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

Kia Ora and Welcome Street Contacts!

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/

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Step 1: Log In

Once your account has been successfully activated and a password has been created, 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 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.

Reviewed 14/04/2021
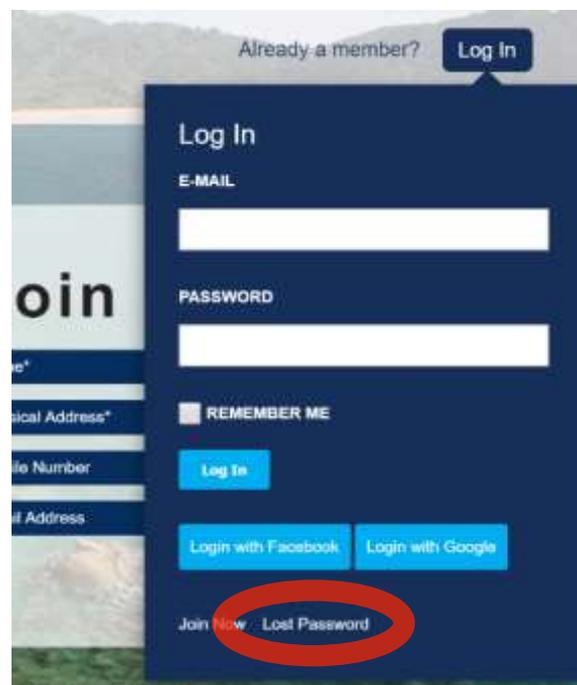
Step 2: Home Screen

Once logged in you will be directed to your Street Group home page. The page will look like the example below and will show details of the street you are a contact for. On this page you will be able to update your own information and the information of your street members. You will also see 5 icons on the left-hand-side toolbar. These icons will allow you to do things like:

- send BULK EMAILS to your group,
- ADD ADDRESS,
- VIEW MAP of members in your street,
- SEARCH SKILLS, **NEEDS & RESOURCES** in your group, and
- Allow you to EXPORT INFO.
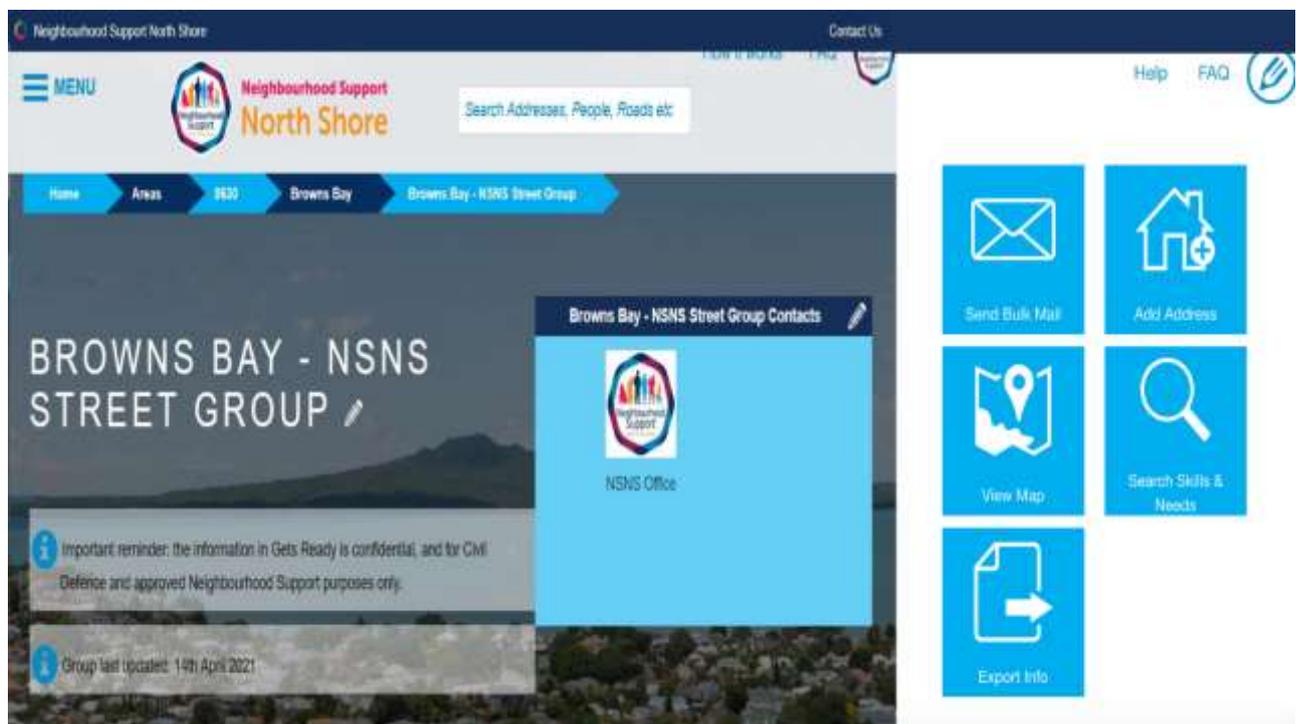
There is also a PRINT button situated above and below the contact list. We will go into more detail about these later in the guide.
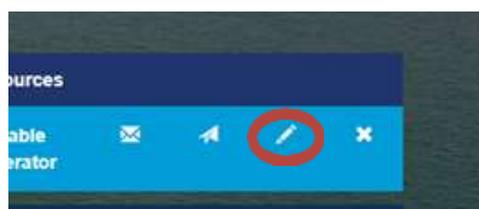
Step 3: Update your information

