

## Kabuki Syndrome Registry

### *Procedure for Registering, Consenting and Completing Surveys*

1. Go to the **Kabuki Syndrome Registry** website at: <https://kabuki.iamrare.org>

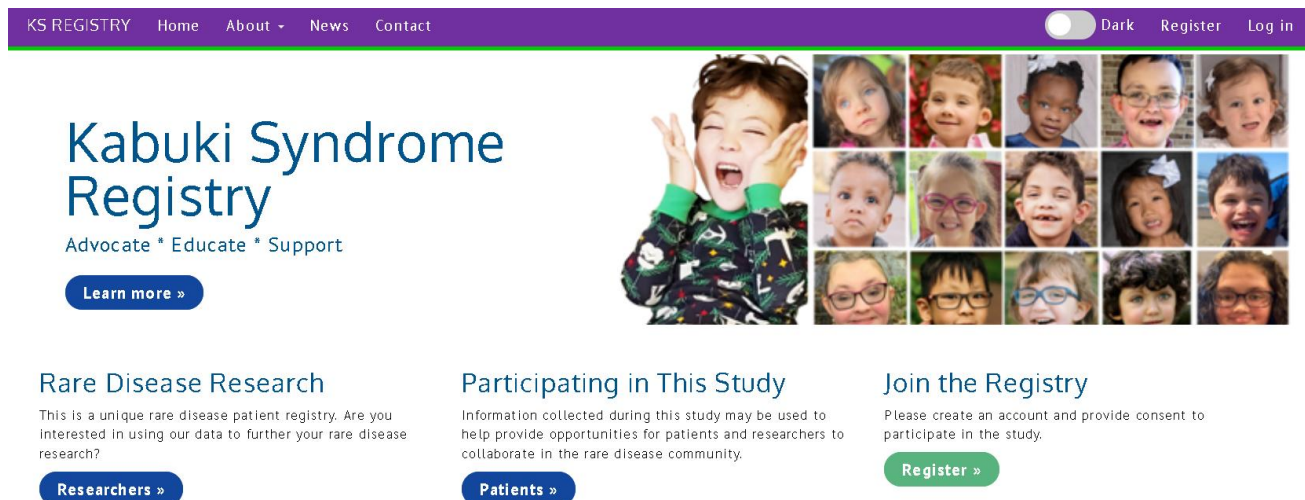


Figure 1. Landing Page

2. Click on the green **Register** button.
3. Complete the age attestation.

Figure 2. Age attestation

4. Read the **Terms and Conditions** document.
5. Fill in the requested information.
6. **Opt in or out** of reasons to be contacted by Study Staff.
7. Agree to the Terms and Conditions.
8. Click **Create Account** button.

# Register

You must be a legal adult (at least 18 years of age, or the age of majority in your state, province, or country) to register.

[Home](#) / Register

Please fill out the form until all ❌ symbols turn into a ✅ symbol.

**Before we begin, are you a legal adult (at least 18 years of age, or the age of majority in your state, province, or country)? \***

Yes ✅

First Name \*

❌

Middle Name

Last Name \*

❌

Country of Residence \*

...

❌

Username (Email Address) \*

❌

Confirm Username \*

❌

A password must be at least 8 characters long: ❌

- contain 1 uppercase letter ❌
- contain 1 lowercase letter ❌
- contain 1 digit ❌
- contain 1 special character ❌
- not contain text from top 1000 commonly used passwords ❌

Password \*

❌

Confirm Password \*

❌

## Additional Contact Information (Optional)

Home Phone

Work Phone

Mobile Phone

## Contact Preferences

Yes, I would like to be contacted about...

☐ Reminders to update my survey responses

☐ Clinical trials I may be eligible for †

☐ Potentially donating biospecimen and/or DNA for future research studies ††

☐ Facebook Group

## Terms and Conditions

[View Terms and Conditions](#)
[Download as PDF](#)

☒ I have read and agree to the terms and conditions. ✅

[Create Account](#)

Figure 3. Creating an account – Blank Registration Form

## Register

You must be a legal adult (at least 18 years of age, or the age of majority in your state, province, or country) to register.

