



Community Speedwatch Online Operator Registration Guide

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GROUP OPERATOR REGISTRATION GUIDE

To Setup your Community Speedwatch Group Operator Account the steps on the following pages need to be taken to ensure your registration processes smoothly.

Please take time reading these instructions as this will explain the full process with screen and email examples.

PLEASE NOTE: if you are a Group Coordinator and the group has already been registered by another Coordinator please use these instructions to prevent the creation of a second group with a similar name hence causing confusion for new operators.



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Quick Summary of the Registration Process

Registration is required so that Group Coordinators know who you are and can contact you, and the Police have your details so you are covered by their Public Liability insurance.

1. Navigate in a web browser to communityspeedwatch.org
2. Click on the **'Register'** button on the top menu
3. Choose the **'Join Existing Group'** button to the left.
4. Choose your Police County from the pull down and click **'Continue'**
5. Choose your Local Police District and click the **'Continue'** button.
6. Choose the Group you wish to join and click the **'Continue'** button.
7. Please read the agreement and then complete your contact details and click the **'Register Me'** button, this is enabled when you complete all the mandatory fields.
8. Your details will be recorded and an automated email will be sent to your email address (if you do not receive an email please check junk/spam email folders).
9. Please click the link in the email you receive to confirm your email address is correct, further instructions will be shown.
10. A second email containing a temporary password will then be sent to you automatically.
11. Please now log into the system by going to communityspeedwatch.org and pressing the **'Sign In'** button on the top menu.
12. Input your email address and the password you have been sent (this is case sensitive) and press **'Login'**
13. You will then be taken to your menu page
14. Please then read and agree to the GDPR Regulations.
15. You must finish the online training system so press **'Finish Training'**
16. Please now follow the online video and quizzes until you complete this training
17. When you have completed the training then a notification email will be received.
18. You will now need to await contact from the group Coordinator, who will meet you and confirm your joining the group again confirmed by email.
19. You can now log in as a Group Member, but you still need training in the use of the speed recording devices used by the group before you can take part on the roadside.
20. Once trained you can then be deployed in sessions.



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Detailed Registration Instructions

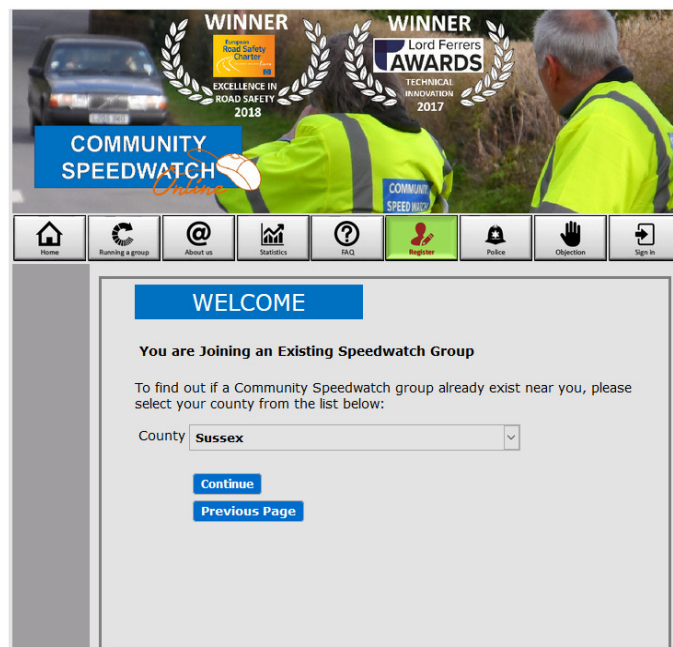
The first step is to open a web browser and go to <https://communityspeedwatch.org>

Then on this page, press the Register button shown in green.