To update your own info, click on your profile. You will be redirected to a page which will look like the one below. It will contain your address and contact information. By clicking on the PENCIL ICON you can add information such as "Total People Living at Your Address," Landline, and other information on your profile.
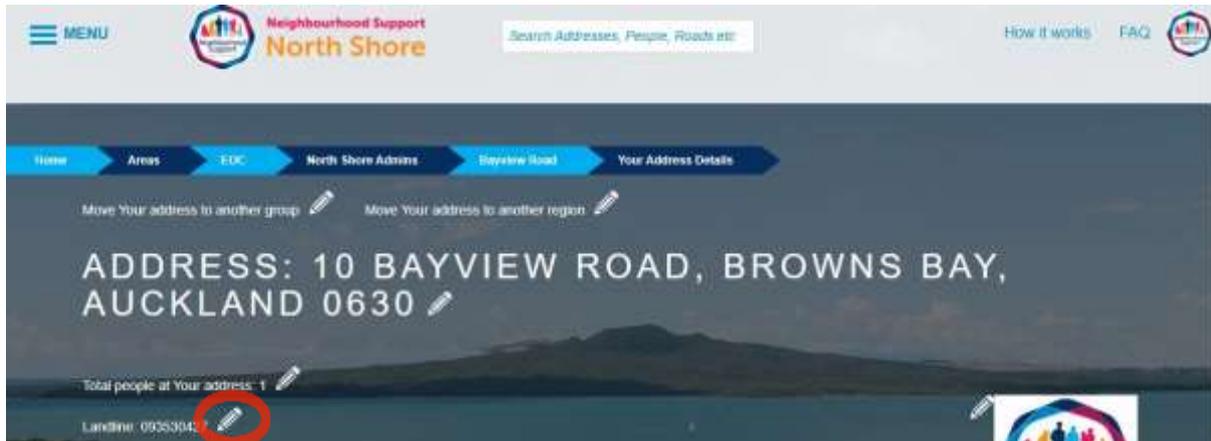
Only one name can be entered as the primary contact. If you have more than one person living in a household, it would be best to record their information separately by clicking ADD ANOTHER PERSON.


Click on the PENCIL ICON situated on the right-hand-side of your personal information bar, to update information such as name, number, email address, skills, needs and resources.