[Home](#) / [Register](#)

Please fill out the form until all ❌ symbols turn into a ✅ symbol.

**Before we begin, are you a legal adult (at least 18 years of age, or the age of majority in your state, province, or country)?** \* **Yes** ✅

**First Name \***  ✅

**Middle Name**

**Last Name \***  ✅

**Country of Residence \***  ✅

**Username (Email Address) \***  ✅

**Confirm Username \***  ✅

A password must be at least 8 characters long: ✅

- contain 1 uppercase letter ✅
- contain 1 lowercase letter ✅
- contain 1 digit ✅
- contain 1 special character ✅
- not contain text from top 1000 commonly used passwords ✅

**Password \***  ✅

**Confirm Password \***  ✅

**Additional Contact Information (Optional)**

**Home Phone**

**Work Phone**

**Mobile Phone**

**Contact Preferences**

Yes, I would like to be contacted about...

☒ Reminders to update my survey responses

☒ Clinical trials I may be eligible for †

☐ Potentially donating biospecimen and/or DNA for future research studies ††

**Terms and Conditions**

☒ [View Terms and Conditions](#) [Download as PDF](#)

☒ I have read and agree to the terms and conditions. ✅

[Create Account](#)

Figure 4. Creating an account – Completed Registration Form

9. A confirmation email will be sent to the email address that was provided during registration.
  - a. Confirm registration by copying the **Confirmation Token** from your email.
  - b. You can also confirm the email address by clicking the link in the email.

## 10. Verify Registration

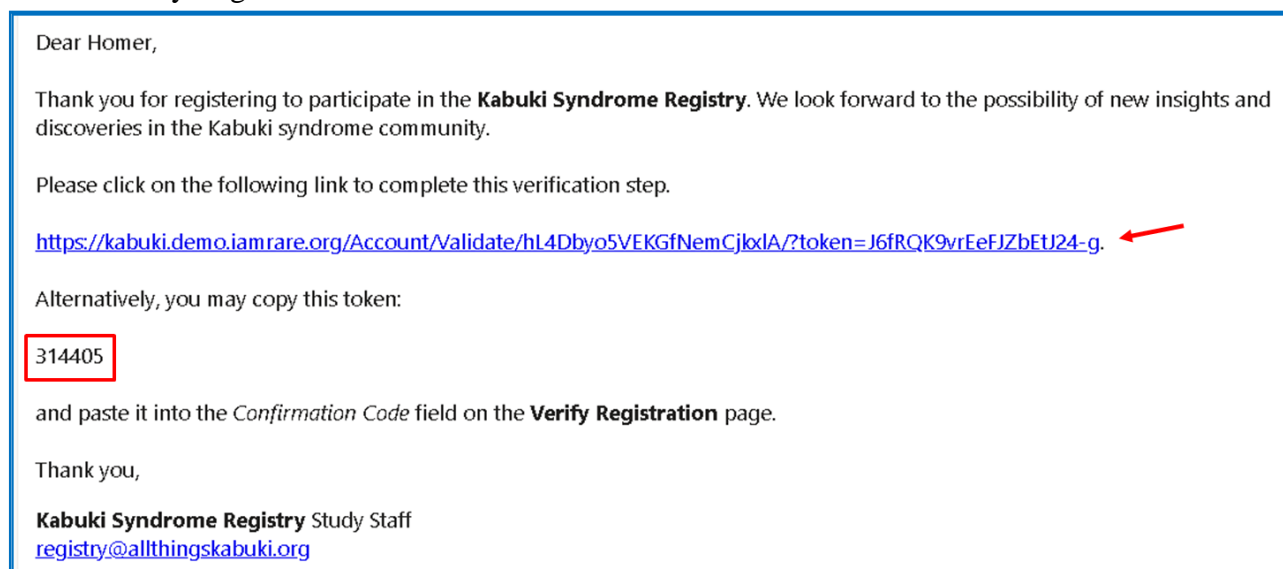


Figure 5. Registration confirmation email

Note: If the confirmation email has not been received after a few minutes, click **Resend confirmation email** at the bottom of the page. Be sure to check spam folders for the email confirmation.

