



New Zealand
Gets Ready
COMMUNITY DATABASE

V2 User Guide

Guide Version 1, March 2022

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Section 1: NZ Gets Ready Fundamentals

In this section, we will cover the basic quirks of NZ Gets Ready to help you become more accustomed to the use and feel of the system.

The user sign-up page

Required Information

New Zealand
Gets Ready
COMMUNITY DATABASE

Already a member? [Log In](#)

a ora! A well-connected community helps to improve the safety, resilience and well-being of all residents.

...ing now, you will:

...ve a great way to get to know the people that live around you.

...ceive emails and alerts that will keep you up-to-date with news from community partners, including NZ Police.

...in tips and resources to improve your household and neighbourhood.

Join Now

Name* ?

Physical Address* ?

Mobile Number ?

Email Address ?

I understand Gets Ready TryOut treat my data as very important, and will therefore look after it carefully, as per [the privacy policy](#).

Optional subscriptions

Neighbourhood Support newsletter

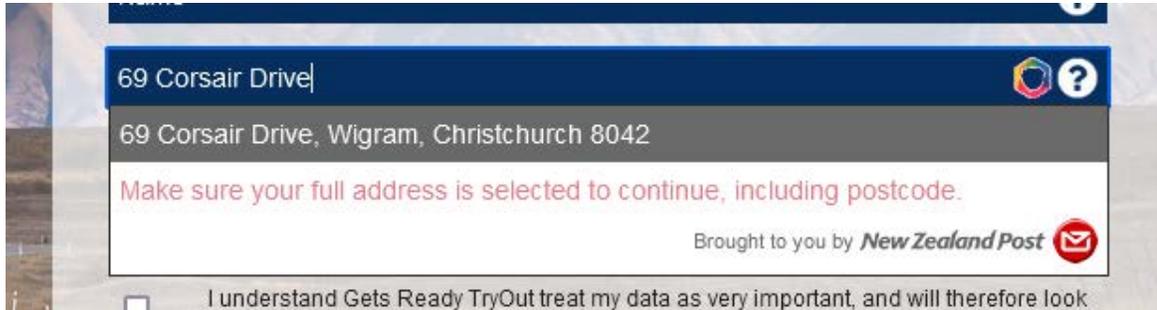
LET'S CONNECT

When signing up, you are required to provide a name and physical address, but not necessarily a mobile number or email address.

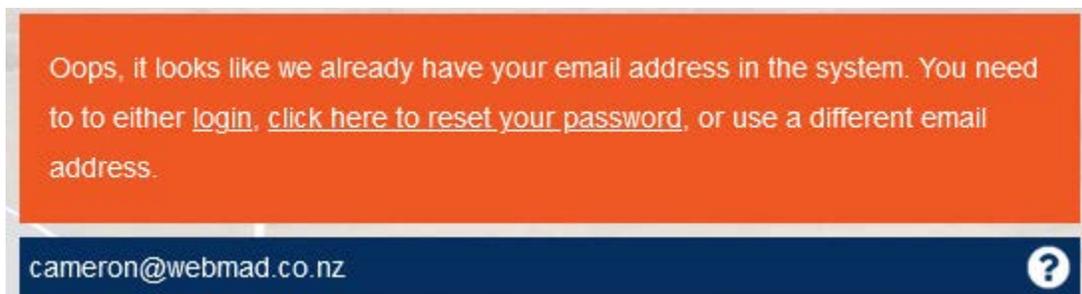
If you choose to omit your email address in the sign-up process, then you relinquish your ability to log in and manage your details. Your details will instead need to be managed by CRT members, area contact(s), or direct street contact(s).

Important things to note about signing up

1. You must click your address when it appears in the dropdown as you type it.



2. Both the email and address fields must be unique. Only one user can **sign-up** per address, but that user may add as many secondary contacts as required. Primary contacts that no longer live at an address need to be transferred or removed before you can sign up in their place.



The user profile page (overview)

Each user on Gets Ready has a profile page in which both the user (provided they have an active login) and any direct contacts can access and edit.

