Joining Wiltshire Neighbourhood Watch

# New member – not Community Messenger member

1. Go to website wiltshireNHW.org
2. Click Join
3. Complete form
4. Read terms & conditions
5. Click Capture - I'm not a robot
6. Click to Sign-up
7. Complete form, including choice of which organisation will send alerts. Recommend minimum of Neighbourhood watch & police
8. Click on “Click here to compete registration"
9. You can update interests, but you can also do this later, so click on "Skip for now"
10. Go to your emails and find the verify email that you should have received
11. On verifying your email, you will be taken to the "Member Administration Area"
12. Last item allows one to join or set up a scheme.

***If you are a member of community messaging and wish to join a scheme login on the wiltshireNHW.org website using your Community Messaging login email and password – then follow the steps on Joining an existing scheme.***

# Joining an existing scheme

1. From Membership Administration page find join a scheme option.
2. Select scheme to join
3. Click "Apply to join scheme"
4. An email will be sent to scheme coordinator telling them to login to WiltshireNHW.org and approve new applicants from the "Manage your scheme membership option.”
5. When your scheme coordinator approves your application, you will get an email to say your application was successful.

# Creating a scheme

1. Follow new Member/join or Community Messaging Member/ login or login with your Wiltshire Neighbourhood Watch details
2. From Member Administration page click on “setup new scheme option”
3. Click start a new scheme option
4. Fill in page and draw the outline of your scheme on the map. See Scheme Mapping information PDF file
5. Don’t forget to save changes