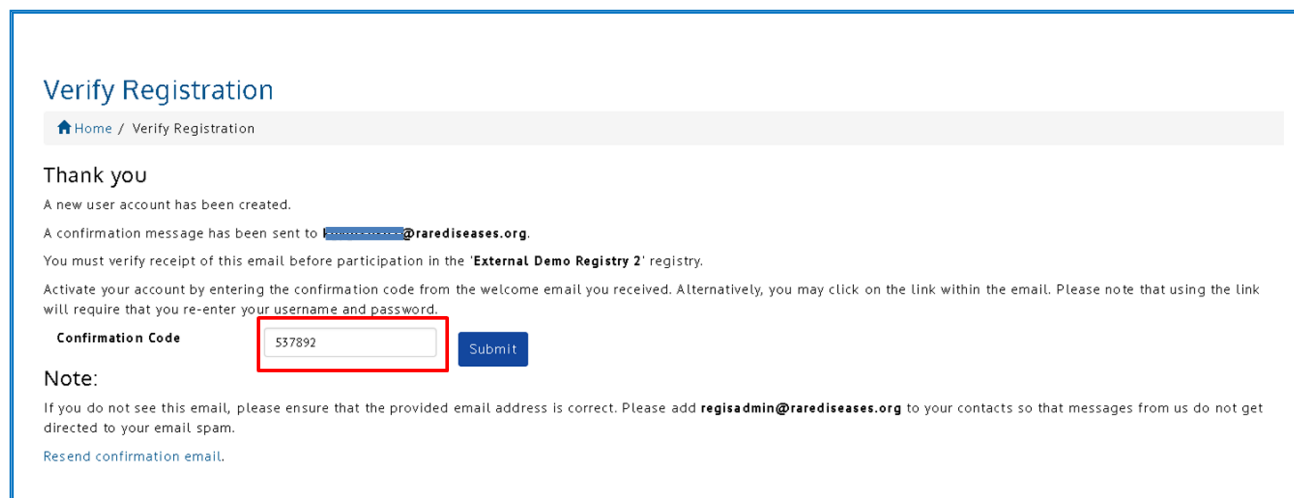


Figure 6. Entering the confirmation code to complete registration

## 11. Click on **Participant Enrollment**.

**12. Select the appropriate Option.** You can add yourself, or someone else. **Note: the Study Participant is the person who has the condition or diagnosis.**

Figure 7. Adding a Participant

Alternatively, you can begin the process of transferring a Participant from one party to another. Speak to your study administrator if you have questions.

### 13. To enroll a Participant, fill in the fields as they apply to the **Study Participant**.

Figure 8. Adding Participants – Adding yourself as a Participant

### Add a New Survey Participant

[Home](#) / [Participant Enrollment](#) / Add a New Survey Participant

*If you are adding someone other than yourself as a participant in the registry, please ensure you are legally able to do so as the caregiver, guardian, or legally authorized representative.*

Your relationship to the participant \*

Participant First Name \*

Participant Middle Name

Participant Last Name \*

Participant Birthdate (MM/DD/YYYY) \*

Participant Date of Death (MM/DD/YYYY) (if applicable)

Country of Residence \*

[Back to list](#) [Add Participant](#) [Cancel](#)

Figure 9. Adding participants - Adding another person as a Participant

## 14. Grant Consent

### Participant Enrollment

Welcome! You are in good company. There are currently **110** Participants in this registry.