Key actions that can be performed on this page include:

Action	User	Road Contact	Area Contact
Delete user	✓	✓	✓
Change address	✓	✓	✓
Change address group	✗	✓	✓
Change user password	✓	✗	✗
Edit skills/needs/resources	✓	✓	✓
Edit basic user details (name, email, etc)	✓	✓	✓
Dispatch email to user	✗	✓	✓
Dispatch SMS to user	✗	✗	✓
Unsubscribe from Emergency Alerts	✓	✓	✓
Unsubscribe from Newsletter	✓	✓	✓
Transfer user to another GR region	✓	✓	✓

Primary and Secondary Contacts

Primary Contacts

Primary contacts are users that can log in and update their own address and details. They can be identified by the star next to their email address on the address page, and users that sign up for NZ Gets Ready are automatically assigned this role. Every address must have at least one primary contact.

Please refer to the table on the previous page for an overview of what actions a primary contact can perform.

Star symbol indicates primary contact of address



Name	Email	Primary Contact	Mobile	Skills	Needs	Resources
Cam Road Contact	cameron+roadcontact@webm ad.co.nz	★	02255588 88			✉ ↶ ✎ ✕
Cam Secondary Contact	cameron+secondary@webma d.co.nz		02222222 22	Oxyge n		✉ ↶ ✎ ✕

Secondary Contacts

Secondary contacts receive all of the same emergency alerts as primary contacts, but they are not able to log in and manage their details. The primary contact must do this for them instead.

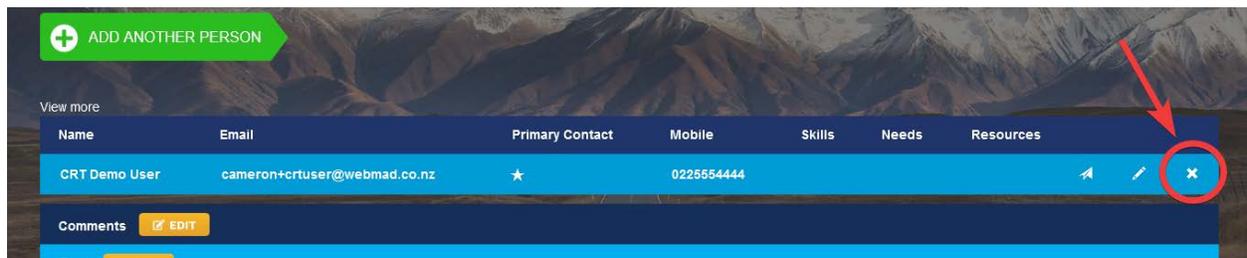
Section 2: Your Profile

In this section, we will cover the management of your address profile page within the NZ Gets Ready system.

How to: Delete your NZ Gets Ready account

Deleting your account in NZ Gets Ready can be done by navigating to your profile page. Alternatively, if you do not have a login for NZ Gets Ready, you can request to have your account deleted by clicking the unsubscribe link at the bottom of the last email you received from NZ Gets Ready.

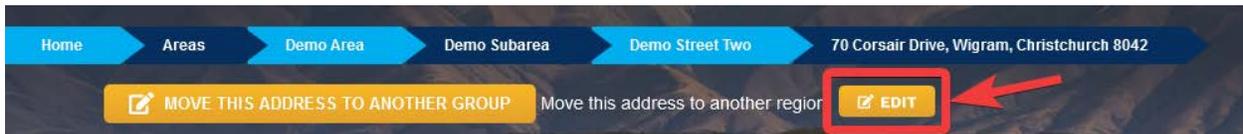
To delete your account with a login, navigate to your profile page and click the small white 'X' to the far right of the primary contact. This action is irreversible and the data can not be recovered.



How to: Move your address to a different region

Before moving your address, you should first change your display address to your new address. This is so regional administrators can identify which groups you should be assigned to.

