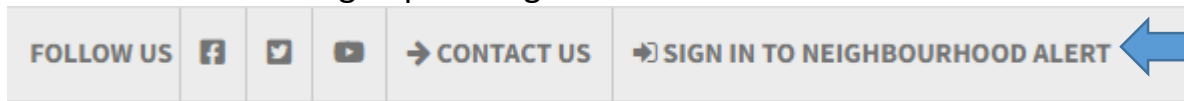


Create Recipient Lists in Alert Admin

1. Go to our website, www.neighbourhoodwatchscotland.co.uk, and from the top right hand corner select “Sign up to Neighbourhood Alert”

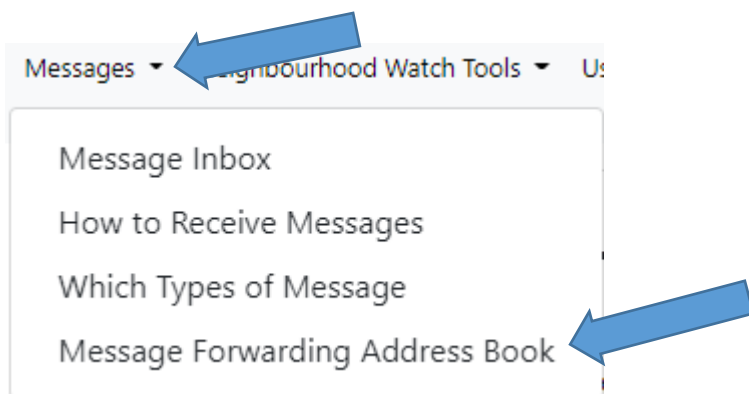


Or input the following web address into your browser,
<https://members.neighbourhoodwatchscotland.co.uk/Login>

2. You should now see the screen below where you can enter your username and password into the relevant fields

A screenshot of the login page. At the top is the 'neighbourhood ALERT' logo. Below it is the heading 'Please Login to Your Account'. There are two input fields: 'Email / Username' and 'Password', each with a circular refresh icon to its right. Below the fields is a blue 'Login' button. At the bottom, there is a link 'Forgotten Your Password?' and a red 'Reset Password' button.

3. From the top toolbar, click on the arrow beside “Messages”, you should now select “Message Forwarding Address Book”



4. From the Group Name section select the 


Message Sharing Address Book

Sharing Groups

Show entries

A screenshot of the 'Message Sharing Address Book' table. The table has two columns: 'Group Name' and '# In Group'. A blue arrow points to the 'Group Name' column header. Another blue arrow points to a green plus icon in the right margin of the table. The table body is empty, showing 'No data available in table'.

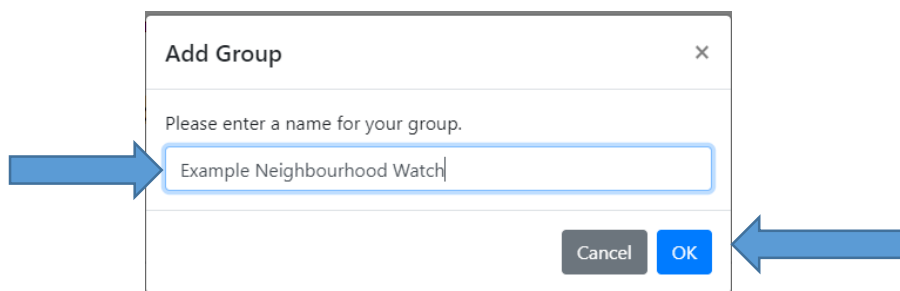
Group Name	# In Group
No data available in table	

 Showing 0 to 0 of 0 entries

Previous Next

5. The following screen should appear. You can now Create a Group Name e.g. Your Neighbourhood Watch name. Click ok once named.