[Home](#) / [Participant Enrollment](#)

#### Active Participants

	Consent Granted	
Bart Simpson	No	<a href="#">Grant Consent To Take Surveys</a> <a href="#">Edit</a> <a href="#">Delete</a>
Lisa Simpson	No	<a href="#">Grant Consent To Take Surveys</a> <a href="#">Edit</a> <a href="#">Delete</a>

[Add Self](#)
[+ Add Participant](#)
[⇄ Start Transfer](#)

Figure 10. Accessing the Consent

Note: You must agree to all terms outlined in the Consent Form.

Do you confirm that you have read the Informed Consent Agreement? ☒ Yes ☐ No

I have read (or someone has read to me) this Consent and Authorization Form to provide my personal and medical data to be shared for the purpose of research. All my questions about the Kabuki Syndrome Registry have been answered to my satisfaction and I understand the purpose of the Registry and the risks of participation.

I wish to provide my research data to the Kabuki Syndrome Registry for the purposes described above under Study Aims. ☐ Yes ☐ No

I wish to provide my research data that has been pseudonymized to the Kabuki Syndrome Registry for future research within recognized ethical standards for scientific research, as described under How We Use Your Data. ☐ Yes ☐ No

**Grant Consent?**

Please confirm that you agree to all Terms in the Consent document by clicking below:

Figure 11. Granting Consent

15. Access Surveys by clicking on **Take Surveys**.

**Participant Enrollment**

Welcome! You are in good company. There are currently 9 Participants in this registry.

[Home](#) / Participant Enrollment

**Active Participants**

Name	Consent Granted	Actions
Jed Clampett	Yes	<input type="button" value="Take Surveys"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Manage Consent"/>

Figure 12. Participant Dashboard

16. Complete the **surveys** applicable to the **Study Participant**. Click the **Take** button next to the **Survey Title** to open the survey.

- NOTE: The Reporter is listed in the top right hand corner of the page and the Study Participant is listed on the left side of the page.** If someone is answering surveys for themselves, both the Reporter and Study Participant fields will reflect the same name.