1. To move your address, click the yellow 'edit' button just under the groups breadcrumb.

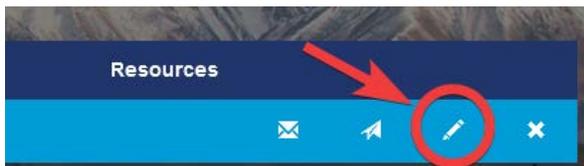


2. Select the new region and click the blue 'Move' button. This will alert the new region of an inbound user, and regional administrators will then assign you to the correct area, sub-area, and road group.



How to: Change your email address, skills/needs/resources, or mobile number

All of this information can be edited by clicking on the small white pencil icon to the right of any contact on your profile.



This will open a pop-up form with a variety of settings for just that individual contact record. Simply click the green 'save' button when you have finished editing the desired fields.

Add/Edit Person ×

NAME

EMAIL

MOBILE

SKILL(S)

NEED(S)

RESOURCE(S)

UNSUBSCRIBE FROM EMAIL ALERTS
PLEASE NOTE: UNSUBSCRIBING THE PRIMARY CONTACT WILL STOP ALL PEOPLE AT THIS ADDRESS RECEIVING EMERGENCY ALERTS VIA EMAIL.

Optional subscriptions
 Neighbourhood Support newsletter

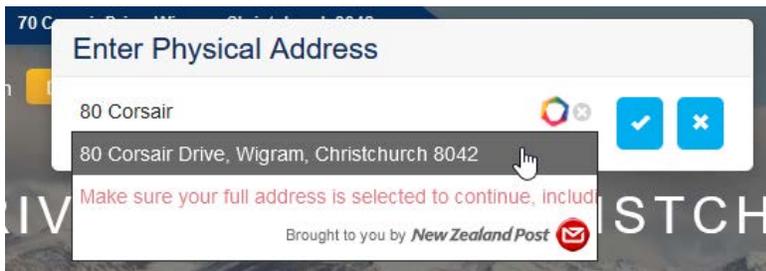
The skills needs and resources fields will show a drop-down for each, and multiple can be selected and saved against each contact. Administrators have the ability to add and remove from the list of skills, needs, and resources.

How to: Change your address

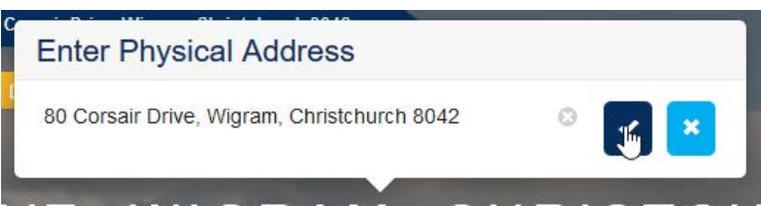
1. On your profile page, click the yellow 'edit' button to the right of your present address.



2. A pop-up dialog will appear prompting you to enter a physical address. Start entering the new address in the dialog box and click the full address when it appears in the dropdown.

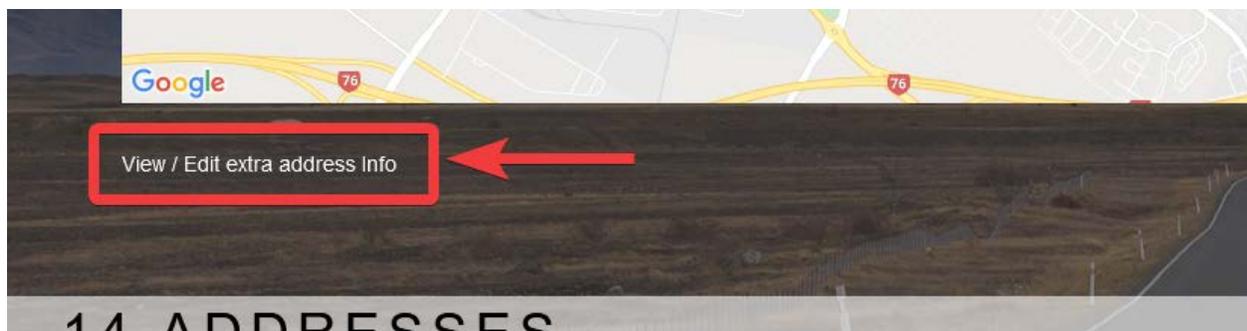


3. Click the blue tick button to the right to confirm the change. If there are no issues with the change of address, then the change will now be visible. Refresh the page (F5) to confirm the address change has been applied.



