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Scheme Coordinator: Overview

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SCHEME COORDINATOR OVERVIEW

Your '**Member Administration Area**' can be accessed in two ways:

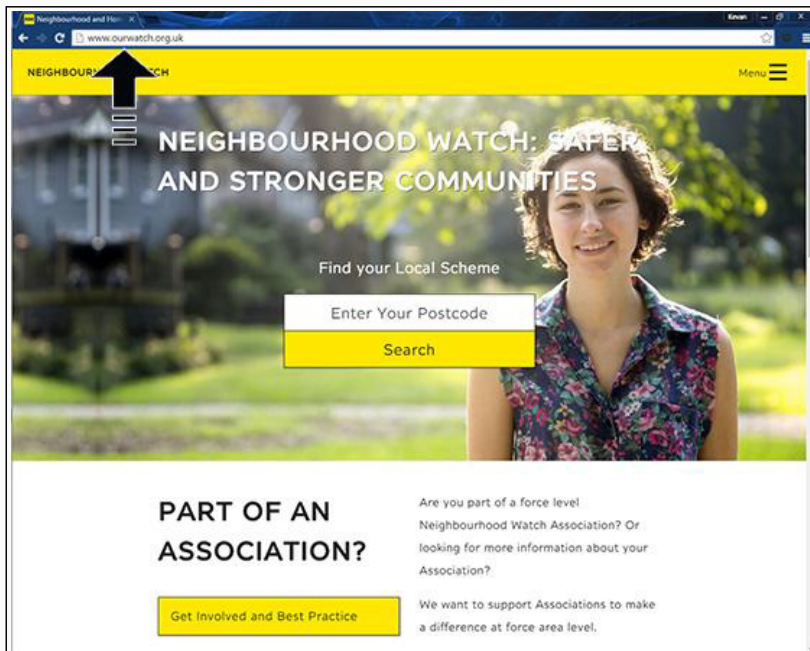
- Via the Alert Portal through which you joined the system
- or
- Via the National Neighbourhood and Home Watch Network Website

For the purpose of this training guide, screengrabs from the National site will be used showing a real live scheme in Sherwood, Nottingham.

Step 1

Go to the National Neighbourhood and Home Watch Network Website at:

<http://www.ourwatch.org.uk/>



Step 2

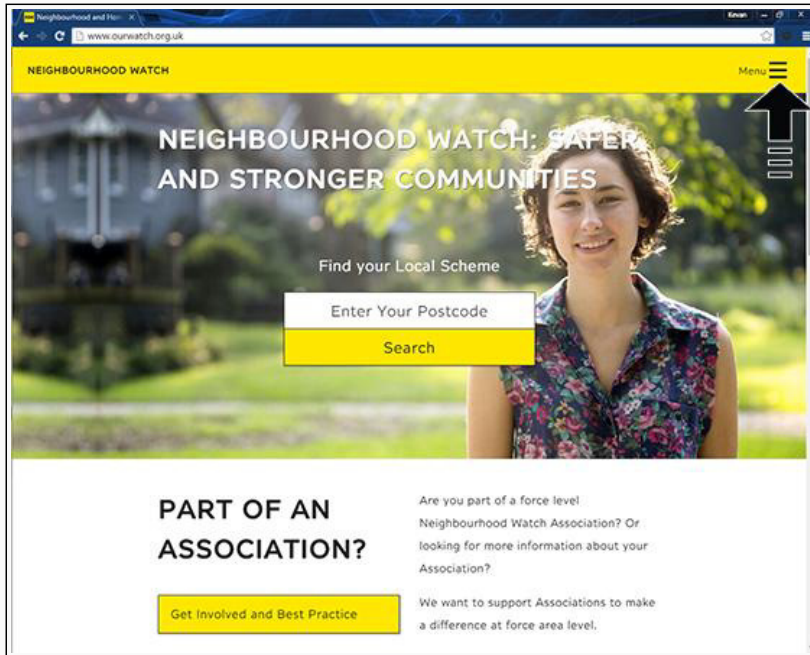
Click on the '**Burger Menu**' icon.

