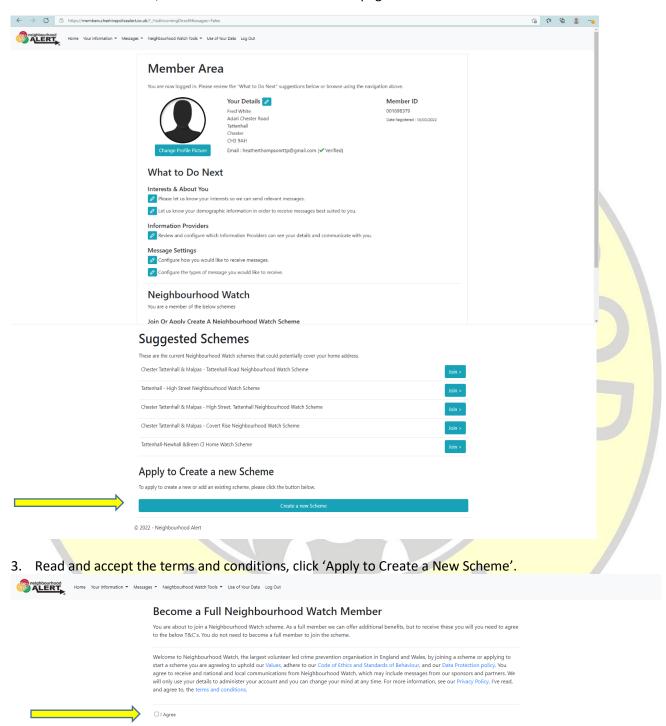
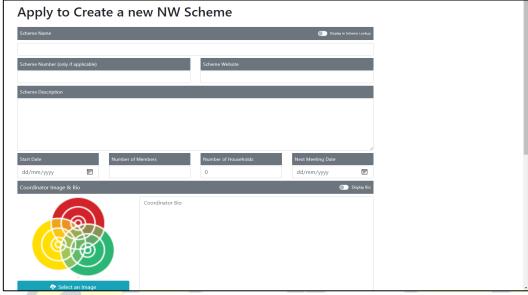
How to Set up a Neighbourhood Watch Scheme on Cheshire Police Alert Step-by-Step Guide

- 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'.



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



- a) Scheme Name we suggest using Town name Street Name Neighbourhood Watch Scheme for example Northwich John Street Neighbourhood Watch Scheme.
- b) Display in Scheme Lookup switch IMPORTANT: toggle this to 'on' so that your scheme can be found on the website.
- c) 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.'
- d) Scheme Number and Scheme Website it's not necessary to complete this.
- e) 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.'
- f) Display Bio switch remember to toggle this to 'on' if you want your bio to be visible to members.
- 5. 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.
- 6. Click 'Save Data'.

