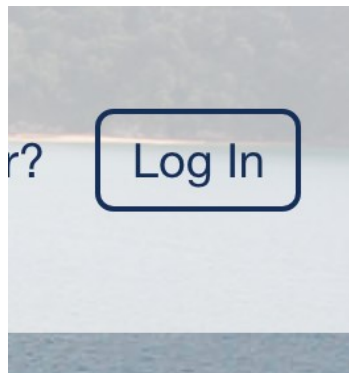




A Neighbourhood Support HOW TO guide for Group Contacts

Kia Ora and Welcome **Whanua!**

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

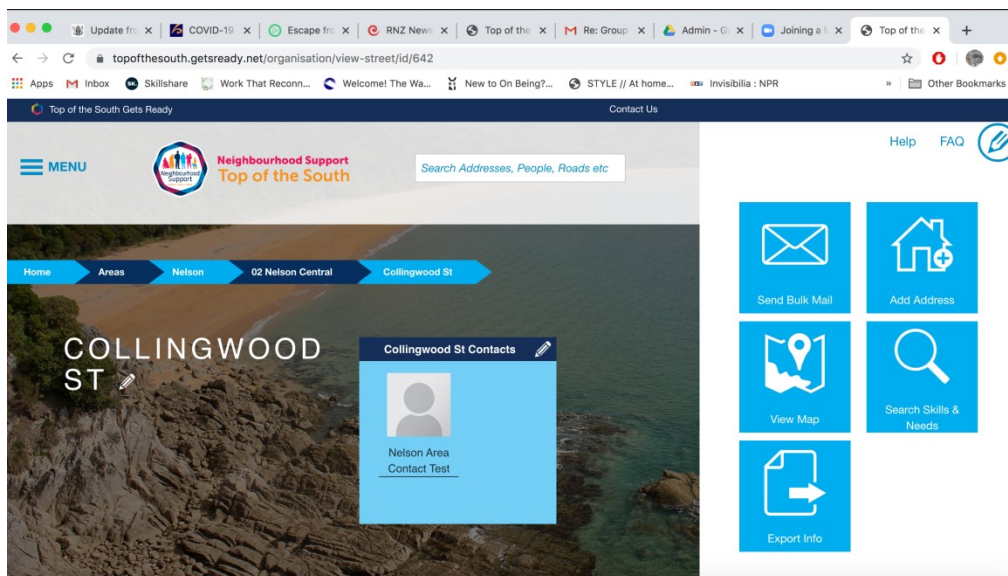


Add your email address and new password, press **LOG IN**

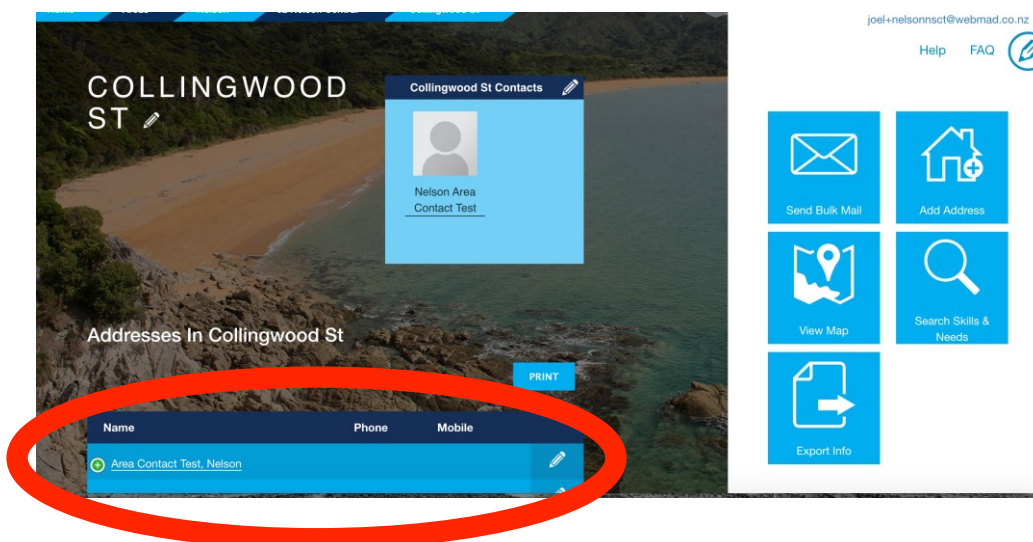
The screenshot shows the login interface. At the top right, there is a link "Already a member?" and a "Log In" button. Below this is a dark blue modal box titled "Log In". Inside the modal, there are two input fields: "E-MAIL" with the value "joel+nelsonnsct@webmad.co.nz" and "PASSWORD" with masked characters "*****". Below the password field is a checkbox labeled "REMEMBER ME". At the bottom of the modal is a "Log In" button. Below the modal, there are two buttons: "Login with Facebook" and "Login with Google". At the very bottom, there are links for "Join New" and "Lost Password".