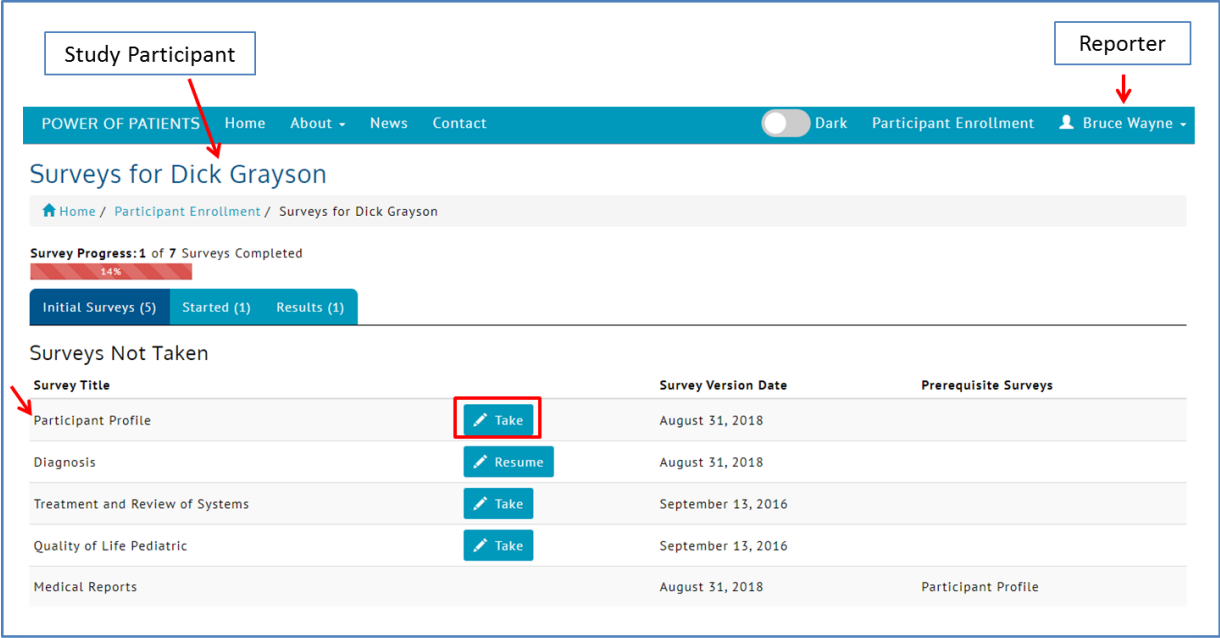


Figure 13. Completing surveys

17. Complete the survey. Questions marked with a red \* require a response.

The screenshot shows a survey form with three questions:

- Question 1: "In which country was the Participant born, as shown on their birth certificate? \*" with a dropdown menu showing "United States". A red arrow points to the asterisk.
- Question 2: "In which state or territory was the Participant born, as shown on their birth certificate?" with a dropdown menu showing "...".
- Question 3: "What is the name of the city, town or village of the Participant's birth (as it appears on the birth certificate)?" with a text input field.

At the bottom of the form, there are four buttons: "Help", "Cancel", "Finish Later", and "I'm Finished". The "I'm Finished" button is highlighted with a red border.

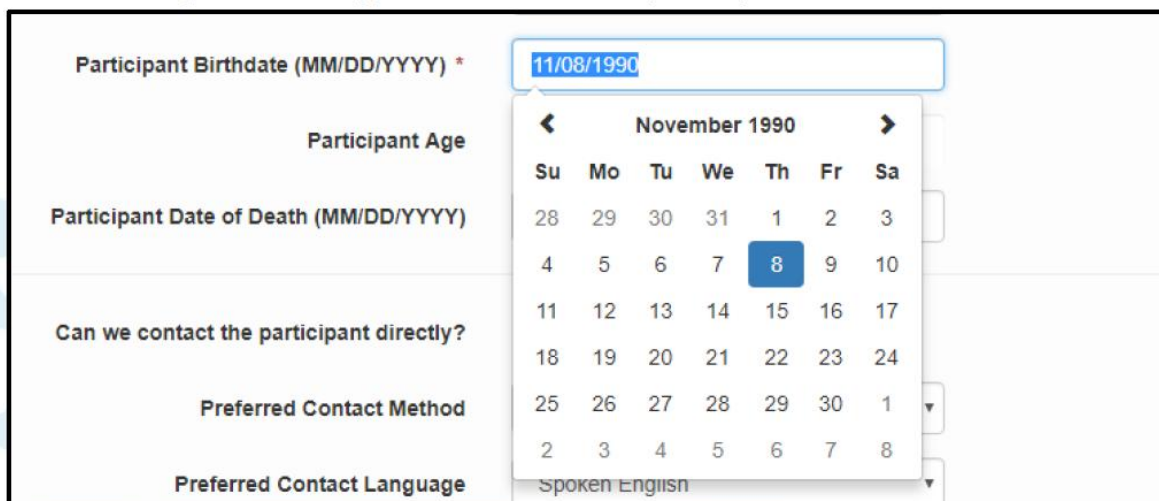
Figure 14. Completing questions and submitting surveys

18. When a survey has been completed, click on the **I'm Finished** button. If not completed, surveys can be saved as drafts by clicking the **Finish Later** button. Click the **Cancel** button to leave the survey and return later. Note that if you click Cancel, no changes will be saved.



