QR-009	Required, malformed, maximum and corrected values		Specific recovery; one valid record		Pass / Fail		
QR-010	Operational/future choices		Independent stored values/version		Pass / Fail		
QR-011	Each interest route and service due date		Correct owner and alert		Pass / Fail		
QR-012	Preference/withdrawal/suppression		End-to-end correct action		Pass / Fail		
QR-013	Actual-size substrate proof		Reliable quiet zone/contrast scan		Pass / Fail		
QR-014	Near/intended/far, angle and expected light/glare		Reliable in approved envelope		Pass / Fail		
QR-015	Closed form and retired redirect		Safe closed page; no collection		Pass / Fail		

Blocker or high defects must close and affected regression tests repeat before release. An exception cannot waive privacy, security, destination, accessibility or response ownership.

12. Ownership and routing

Interest category	Destination	Named owner	Service level	Escalation	Out-of-office cover	Closure definition

For every accepted submission: assign category, calculate due date, alert only the authorised route, acknowledge safely, record action/completion, keep future-update preference separate and escalate aged/sensitive cases. Never distribute raw responses to a club-wide list or use a publicly linked spreadsheet as the queue.

13. Platform, security, access and retention gate

Control	Approved value / evidence	Reviewer	Pass
Platform/vendor/contract and data location			[]
Individual accounts and least privilege			[]
Multi-factor authentication			[]
Administrator, responder, export and audit roles			[]
Integration/webhook/API credential controls			[]
Logging, backup and recovery			[]
Approved logged export route			[]
Retention trigger and period by data category			[]
Deletion/de-identification and backup treatment			[]
Suppression/do-not-contact preservation			[]
Incident route and responder exercise			[]

Working exports are exceptional, logged, access-limited, time-bound and securely removed after approved transfer.

14. Incident response

1. contain exposure or misrouting through authorised controls;
2. preserve relevant logs, configuration, screenshots and version identifiers without uncontrolled copies;

3. assess information, people, systems, access, consequences and ongoing risk;
4. escalate to approved privacy, security, legal, records, communications and leadership routes;
5. make notification decisions under current law and qualified advice;
6. communicate verified facts and practical protective steps;
7. validate destination, form, access, routing and preferences before reopening; and
8. record cause, impact, decisions, actions, owners and prevention.

Incident reference	Date/time	Immediate containment	Version / system	Escalated to	Reopen authority	Restricted evidence
_____	_____	_____	_____	_____	_____	_____

15. Analytics and service reporting

Measure	Formula / source	Denominator and exclusions	Interpretation
QR landing sessions	Eligible governed-source sessions after bot/test filter	_____	A session is not necessarily a person
Form starts	First meaningful form interaction	_____	Define test exclusions
Completed submissions	Accepted non-test submissions	_____	Remove duplicates by documented rule
Completion rate	Completed ÷ eligible starts	_____	Journey measure, not impact
Future-updates selection	Affirmative valid choices ÷ eligible submissions shown choice	_____	Not a quality score
Follow-up within service level	Timely actions ÷ eligible routed responses	_____	Define pauses/exclusions
Next-step conversion	Defined next step ÷ eligible responses	_____	State observation window
Error / fallback use	Defined errors or assisted/paper uses	_____	Do not infer disability or preference

Small-number reporting must prevent re-identification. Scans and submissions are not community impact.

16. Change control and decommissioning

Version	Change / reason	Risk and reviews	Regression tests	Approver / date	Supersedes
_____	_____	_____	_____	_____	_____

Material changes to purpose, audience, field, notice, choice, platform, URL/payload, access, retention, analytics, routing, artwork size or substrate require review and regression testing.

Closure sequence:

- ☐ Locate remaining printed assets from the display manifest.
- ☐ Stop new submissions at the approved time.
- ☐ Route QR and typed short URL to the safe closed page.
- ☐ State closure and provide safe public-information/contact alternative.
- ☐ Complete/transfer open follow-ups and preserve suppression.
- ☐ Remove integrations, secrets, automation and unnecessary access.
- ☐ Produce only the approved final record.
- ☐ Apply retention/deletion across platform, exports, paper, duplicates and backups.
- ☐ Test QR, short route and canonical route after closure.
- ☐ Archive manifest, approvals, tests, incidents and deletion evidence.

Never let a retired QR resolve to a vendor error, unsafe domain, unrelated campaign or expanded purpose.

17. Approval gates

Gate	Approval statement	Approver	Evidence	Date
Purpose	One purpose and every field necessary/proportionate	_____	Purpose/field inventory	_____
Privacy	Notice, collection, use, disclosure, analytics and retention reviewed	_____	Review record	_____
Communications	Contact choices, identity, preferences and withdrawal reviewed	_____	Review record	_____

Gate	Approval statement	Approver	Evidence	Date
Security	Platform, MFA, access, routing, export, logging and incident controls approved	_____	Security checklist	_____
Accessibility	Digital journey and equivalent fallback pass	_____	Test evidence	_____
Service	Owner, queue, cover, response commitment and escalation live	_____	Routing/roster	_____
Production	Payload, proof, destination and artwork versions match	_____	Test log/proof	_____
Release	All gates complete for exact version	_____	Signed release record	_____

18. Final preflight and evidence pack

- ☐ One declared purpose; public-information alternative present.
- ☐ Every field has necessity, category, required status and retention link.
- ☐ Higher-risk data and unrestricted free text excluded or separately approved.
- ☐ Host, purpose, consequence, handling and privacy contact visible before submit.
- ☐ Operational reply and optional future updates remain separate and unselected.
- ☐ Preference, withdrawal and suppression work end to end.
- ☐ Digital accessibility and equal fallback tests pass.
- ☐ Canonical, short and QR routes match the governed destination.
- ☐ Payload/attribution contain no personal information or secrets.
- ☐ Immutable vector/raster masters, size, module, quiet zone, contrast, context and distance are recorded.
- ☐ QR is not cropped, distorted, decorated or recompressed.
- ☐ Actual-size physical proof passes device, angle, light and distance tests.
- ☐ Queue, service, cover, access, MFA, vendor, retention and incident routes are active.
- ☐ Form, notice, choices, QR, redirect, artwork and print versions match one manifest.
- ☐ Installed display passes live scan and typed-route tests.
- ☐ Next review, safe closed route and decommission date are scheduled.

Evidence pack:

1. purpose/applicability and field-minimisation records;
2. exact notice and choice wording;
3. privacy, communications, security and accessibility reviews;
4. platform, vendor, location, access and retention records;
5. canonical URL, short route, QR payload and attribution manifest;
6. source QR master, final artwork and physical-proof evidence;
7. device, browser, network, accessibility, routing and print logs;
8. approval/release record and responder roster;
9. change history; and
10. decommission/deletion evidence.

Until all applicable gates pass for the exact production version, this derivative remains **REVIEW**.