On this page press the 'Join Existing Group' button

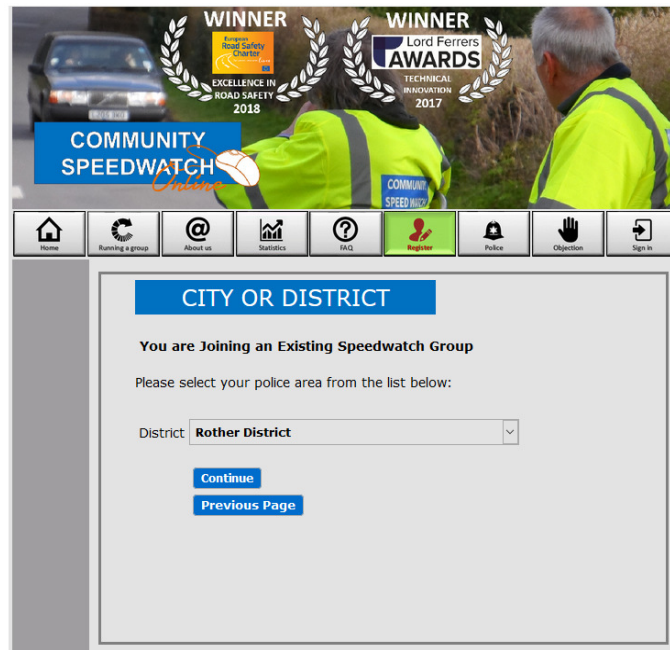
This will take you to the page shown below. On this page please choose your Police Area from the pull down menu, and press the 'Continue' button.



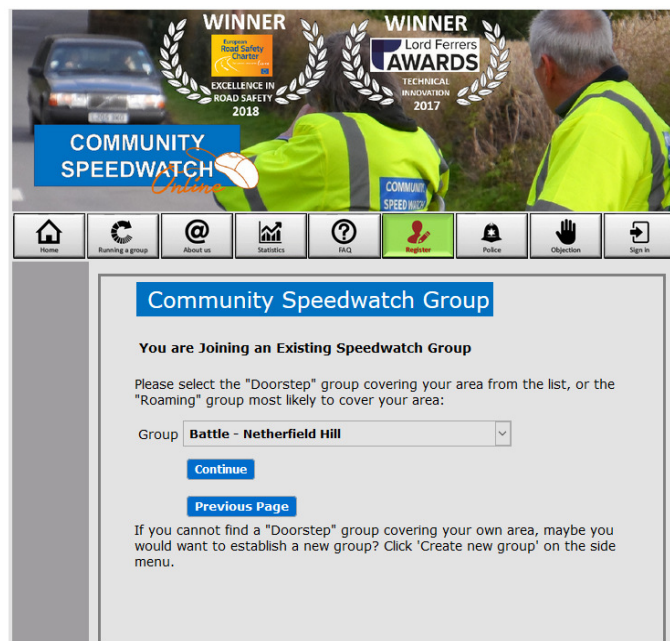


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The image below shows the next page where you need to choose the Police District and then press 'Continue'.



Now you will need to specify the Group you wish to join, so choose and again press 'Continue'.





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Please now read the agreement and complete your contact details. These are necessary so that your Coordinator can contact you and so the Police Third Party Insurance will cover your Speedwatch activities.

First Name * John
Family Name * Jones
Property * 21
Road Name High Road1
Town/Village * Battle
County Sussex
Country England
Post Code * TH330GF
Telephone * 01424777774
Email * jjones@gmail.com
Repeat Email * jjones@gmail.com
Terms & Conditions

Register Me
Clear Form
Previous Page

When you have completed all the mandatory fields, the 'Register Me' button will be enabled, an example shown below shows the button is not enabled as two of the fields have not been completed.

Email * jjones@gmail.com
Repeat Email *
Invalid email address
Terms & Conditions
Please tick to confirm you have read our [terms and conditions](#).