## 19. Using the Calendar Feature

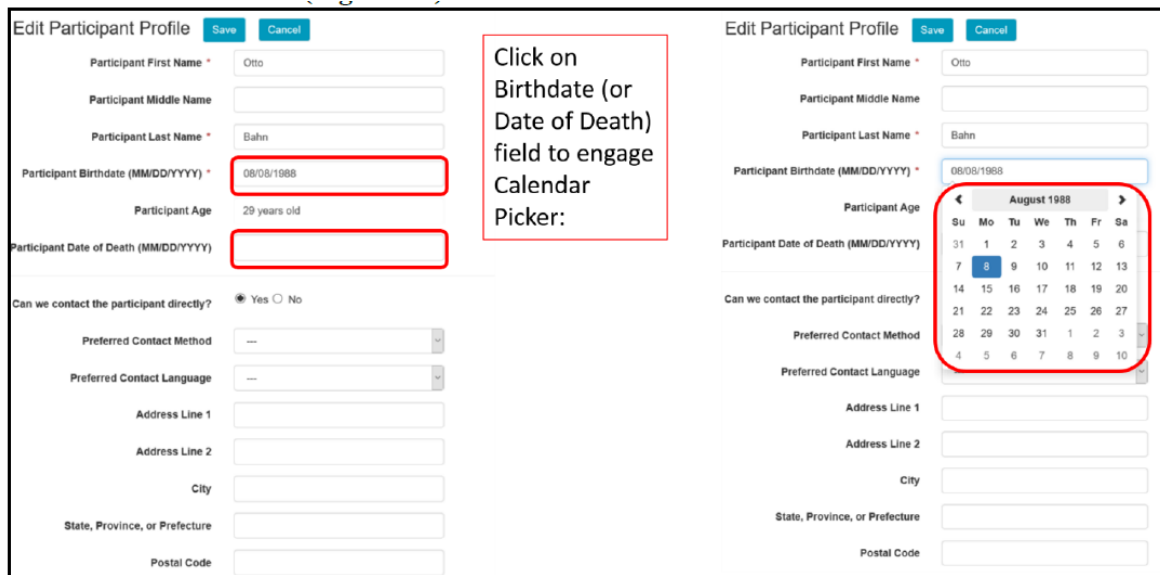
The registry platform supports date entry via a calendar feature.



The screenshot shows a form with several fields. The 'Participant Birthdate (MM/DD/YYYY) \*' field is highlighted with a blue border and contains the text '11/08/1990'. A calendar widget is open, displaying the month of November 1990. The calendar has a grid with days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates. The date '8' is highlighted in blue. Other fields visible include 'Participant Age', 'Participant Date of Death (MM/DD/YYYY)', 'Can we contact the participant directly?', 'Preferred Contact Method', and 'Preferred Contact Language' (set to 'Spoken English').

Figure 15. Date Field Displaying Calendar Widget

To use the calendar feature, click on the date field.



The screenshot shows the 'Edit Participant Profile' form. The 'Participant Birthdate (MM/DD/YYYY) \*' field is highlighted with a red border and contains the text '08/08/1988'. A calendar widget is open, displaying the month of August 1988. The date '8' is highlighted in blue. A red box highlights the calendar widget. A text box with a red border contains the text: 'Click on Birthdate (or Date of Death) field to engage Calendar Picker:'. Other fields visible include 'Participant First Name \*', 'Participant Middle Name', 'Participant Last Name \*', 'Participant Age', 'Participant Date of Death (MM/DD/YYYY)', 'Can we contact the participant directly?', 'Preferred Contact Method', 'Preferred Contact Language', 'Address Line 1', 'Address Line 2', 'City', 'State, Province, or Prefecture', and 'Postal Code'.

Figure 16. Using the Calendar Feature

To easily scroll through the calendar options, click on the header field. Clicking on the month will populate all the months. Clicking on the year will produce more years, etc. Use the left and right arrows to navigate to the desired time point.