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Step 4: Update **member's** information

To update or check the information of the members in your street group, go back to the home screen where you will find a CONTACT LIST containing all the members in your street group and their contact details (as highlighted below). We kindly ask that you open each one and check that all the information is correct. If not please edit the incorrect details.
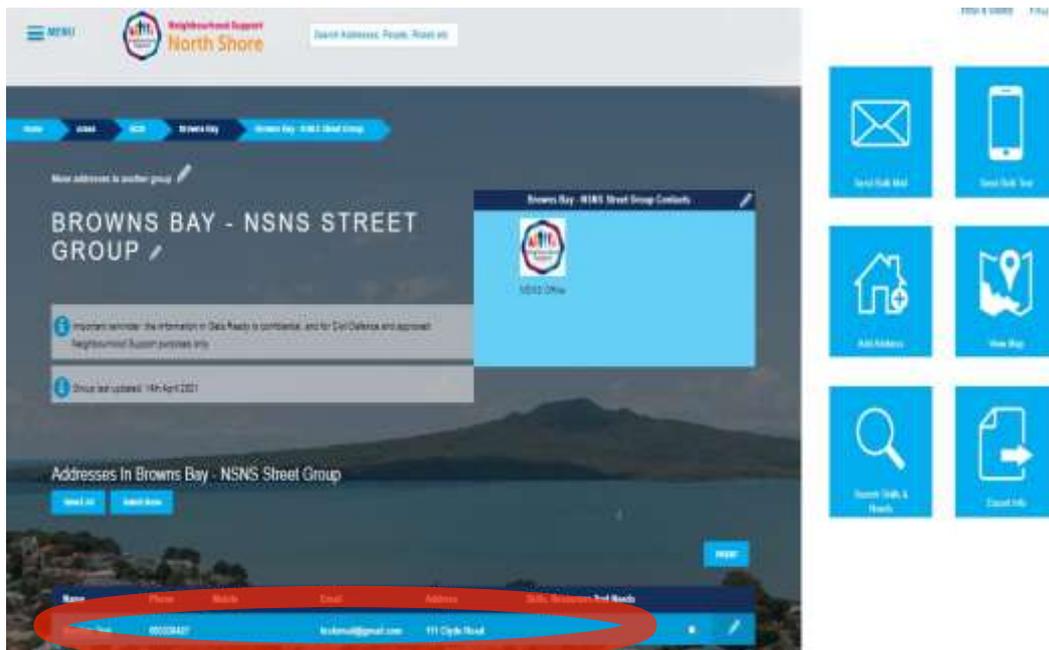

Once you have clicked on an individual in your CONTACT LIST you will be redirected to <u>their</u> profile page which looks like the one below. It will contain the address of the individual and their contact/other information. Their information can be edited using the PENCIL ICON, exactly as you would edit your own.
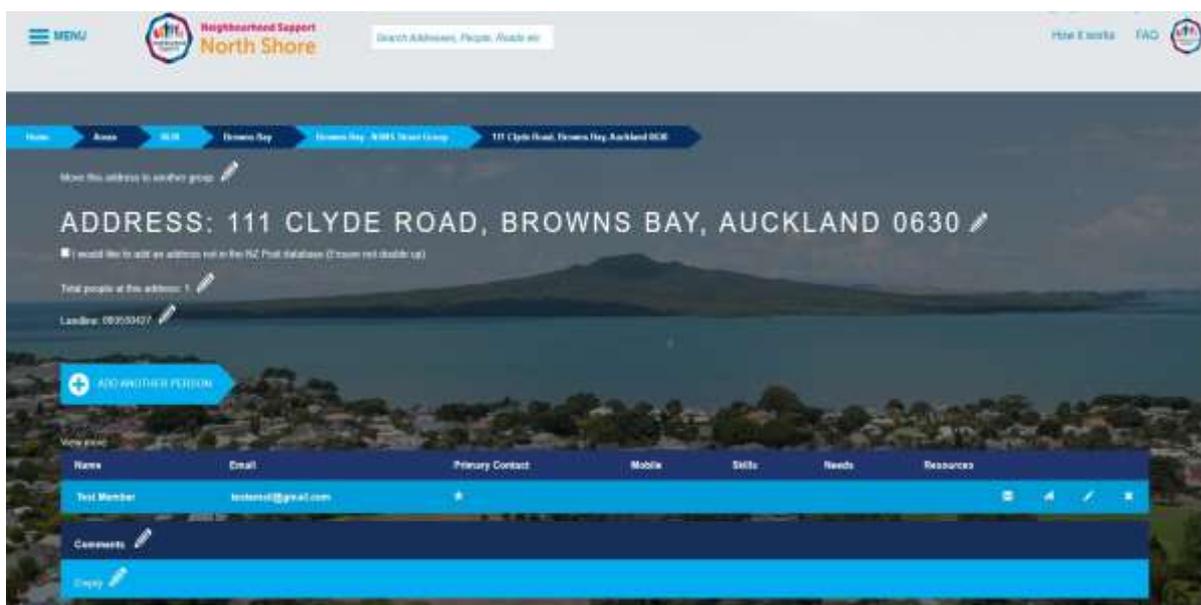
Step 5: Removing a member from your street group