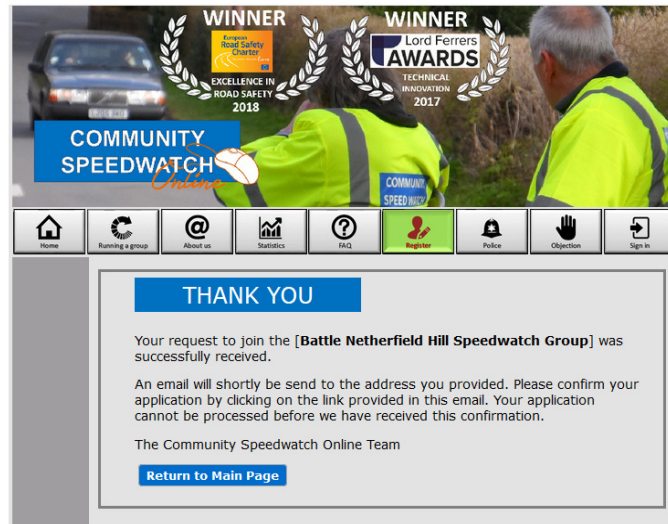
Register Me
Clear Form
Previous Page

When all is complete just press the 'Register Me' button.

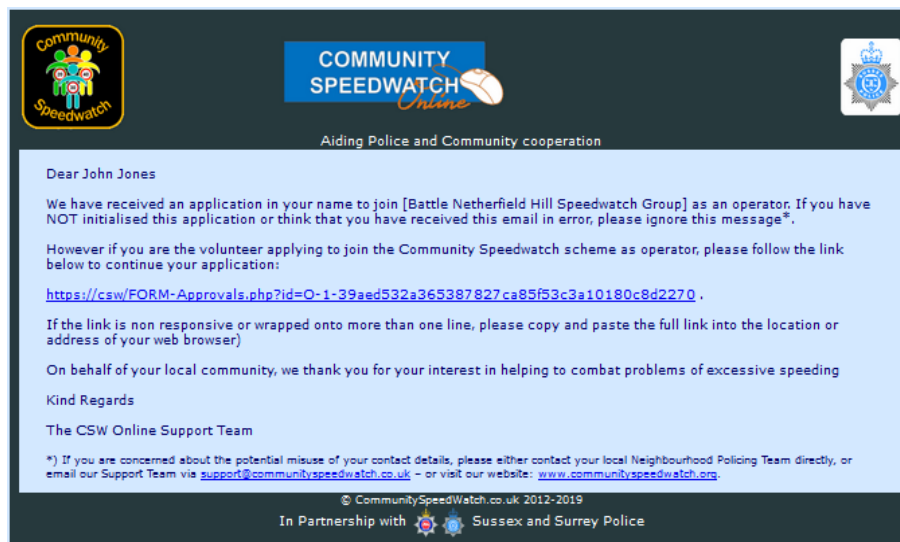


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You will then see the 'Thank You' page that means your registration is in progress.



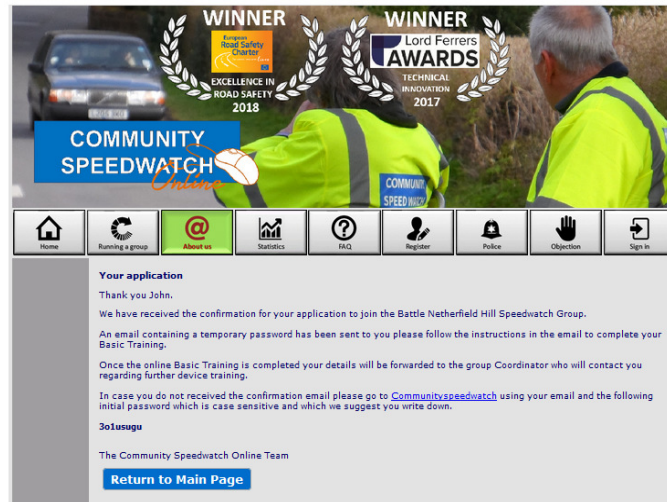
The system will then send you an email similar to the one below, if you do not receive this within 5 minutes, please check your spam/junk email folders if still no emails please contact support via email shown at the bottom of each page.



