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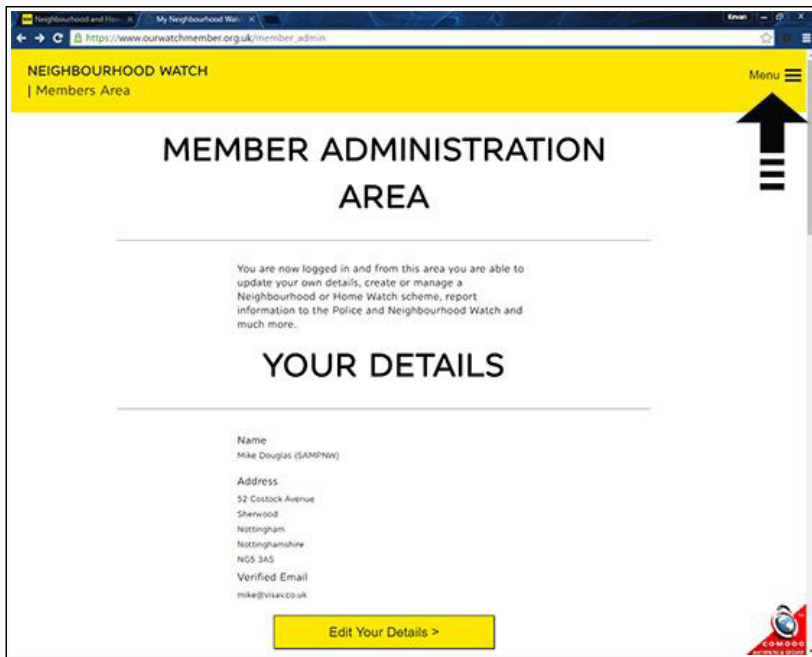
[VISAV Help Centre](#) > [End-user \(Member\) tools](#) > [Scheme Coordinator](#)

## Scheme Administration Overview

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# SCHEME ADMINISTRATION OVERVIEW

Scrolling down your home page underneath *'Your Details'* is the *'What To Do Next'* section. Or, if you prefer, you can click the *'Burger Menu'* button (top right of the screen) to access all the facilities on a single screen.

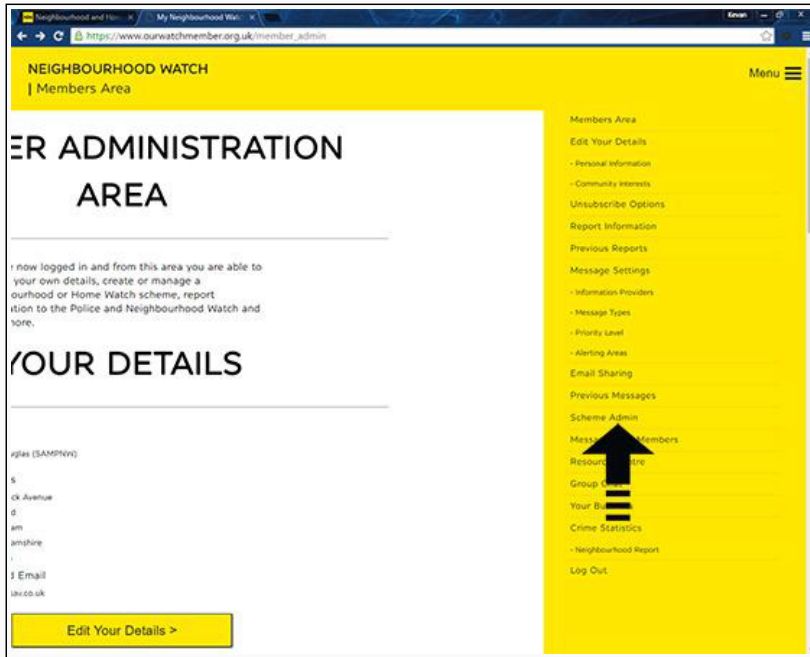


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- [Creating a Scheme](#)
- [Edit Scheme](#)



Several of the options are for your personal settings and are outside the remit of this guide (which will concentrate on managing your scheme).

Click the '**Scheme Admin**' option ...

Note: If, at any time, the menu is visible and you wish to hide it, re-click the '**Burger Menu**' button (top right of the screen)

This takes you to your Scheme Admin screen.

**NEIGHBOURHOOD WATCH**  
Members Area

## TOP OF COSTOCK AVENUE, SHERWOOD

**Scheme Description**  
The below text is a brief description of your scheme this is visible to potential members that are looking to join your scheme.  
"Costock Avenue Neighbourhood Watch scheme in Sherwood, Nottingham. A casual but effective scheme centred around one end of Costock of Sherwood but open to all residents to the avenue. If you live on Costock Avenue, please make contact or apply to join, you will be welcome."

**Scheme coverage area**  
The below map shows the current coverage area set for your scheme.

**Coordinator Bio**  
"Mike Douglas lives and works in Sherwood, Nottingham. He started the Costock Avenue scheme in 2008 after experiencing problems with anti social behaviour and when several houses were burgled."

### SCHEME ADMIN OPTIONS

- [Edit your scheme name, map and description](#)
- [Check your scheme membership](#)
- [Approve new applicants](#)
- [Scheme email](#)
- [Invite others to join this scheme](#)

© Copyright NHWN, All Right Reserved 2016 Charity No: 1142747 Company Number: 7592594  
Powered by the Neighbourhood Alert: community messaging system, social media management and survey tools.

### From this screen you can:

- Edit your scheme details (name, description and map coverage)
- Manage your scheme members
- Approve new scheme applicants
- Manage Scheme emails (view previously received, create a new message)
- Invite new members (to your scheme, to the system)

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