To remove or delete a member who is no longer part of your group click on the X button next to the primary contact's name. This will delete the entire household of that member.

IMPORTANT: If you would no longer like to be a Street Contact please contact our Neighbourhood Support North Shore office. We will remove you from the group and/or help allocate a new Street Contact to the group.
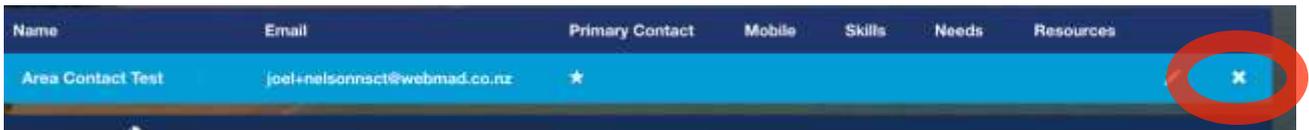

Step 6: Adding members without a mobile number or email address

A message may appear on your screen while adding members who do not have a mobile number and/or email address. It is recommended that you provide this information so that members can be contacted in case of an emergency and for them to receive monthly Intel. However, this information may not be available to you. In this case click CONFIRM JOIN and proceed. You can always add the missing information later.

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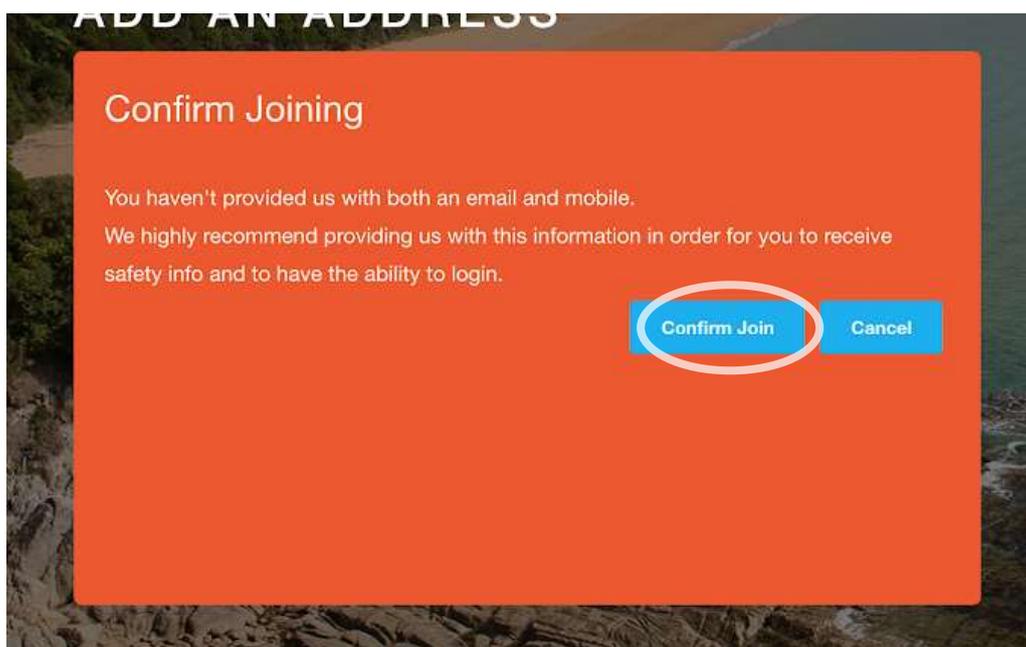
Step 7: Printing and exporting information.

