



Neighbourhood Support North Shore Incorporated Online Database 'How To' Guide

Kia Ora and Welcome **Whānau!**

Thank you for taking the time to learn how to use our new online Gets Ready database. Gets Ready is a purpose-built web system where residents can securely record their contact details and any special needs, resources, and skills they want to share, to help their local community look after each other during an emergency. For more information please visit <https://northshore.getsready.net/memberfaq/>

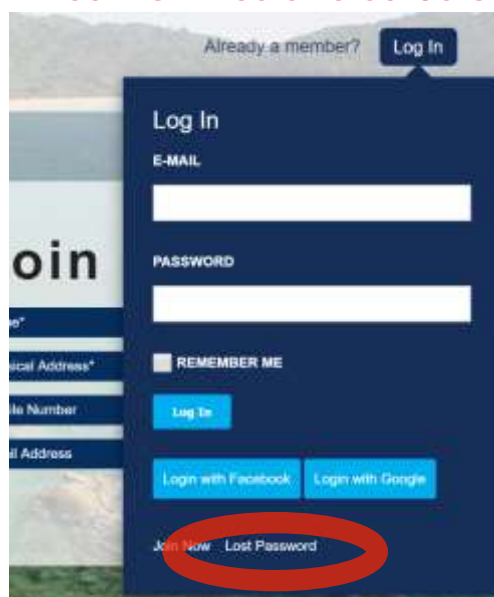
Log In

Once your account has been successfully activated and you have created a password, head on over to northshore.getsready.net and click the LOG IN button on the top right hand side of the screen:



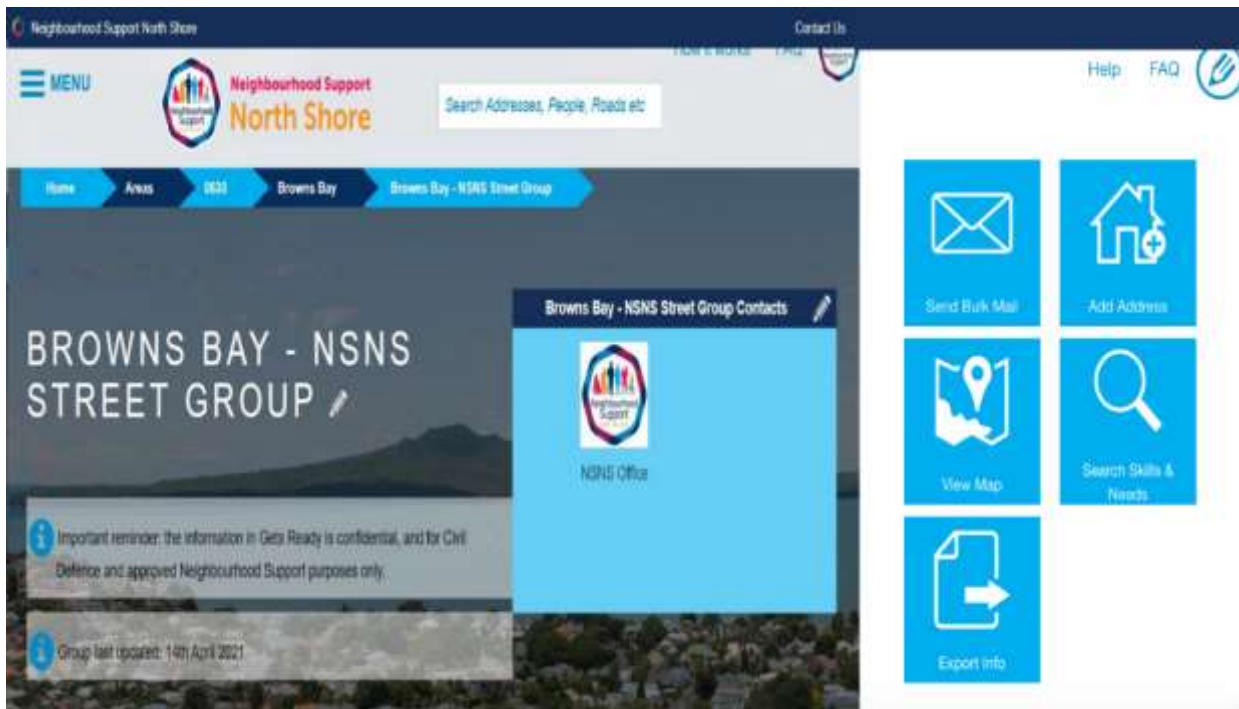
Add your email address and new password, press LOG IN.