Once logged in you will be directed to your group contact account, the page will look similar to the bellow example and will show details of your street or the street you are a contactor for. On this page you will be able to update your own information and the information of your street members.

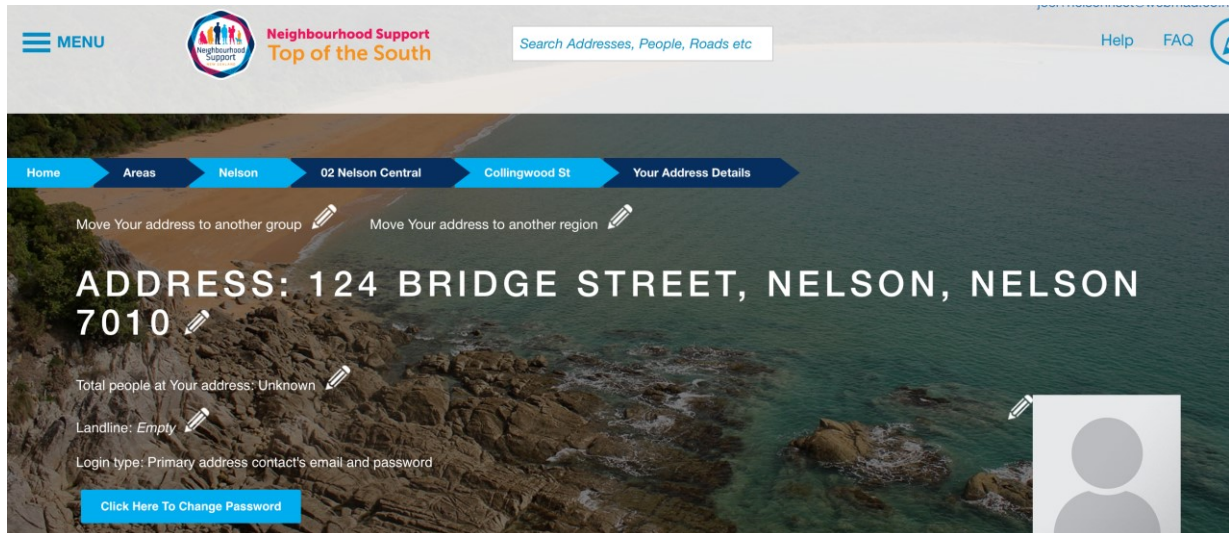
PLEASE NOTE: what was once known as the AREA code will now be referred to as Sub Area. If you are part of the RURAL network group your sub area will now be SUB AREA 13 RURAL.



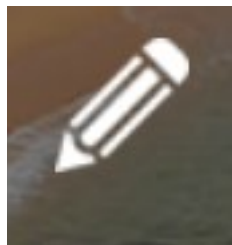
To update or check the information of the members in your group scroll down. You will see a **CONTACT LIST** containing all the members in your street group and their contact details (as highlighted below). **We kindly ask that you open each one and check that all the information is correct. If not please edit the incorrect details.**



Once you have clicked on an individual in your **CONTACT LIST** you will be redirected to a page which will look similar to the one below. It will contain the address of the individual and their contact/other information.