Only Street Contacts will be able to see the information of their members on GETS READY. DO NOT share your password with anyone to login on your behalf! If you would like to share contact information with others in your group, and you have prior consent from each member to do so, you can download a .pdf version which can be attached to an email and sent to your members. You can do this by

- Clicking on the PRINT icon found above and below your CONTACT LIST and either printing several paper copies to distribute to your members.
- Or changing the DESTINATION on your print screen to saving as a .pdf document and emailing to your members.
- The Street Contact can also download an Excel spreadsheet by clicking on the EXPORT INFO icon found on the bottom left hand side of the screen (as pictured below).

When sharing your group **member's** details with others please keep in mind that you are responsible for the confidential information you hold and distributing and any information leak to unauthorized persons or parties could lead to a compliance notice being issued under the Privacy Act 2020.

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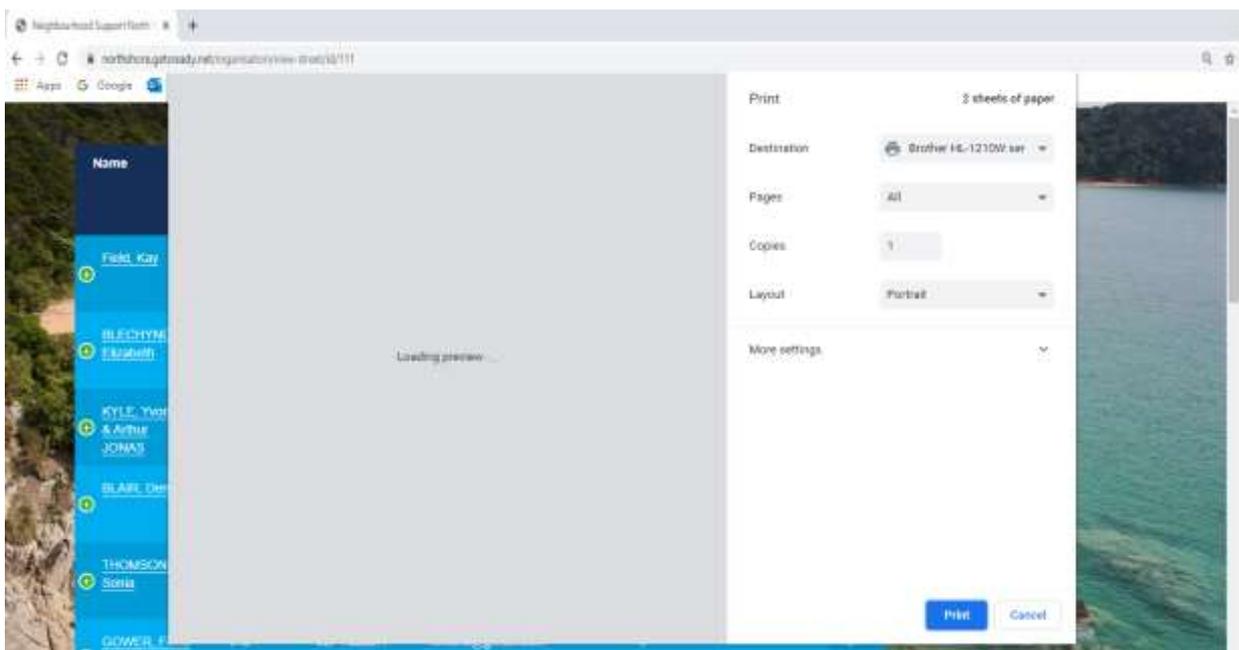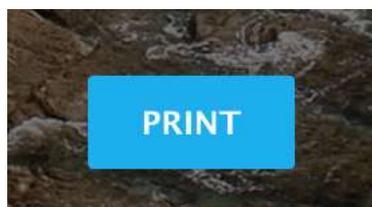
TIP: To see all members' information on a full screen, click the PRINT button. When the print pop up appears exit out by clicking on the CANCEL tab of it and you will see all the details of your members without having to click into them individually.

