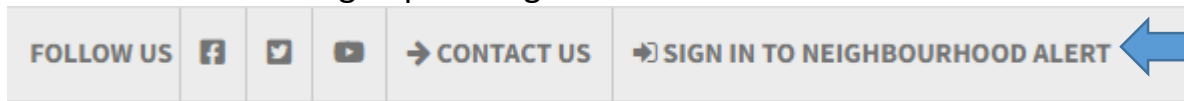Create Recipient Lists in Alert Admin

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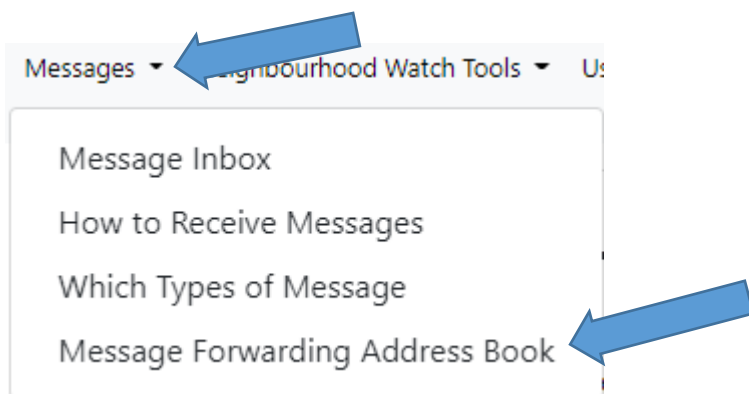

Or input the following web address into your browser, https://members.neighbourhoodwatchscotland.co.uk/Login

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

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 ➕

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	×
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: [   ]

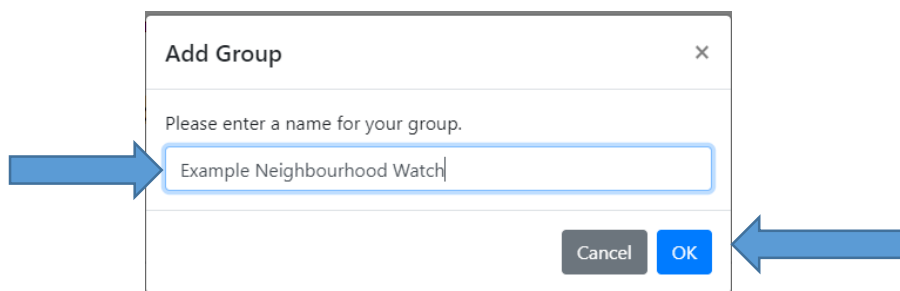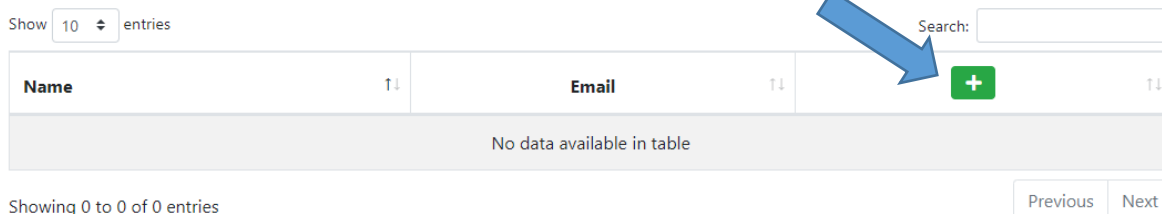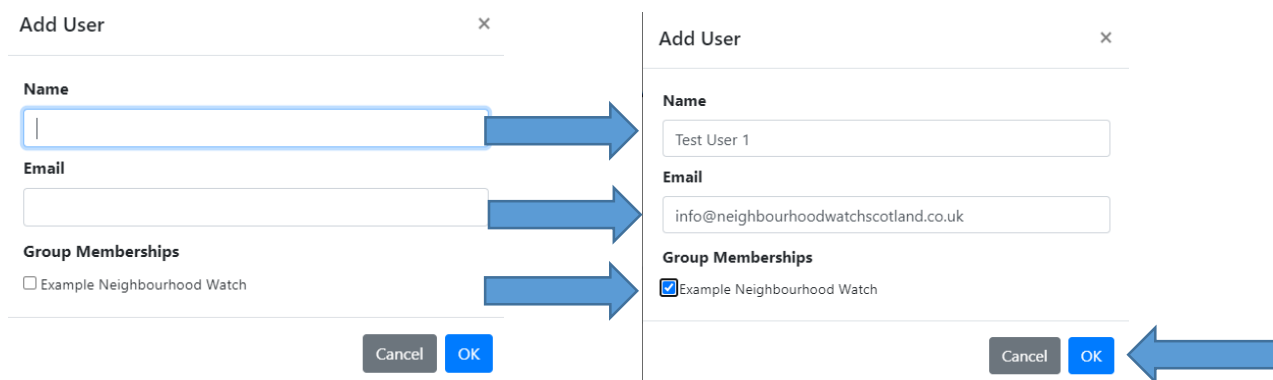| Name	↑↓	Email	↑↓	+	↑↓
		No data available in table			

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	×
Name	
[ ]	
Email	
[ ]	
Group Memberships	
☐ Example Neighbourhood Watch	
Cancel OK	

Add User	×
Name	
Test User 1	
Email	
info@neighbourhoodwatchscotland.co.uk	
Group Memberships	
☑ Example Neighbourhood Watch	
Cancel OK	
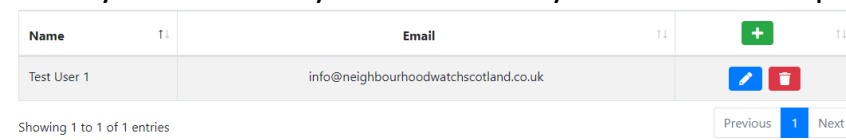
8. Once you have everyone added they will be listed as per the example below:

Name	↑↓	Email	↑↓	+	↑↓
Test User 1		info@neighbourhoodwatchscotland.co.uk		🖊 🗑	

Showing 1 to 1 of 1 entries   Previous 1 Next