You can add as many Groups as you wish by following steps 4 - 5



Add Group [X]

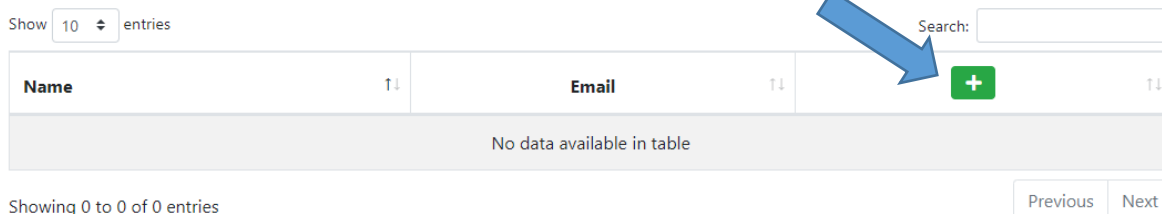
Please enter a name for your group.

Example Neighbourhood Watch

Cancel OK

6. From the Sharing Users section select the 

Sharing Users



Show 10 entries

Search: []

Name	Email	
No data available in table		

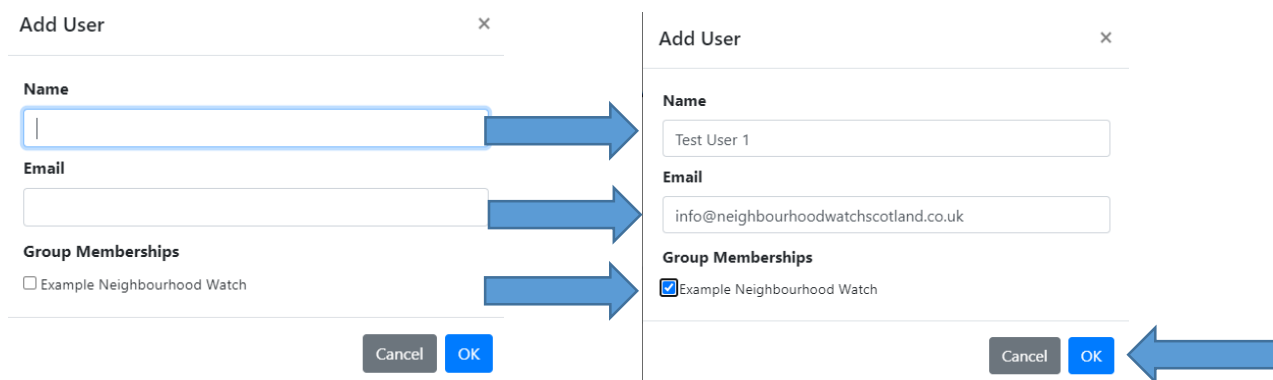
Showing 0 to 0 of 0 entries

Previous Next

7. The following screen should appear. You can now add recipients. Enter the Name of the recipient and their email address.

Under Group Memberships you will see the Group(s) you have created. Put a tick in the Group(s) you wish this person to be added to then select OK.

You can add as many Users as you wish by following steps 6-7.



Add User [X]

Name

[]

Email

[]

Group Memberships

☐ Example Neighbourhood Watch

Cancel OK

Add User [X]

Name

Test User 1

Email

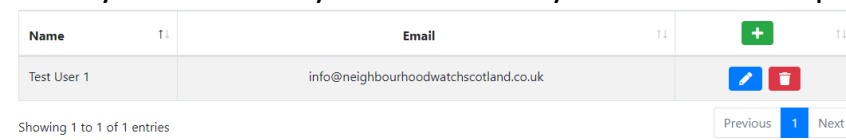
info@neighbourhoodwatchscotland.co.uk




Group Memberships

☒ Example Neighbourhood Watch

Cancel OK

8. Once you have everyone added they will be listed as per the example below:



Name	Email	
Test User 1	info@neighbourhoodwatchscotland.co.uk	  

Showing 1 to 1 of 1 entries

Previous 1 Next