Step 8: Icon Tool Bar

Going back to your home screen you will see a series of icons.
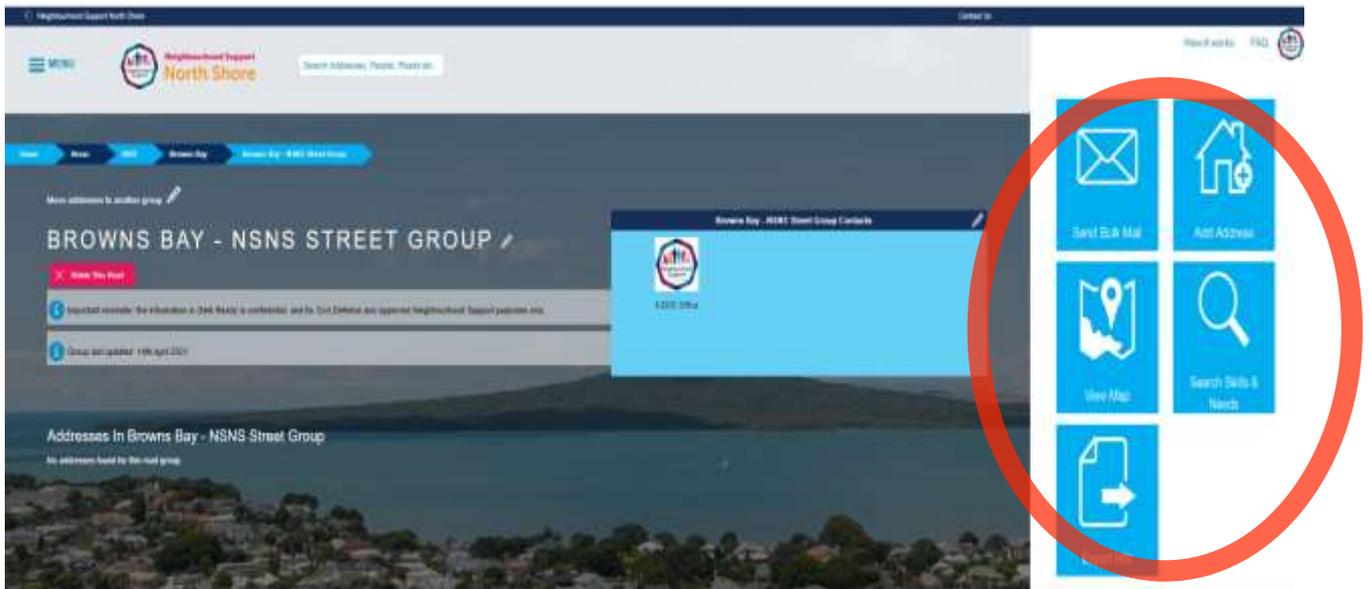
These will allow you to do things like send
- BULK EMAILS to your group,
- ADD ADDRESS,
- VIEW MAP of members in your street,
- SEARCH SKILLS, NEEDS & RESOURCES in your group
- And allow you to EXPORT INFO.

BULK EMAILS: some of you may prefer to have an email list of your members in your own email account to send out messaging and crime maps. It is also possible to use the BULK EMAIL option to send out Crime Intel and other messaging. We recommend having a play and finding out what works best for you and your group.

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Step 9: Skills, Needs & Resources

When adding to the SKILLS, NEEDS & RESOURCES in your profile you may find that there are none that suit your household or group. We will be 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.
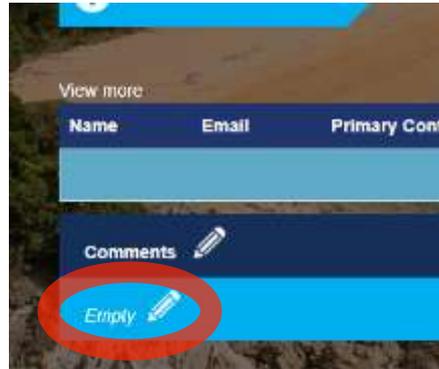
Please also email us with your recommendations and we will list them for review.

For additional support please contact
Neighbourhood Support North Shore Office.
admin@neighbourhood.org.nz
022 675 9431 | 09-353 0427
neighbourhood.org.nz

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