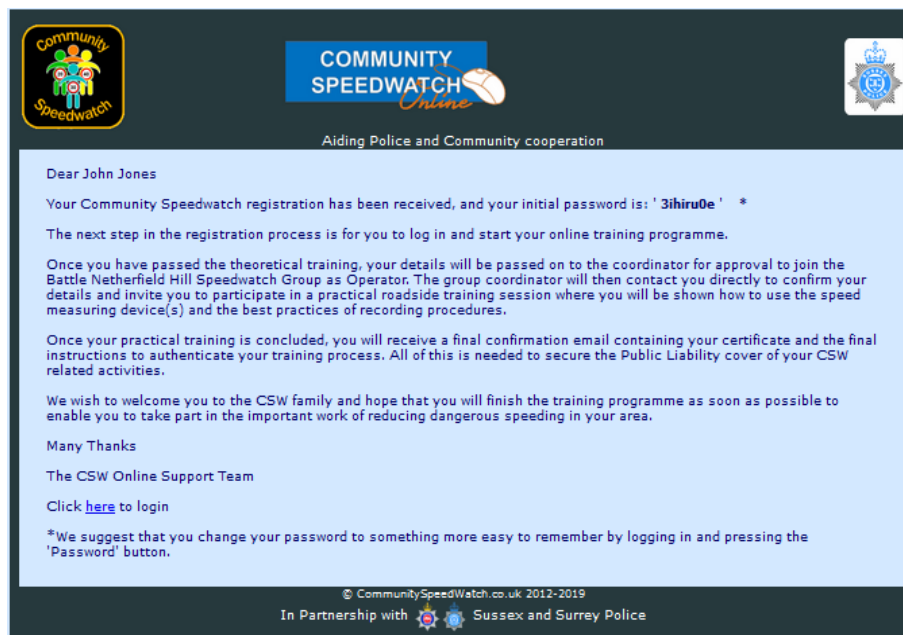


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On clicking the link the following is displayed



And you will also receive the confirmation email.



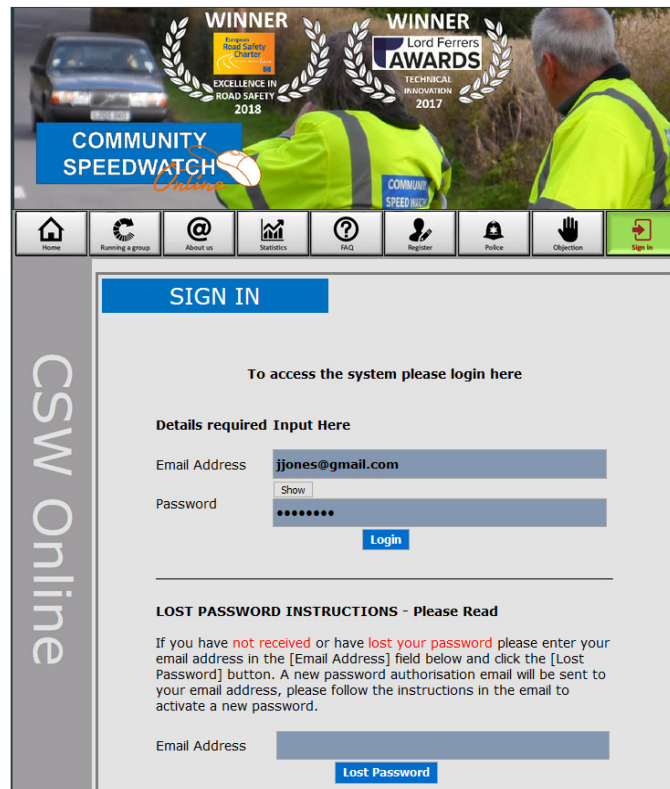


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Now we need to do an initial login so open a web browser and go to

<https://communityspeedwatch.org>.