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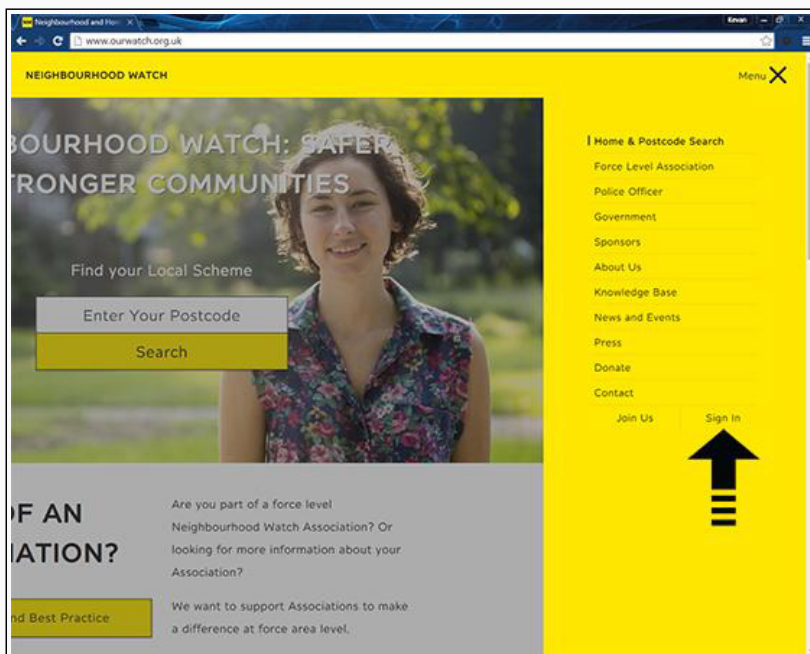
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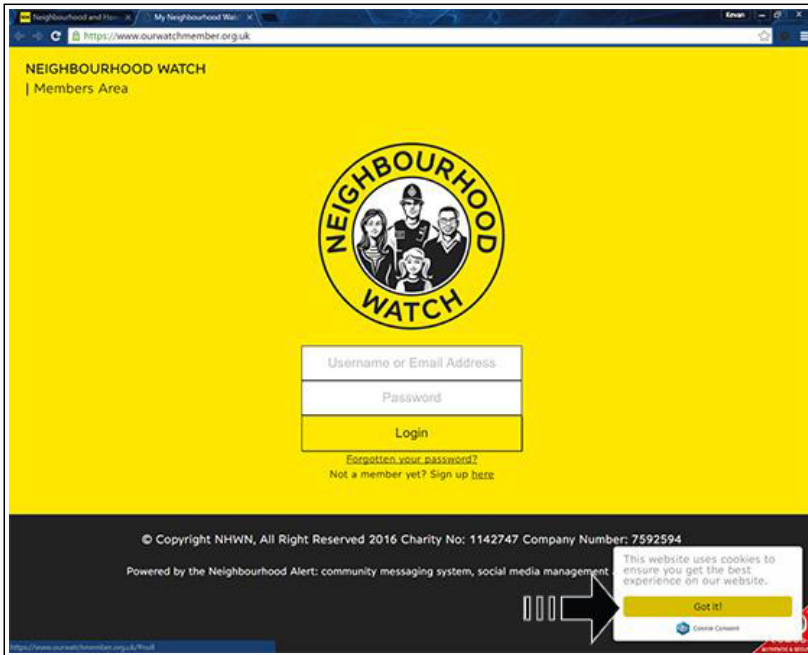
Step 3

Click the '**Sign In**' link.