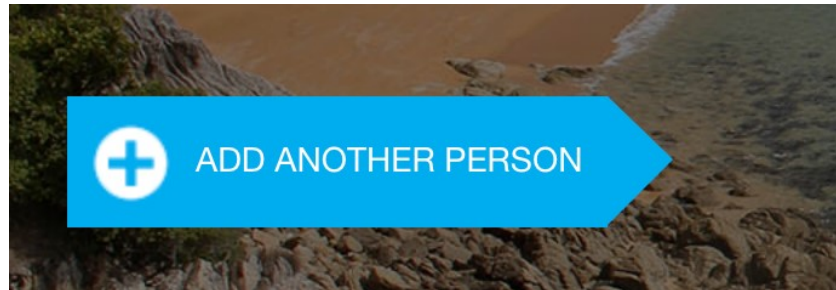
In order to edit their information, click on the **PENCIL ICON**:



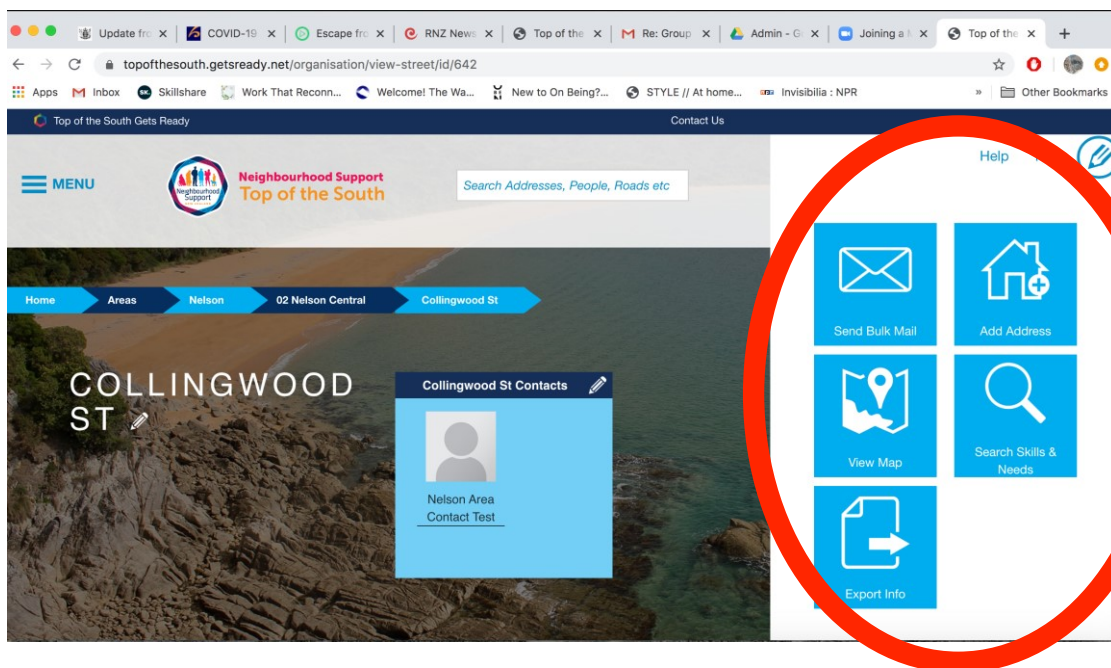
In order to remove or delete a member who is no longer part of your group click on the **X** button. **IMPORTANT: if you would no longer like to be a Group Contractor please contact your local Neighbourhood Support Coordinator, we will remove you from the group and/or help allocate a new Group Contact to the group.**

Name	Email	Primary Contact	Mobile	Skills	Needs	Resources	
Nelson Area Contact Test	joel+nelsonnsc@webmad.co.nz	★					X

While still in this page you can allocate how many people live in the household by clicking on the **ADD ANOTHER PERSON** button and filling in the required details.



Going back to your account 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** when you need to.

Feel free to click on these and explore!

For additional support please contact Neighbourhood Support group via email: admin@nsnelson.org