And on this page please press the 'Sign In' button in the top menu.



Enter your email address and the password you were sent in the email, then press 'Login'

This will progress you to your main menu page which is shown on the next page.





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The first step is that you agree to the **GENERAL DATA PROTECTION REGULATIONS** this is a Government requirement which you need to agree to before you can use the system and shows what you are agreeing for us to do and your commitment to us.

If you do not agree with this you can resign at the bottom of the page and all your personal details will be deleted from our encrypted database.

HomeMy detailsPasswordFinish trainingSign out

Please NOTE:-
To comply with the GDPR (General Data Protection Regulations - a Legal Requirement) we need your consent to hold your personal details in an electronic form for use by the Police for insurance purposes and for your Group members to identify who you are and to be able to contact you.

**GENERAL DATA PROTECTION REGULATION
CONSENT FORM**

The personal details that we hold for you are:-

First Name	John
Family Name	Jones
Address	21 High Road1 Battle
County	Sussex
Post Code	TH330GF
Phone	0142477774
Email	jjones@gmail.com

Our Agreement with you is :-

The CSW Online organisation is registered and complying with the Information Commissioner's Office (ICO) directives on General Data Protection Regulation(GDPR).

By clicking the 'I Agree' button, you give your consent to CSW Online Limited holding your contact details to enable Community Speedwatch groups you are connected to, and your county's Police force, to process data provided by you, and to ensure that you and any consequences of your CSW roadside related activities are covered by the Police Public Liability Insurance.

We will not divulge any of your personal details except as follows:-
a) Your full personal details are only accessible by Police officers running the service in your County.
b) Your Contact details(name,email and phone number) are provided to your Coordinators.
c) If any legal requirement to divulge your details has been requested.
d) Your Contact details(name,email and phone number) may be provided to local Police Staff if required to identify you.
e) With your permission you can allow others in your group to see your contact details.

You in turn agree not to use aliases, and that you will keep your address where you are registered and your contact details up to date. This address must be in the area where the group you have joined operates. If the details shown above are incorrect please continue to your account and change these by going to 'My Details' and 'Edit my Details'.

You can at any time delete all your personal identifying data from the system by logging into the system clicking on 'My Details' then pressing the 'I wish to Resign from Speedwatch' button.

Your encrypted data is held in highly protected, separated databases monitored around the clock. All access to these databases is recorded, and our Data Protection Officer is instantly alerted to any attempt at accessing the data.

If you are happy for us to continue holding your details please click on the **I Agree** button, this will be recorded against your account to comply with the regulations, and you will no longer be asked this question.

If you are no longer happy for us to hold your data please click: **I wish to resign from Speedwatch** button.
(This will DELETE all your identifying details from our database and you will no longer be able to continue with Speedwatch without re-registering and going through the complete training and approval processes.)