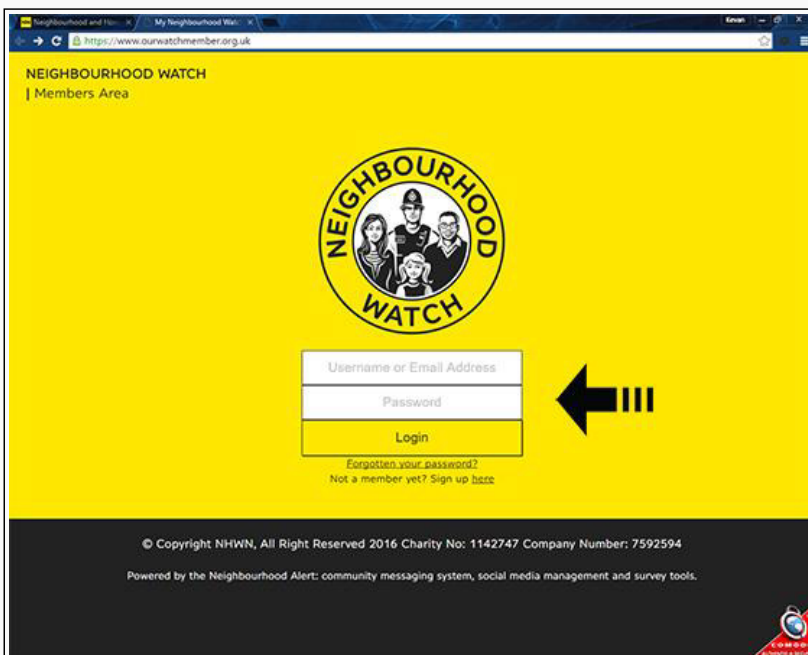
Step 4

Click on the '**Got it!**' button to accept cookies used on the site.



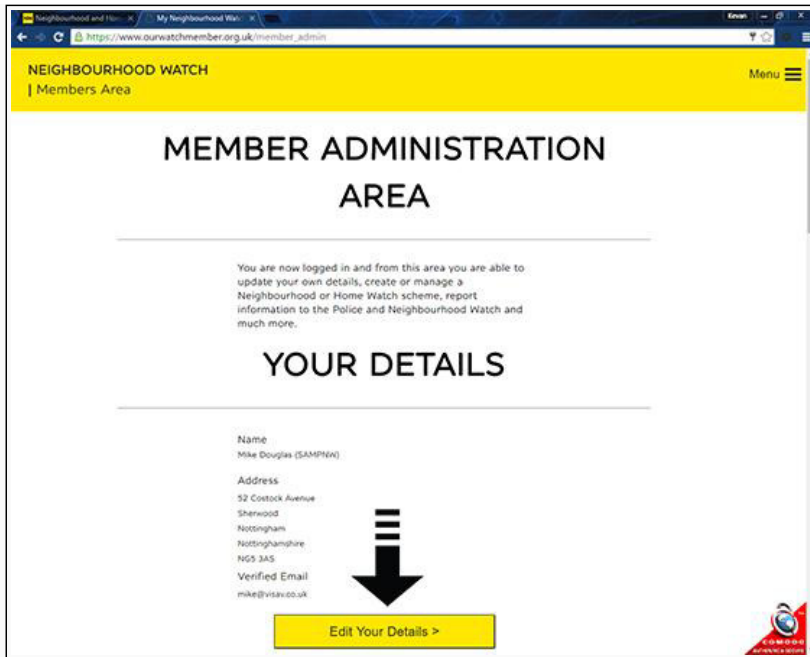
Step 5

Enter your Username / Email Address and Password then click the '**Login**' button.



This takes you to your '**Membership Administration Area**' Home Page Landing Area.

The term '**Landing Area**' refers to that part of the page which is visible immediately for, as you will see, the page is scrollable - offering various options/tasks (which are also available from the '**Burger Menu**' on the left).



The screenshot shows a web browser window with the URL https://www.ourwatchmember.org.uk/member_admin. The page header is yellow with the text "NEIGHBOURHOOD WATCH" and "Members Area". The main heading is "MEMBER ADMINISTRATION AREA". Below this, a message states: "You are now logged in and from this area you are able to update your own details, create or manage a Neighbourhood or Home Watch scheme, report information to the Police and Neighbourhood Watch and much more." The section is titled "YOUR DETAILS" and lists the following information: Name: Mike Douglas (SAMPNIX), Address: 52 Costock Avenue, Sherwood, Nottingham, Nottinghamshire, NG5 3AS, Verified Email: mike@visav.co.uk. A large black arrow points down to a yellow button labeled "Edit Your Details >". A small logo is visible in the bottom right corner of the page.

You are immediately presented with your details which are stored on the system.

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