How to: Change your additional address information

To navigate to your additional information page, first head to your profile page and then scroll down to the very bottom. Underneath the Google Map, to the left, will be an option to “View / Edit extra address info”. Click this button



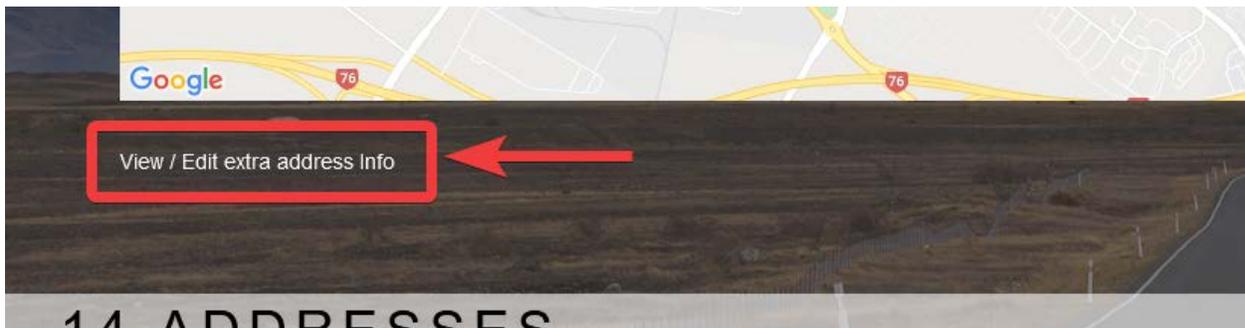
Set an alternative address

An alternative address is another location at which you may reside, but not often enough for it to be your primary NZ Gets Ready address. An example would be a holiday home.

A screenshot of a web form titled "VIEW/EDIT EXTRA ADDRESS INFO". The form is set against a background image of snow-capped mountains. At the top, a navigation bar contains several blue buttons: "Home", "Areas", "Demo Area", "Demo Subarea", "Demo Street Two", "Road Contact, Cam", and "Edit Extra Address Info". Below the navigation bar, the form has a heading "Alternate Address (If sometimes live at another location)". The form contains seven input fields, each with a label to its left: "STREET NUMBER", "STREET NAME", "SUBURB/TOWN", "CITY/DISTRICT", "POST CODE", "LATITUDE", and "LONGITUDE".

Set emergency contact information

To set emergency contact information for your address, first head to your profile page and then scroll down to the very bottom. Underneath the Google Map, to the left, will be an option to “View / Edit extra address info”. Click this button



Underneath the “View / Edit extra address info” section will be a separate section titled. Enter any emergency contacts here, and click the yellow “Save and Continue” button to save any changes.

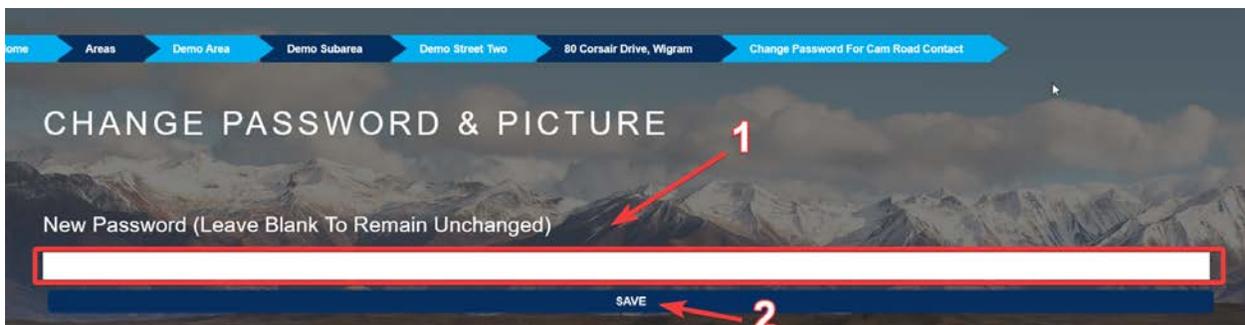
A screenshot of a web form titled "WHO ELSE MAY WE CONTACT IN EVENT OF AN EMERGENCY?". The form is divided into two columns for "Alternate Contact #1" and "Alternate Contact #2". Each column has input fields for "FIRST NAME", "LAST NAME", "PHONE", and "MOBILE". Below these fields are two large text areas for "LOCATION/ADDRESS". At the bottom of the form is a yellow button with a right-pointing arrow and the text "SAVE AND CONTINUE". The background of the form is a landscape image of mountains and a road.