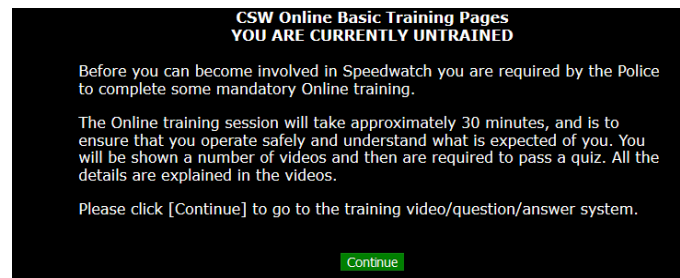


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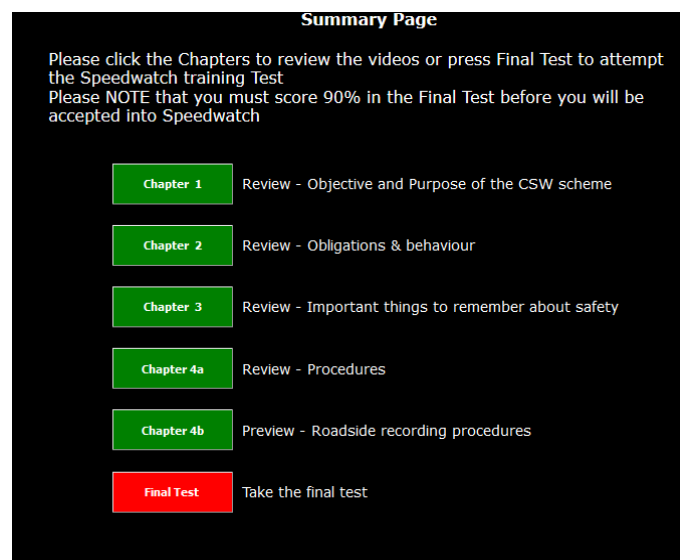
Once you have agreed to the GDPR agreement the screen will change to the following



To continue you must now complete the MANDATORY online training system, so please press the 'Finish Training' button and follow the instruction, watch the short videos and complete the quizzes.



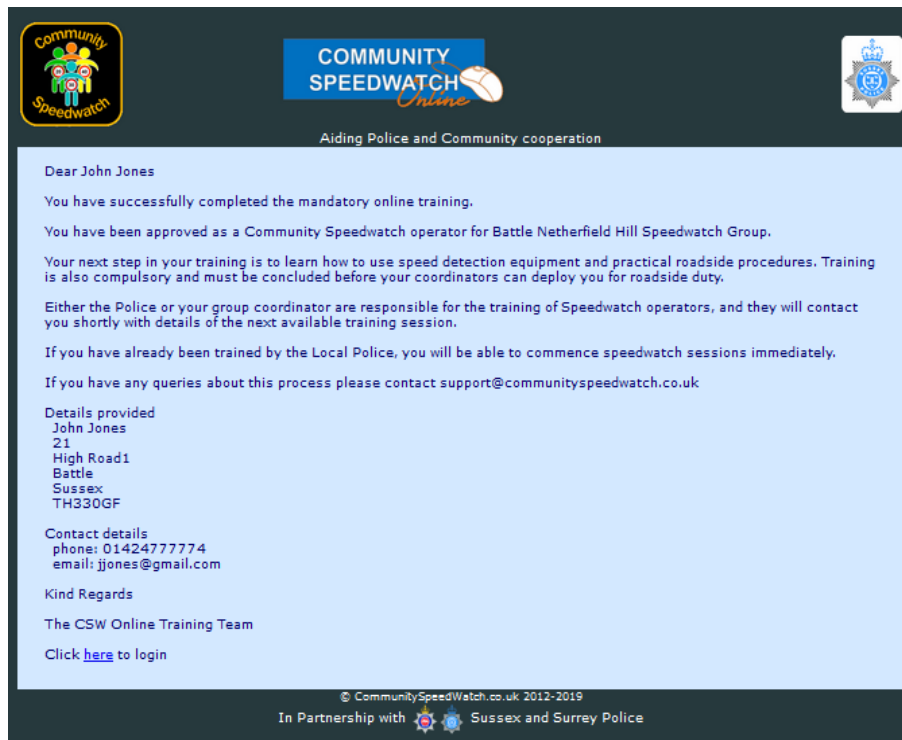
There are 5 sections with a final quiz which you will need to pass to continue.





