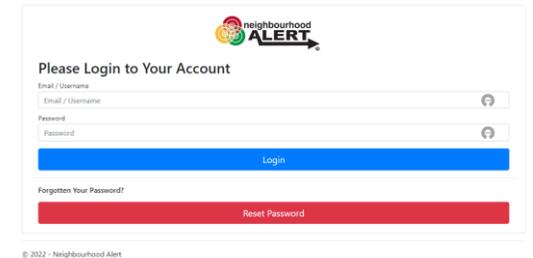


As you are a Coordinator, we are writing to explain how you can use the new system to engage with potential members, the changes that you may have seen using the system and other changes which may affect you and your scheme.

You will see there is a new screen when logging in to your members area.

Please go to <https://members.neighbourhoodwatchscotland.co.uk/Login> to sign in and enter your login details.

If you have forgotten your password or sign in details, then select Reset password.

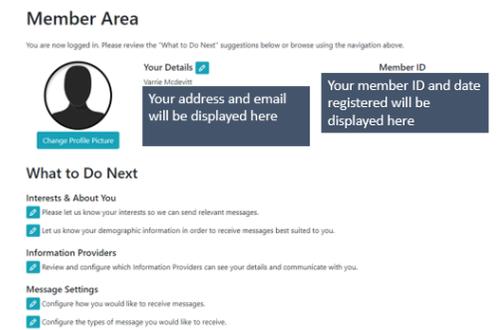


You will now see your membership screen.

On this screen you will have access to change your details, change your demographic information, interests, message preferences and who you receive information from.

Don't forget that as a Coordinator we recommend you select Neighbourhood Watch, Police Scotland, Fire & Rescue, Get Safe Online and any other options that appear for you, as these are area specific.

The reason we suggest you select all Information Providers, is because receiving as much information as you can from the partners, will enable you to encourage more action from your members which will in turn reduce risk.

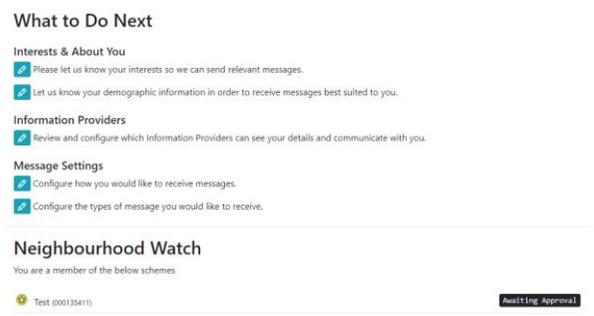


SCHEMES

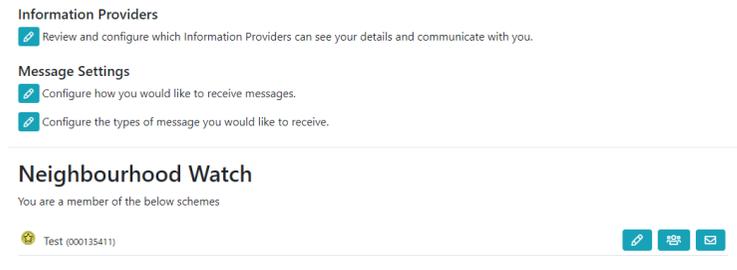
At the bottom of the screen you will be able to see your scheme.

If your scheme has **not been approved**, it will display **Awaiting Approval** and you won't be able to manage your scheme. Please contact us if this is the case and we will approve your Watch.

The reason for this change, is to enable schemes and Coordinators to be approved before they can be seen by new members.



If your scheme **has been approved**, you will see you have three options to choose from in the right hand side.



lets you edit your Watch details, view your scheme members and the option to add scheme members. You will also see the mapped area for your scheme. If the selected area is incorrect then please amend as necessary. If you are having trouble with mapping then please contact us and we can amend as per your instruction.



lets you view your scheme members, suggested members and invite Alert users local to you to join your scheme.



lets you send messages to scheme members.

Potential New Members

If/When your scheme is approved, you will be able to welcome new members, find suggestions of members that live within the area of your mapped scheme and message them in a much easier way than before.

If you click on the people icon () you will possibly see a list of potential members, all of whom you can invite into your scheme. If you would like to invite them to join, you can click on the green plus icon next to their name and they will be put into your scheme. They will receive an email to say that they have been placed in your scheme.

Approval of members

There is no longer a need to approve applicants wishing to join your scheme. There is however an option to remove them from your scheme, if necessary.

Member has added themselves to **Watch Name** Neighbourhood Watch scheme.

Dear Coordinator

Members name will display here added themselves to your Neighbourhood Watch scheme " **Watch name** Neighbourhood Watch".

If you do not think this member should be part of the scheme please click the link below.

<https://members.neighbourhoodwatchcotland.co.uk/NHW/ManageSchemes>

Regards

New Coordinator Guides to using the new system We understand all this change and information may be a little overwhelming, as is the case when any new system has been introduced. We will therefore be developing a guide for you over the coming weeks to download.