How to: Reset your password

1. On your profile page, underneath the address, click the blue 'Click Here to Change Password' button.



2. On the next screen, enter your new (temporary) password in the 'New Password' field.



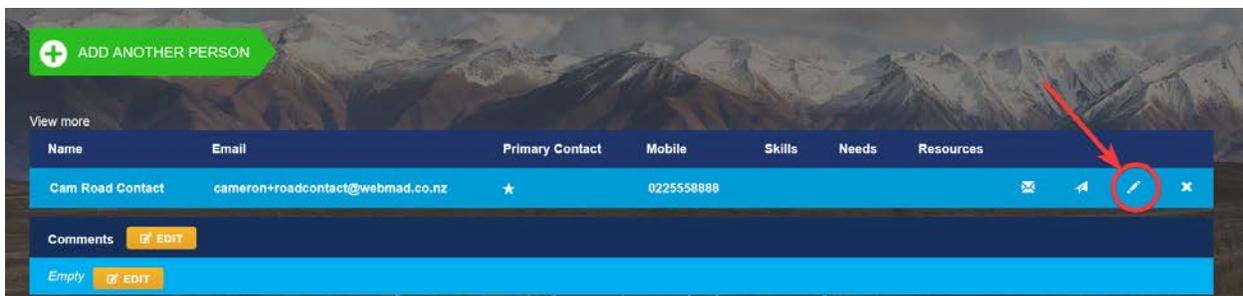
3. Click the 'Save' button directly underneath the password field to save the new password.

How to: Unsubscribe from emergency email alerts



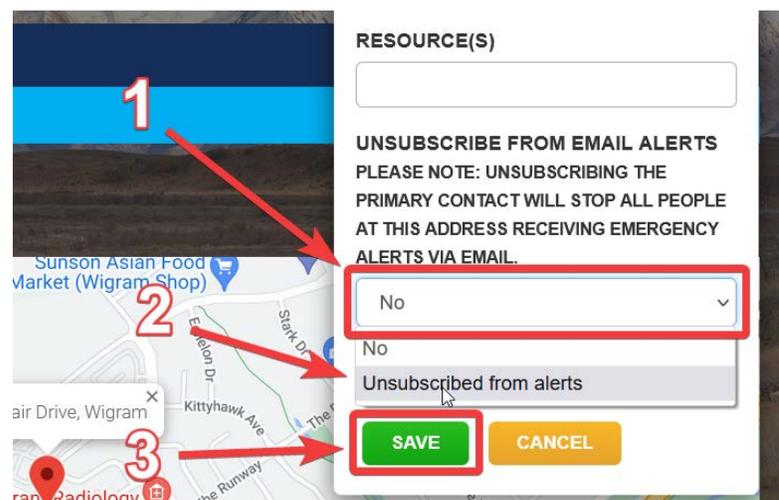
Caution: This is not the same as unsubscribing yourself from newsletters. It will stop all emergency correspondence from reaching your email inbox!

1. While on your profile page, click the white pencil icon to the right of the address contact being unsubscribed (if it is the primary contact, email alerts will be disabled for everyone at the address!).