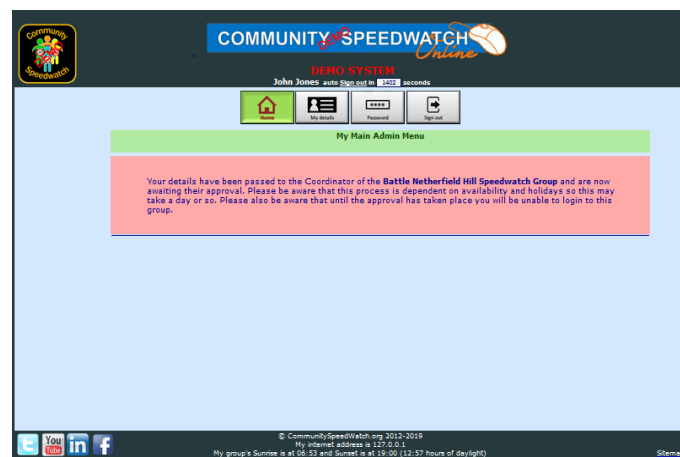
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When you have completed the Online training you will receive an information email



At this point a notification email will have been sent to the Coordinator of the group you wished to join, and they will contact you directly to discuss your involvement.

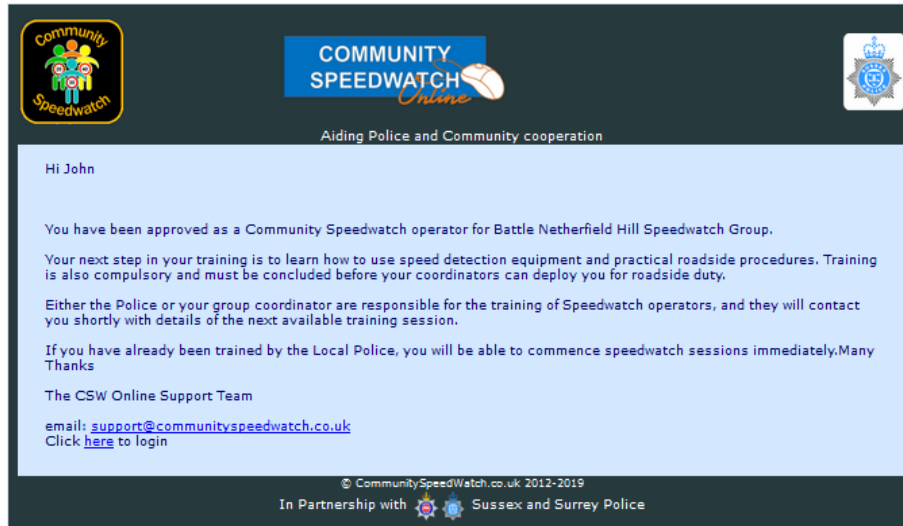
If you log in before they have discussed the group with you, you will see the following.



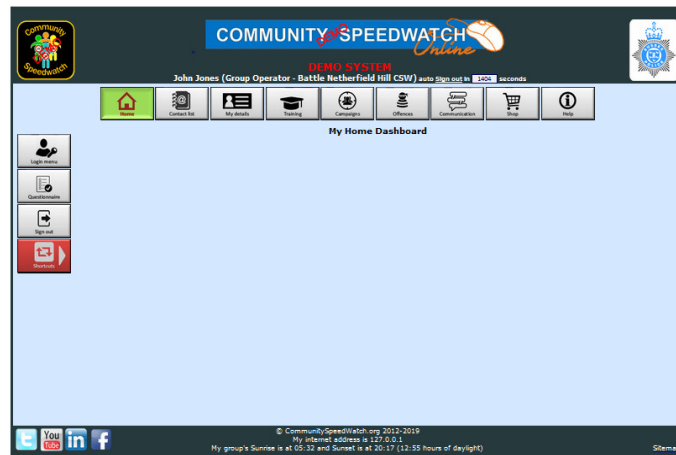


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The Coordinator has to approve your membership of the group, and this is done online, and you will receive the following email once they have approved your membership.



If you now log in you will see the full Group Menu.