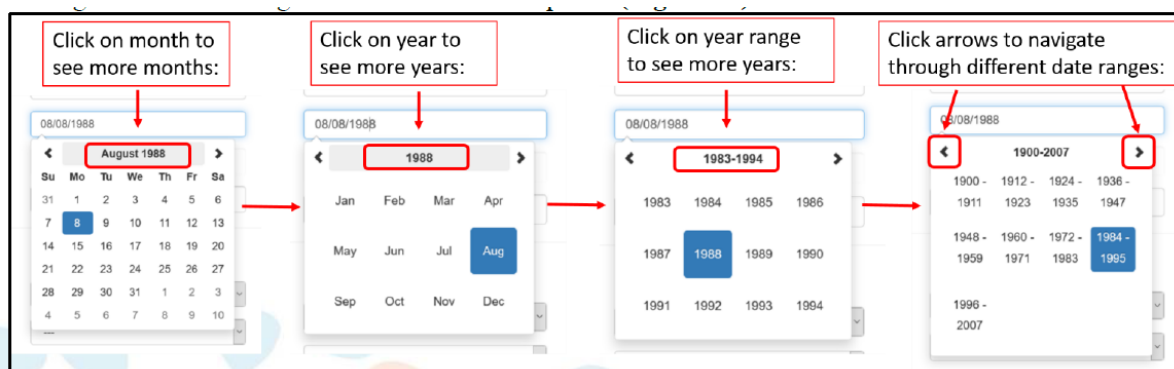


Figure 17. Calendar scrolling options

Note that dates can also be typed directly into the calendar field.

## 20. Updating and Retaking Surveys

Some surveys will be available to edit after submission and others will be set to a regular retake, or *longitudinal*, schedule. This supports the study of the disease over time. You may opt in for email reminders when retakes are due.

### Surveys for Lisa Simpson

[Home](#) / [Participant Enrollment](#) / [Surveys for Lisa Simpson](#)

**Survey Progress:** 3 of 7 Surveys Completed  
42%

Initial Surveys (4)
Results (1)
Updatable (2)
Surveys to Retake (2)

#### Surveys Not Taken

Survey Title		Survey Version Date	Prerequisite Surveys
Diagnosis	Take	July 21, 2022	
Medical History	Take	July 18, 2022	
Treatment	Take	July 18, 2022	
Medical Reports	Take	July 18, 2022	

Figure 18. Participant Survey List

To update a survey, click on the **Updatable** tab and click the **Edit** button next to the survey. The survey will populate with the previous answers. Simply edit any information that has changed.

**Surveys for Homer Simpson**

Home / Participant Enrollment / Surveys for Homer Simpson

**Survey Progress: 1 of 7 Surveys Completed**  
14%

Initial Surveys (6) **Updatable (1)** Surveys to Retake (1)

### Updatable Responses

You have completed these surveys and may now view your answers by clicking on the **View** button next to the survey title. You can update a previously completed survey by clicking on the **Edit** button.

Survey Title		Survey Version Date	Submitted Date	Last Updated Date	
Participant Profile	<a href="#">View</a>	January 13, 2020	March 6, 2020	Never	<a href="#">Edit</a>

Figure 19. Accessing Updatable Surveys

To retake a survey, click on the **Surveys to Retake** tab and click the **Retake** button next to the survey. Longitudinal surveys will be blank each time, to capture fresh unbiased information.

**Surveys for Homer Simpson**

Home / Participant Enrollment / Surveys for Homer Simpson

**Survey Progress: 1 of 7 Surveys Completed**  
14%

Initial Surveys (6) Updatable (1) **Surveys to Retake (1)**

### Surveys to be Retaken

These surveys are a part of the study schedule and require completion at varying intervals. A survey can be completed according to the date displayed in the Next Follow-Up column.

Survey Title		Last Taken Version Date	First Taken	Last Taken	Last Updated	Next Follow-Up
Participant Profile	<a href="#">Retake</a>	January 13, 2020	March 6, 2020	March 6, 2020	Never	March 7, 2020

Figure 20. Retaking Longitudinal Surveys