

How to Set up a Neighbourhood Watch Scheme on Cheshire Police Alert Step-by-Step Guide

1. Log into your Cheshire Police Alert account via www.cheshirepolicealert.co.uk.
2. In the Member Area, scroll down to the bottom of the page and click 'Create a new Scheme'.

The screenshot shows the 'Member Area' of the Cheshire Police Alert website. At the top, there is a navigation bar with 'Home', 'Your Information', 'Messages', 'Neighbourhood Watch Tools', 'Use of Your Data', and 'Log Out'. The main content area is titled 'Member Area' and includes a profile picture placeholder, 'Your Details' (Fred White, Adlari Chester Road, Tattenhall, Chester, CH3 9AH, Email: heatherthompsonrttp@gmail.com), and 'Member ID' (001696379). Below this is a 'What to Do Next' section with links for 'Interests & About You', 'Information Providers', and 'Message Settings'. The 'Neighbourhood Watch' section lists 'Suggested Schemes' with 'Join >' buttons. At the bottom, there is an 'Apply to Create a new Scheme' section with a 'Create a new Scheme' button. A yellow arrow points to this button.

3. Read and accept the terms and conditions, click 'Apply to Create a New Scheme'.

The screenshot shows the 'Become a Full Neighbourhood Watch Member' page. It includes a heading, introductory text, and a paragraph of terms and conditions. Below the text is an 'I Agree' checkbox and an 'Apply to Create a New Scheme' button. Two yellow arrows point to the checkbox and the button.

4. Complete the web form for creating a new scheme;

- Scheme Name** - we suggest using *Town name – Street Name Neighbourhood Watch Scheme* for example Northwich – John Street Neighbourhood Watch Scheme.
 - Display in Scheme Lookup switch – IMPORTANT:** toggle this to 'on' so that your scheme can be found on the website.
 - Scheme Description** – we suggest: *'Our scheme is open to all residents living on [Street], [Town/Village]. We share local community safety information, encourage neighbourliness and support our local Cheshire Police team. Our Watch Scheme makes us a safer and stronger community. If you don't live in our scheme area contact: cheshirenw@outlook.com.'*
 - Scheme Number** and **Scheme Website** – it's not necessary to complete this.
 - Coordinator Image & Bio** – you do not have to have an image. A brief bio can be helpful and we suggest: *'I am a local resident who is a volunteer, registered, Neighbourhood Watch Co-ordinator. I cascade crime updates and other information, from the police and community safety agencies, to our neighbours and act as a confidential special point of contact, encouraging residents to look out for each other, report suspicious incidents to the police and to give special consideration to vulnerable neighbours. I work in conjunction with our PCSO and other local co-ordinators.'*
 - Display Bio** switch – remember to toggle this to 'on' if you want your bio to be visible to members.
- Click on the map to enable the drawing tool and create a boundary around the area of your scheme. You may find it easier if you click on the 'Hybrid' option before drawing your scheme coverage.
 - Click 'Save Data'.