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Finally before you can take part in Speedwatch Sessions you will need to be trained by a Coordinator in the use of the device(s) the group uses, this is usually a relatively fast process, and once the Coordinator approves your training you are ready to go.

You are now a full member of the group and you can take part in Group Speedwatch Sessions.

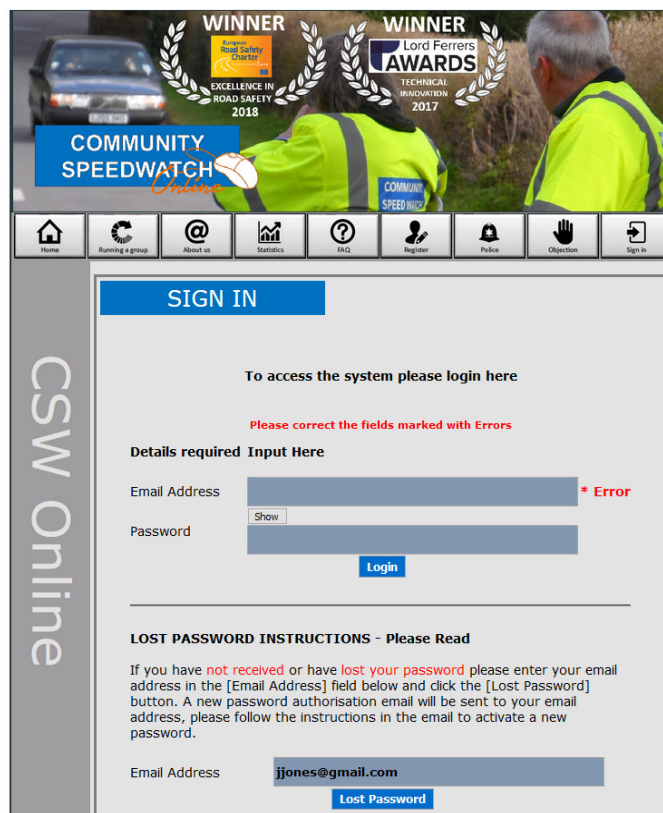


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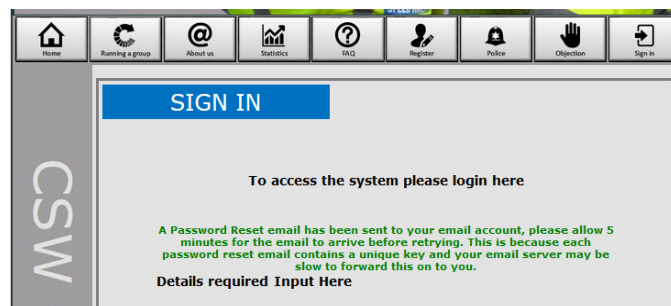
Lost Password

If at some point in the future you find you have misplaced your password, please open a web browser and go to <https://communityspeedwatch.org> and on this page please press the 'Sign In' button in the top menu.

Go to the lower part of the screen , enter your email address in the lower Email Address field, then press the lost password button



You will then see the following





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Please then look in your emails for the password reset email as below



Either click on the link in the brackets, or copy this into a browser window, the following page will be shown.



Just enter the new password and type in the confirmation, finally press the 'Change Password' button.

Please NOTE: **The password must contain at least one number and at least one uppercase character**





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On pressing the 'Change Password' button the following will be displayed and you can log in with the new password.

The screenshot shows the CSW Online login interface. At the top, there is a navigation bar with icons for Home, Running a group, About us, Statistics, TAG, Register, Police, Objection, and Sign in. The main content area is titled 'SIGN IN' and contains the following text: 'To access the system please login here', 'Your password has been changed please Log in', and 'Details required Input Here'. Below this, there are two input fields: 'Email Address' and 'Password'. The Password field has a 'Show' button next to it. A 'Login' button is located below the Password field. On the left side of the page, the text 'CSW Online' is displayed vertically.