Please note: if you have lost your password or your access code has expired click on LOST PASSWORD as circled below to reset it.



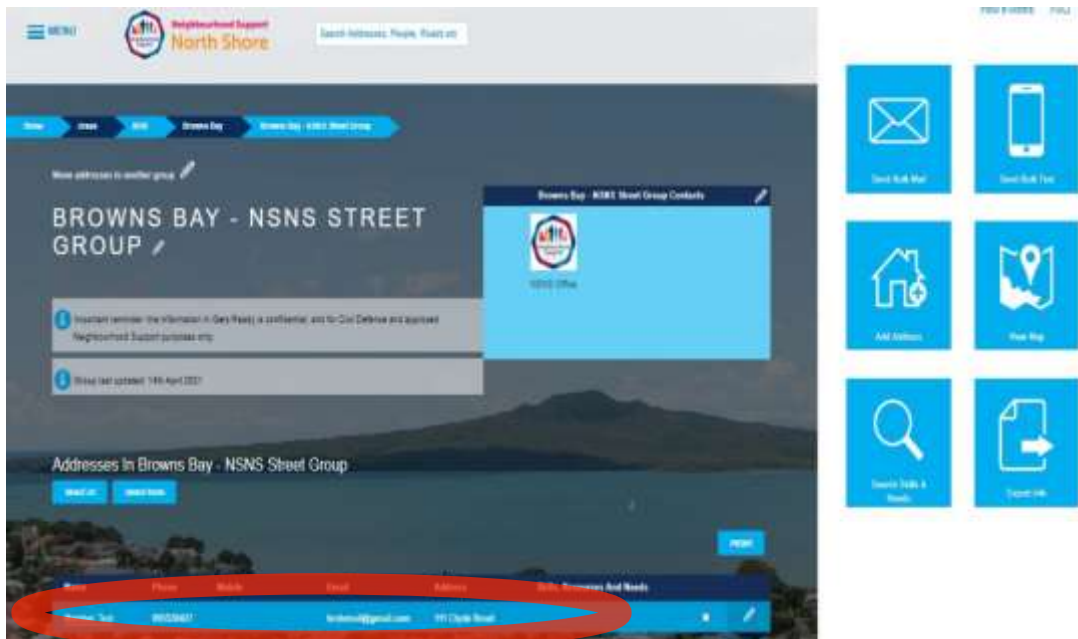
Home Screen

Once logged in you will be directed to your group contact account, the page will look similar to the below example and will show details of your street.



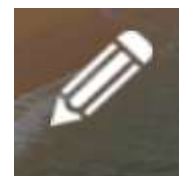
Update your information

On this page you will be able to update your own information. Just click on your profile and you'll be redirected to a page which will look similar to the one below. It will contain your address and contact information.



By clicking on the PENCIL ICON you can add or edit information such as

- Landline,
- Skills, e.g. First aider
- Needs, e.g. elderly
- Resources, e.g. generator
- Comments, or
- Total People Living at Your Address.



Only one name can be entered as the primary contact. If you have more than one person living in a household, it would be best to record their information separately by clicking **ADD ANOTHER PERSON**.



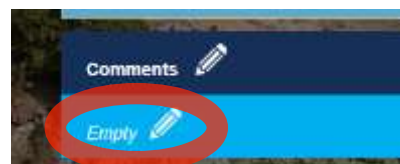
In order to remove or delete a member who is no longer part of your household simply click on the X button next to their details.



Only the **Street Contact** will be able to see the information of the entire group members on **GETS READY**. If you would like to share you contact information with others in your group, please inform your Street Contact.

Skills, Needs & Resources

When adding to the SKILLS, NEEDS & RESOURCES in your profile you may find that there are none that suit your household. We will continue working on reviewing and collecting this information to keep these as up to date and relevant as possible. In the meantime, add any other information to the COMMENTS section of your profile.



Please also email us with your recommendations and we will list them for review.

For additional support please contact
Neighbourhood Support North Shore Office.

admin@neighbourhood.org.nz

022 675 9431 | 09-353 0427

neighbourhood.org.nz