2. In the white pop-up box that appears, click the dropdown titled **“Unsubscribe from email alerts”** and then click the option titled “Unsubscribed from alerts”

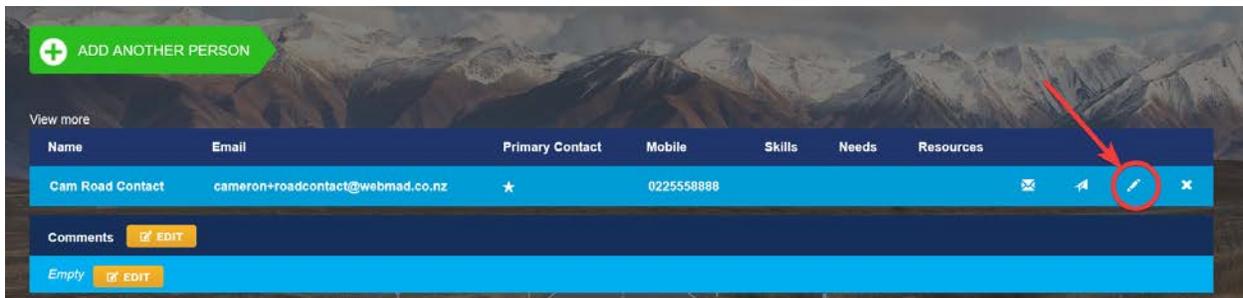
3. Click the green ‘Save’ button. The person will no longer receive emergency alerts via email.



How to: Unsubscribe yourself from Email Newsletters

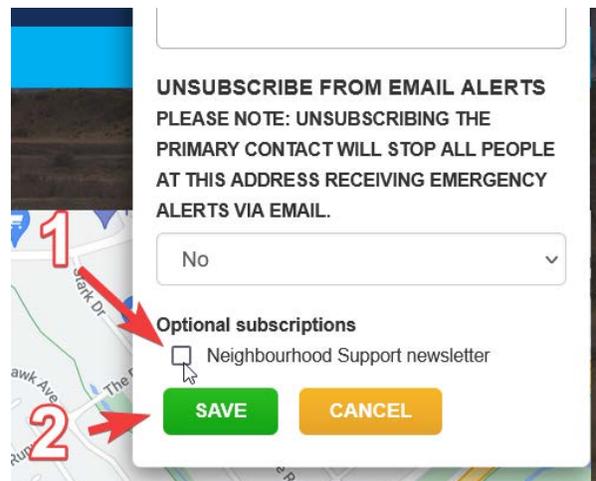
Note: Newsletters are an add-on for NZGR and don't apply to all regions

1. While on your profile page, click the white pencil icon to the right of the person at your address being unsubscribed.



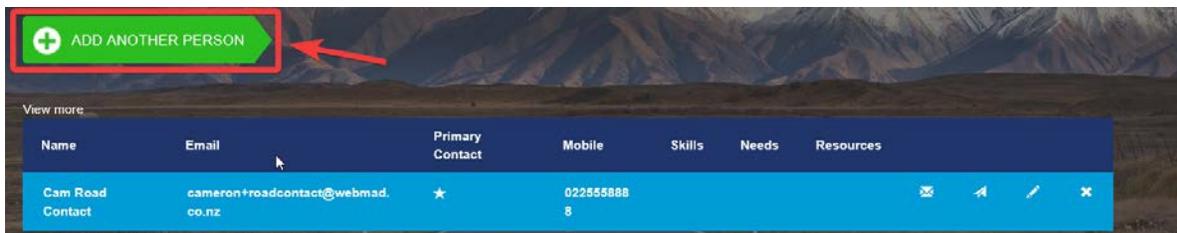
2. In the white pop-up box that appears, uncheck the checkbox at the very bottom labeled “**Neighbourhood Support Newsletter**”

3. Click the green ‘save’ button. You will no longer receive newsletter communications from this NZ Gets Ready region.



How to: Add and remove secondary contacts

1. To add a new secondary contact to your address, from the address page, click the green “Add another person” button just above the list of contacts.



2. A form will appear for you to enter the secondary contact’s details, skills, needs, and resources. None of these fields are compulsory.
3. Click the green save button at the bottom of the pop-up form to add the secondary contact.

