

### **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.





#### **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.





#### **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.

CC	WINNER WINNER Decremente Borgeneres 2018 Decremente 2018 De
Home	Image: Second
	You are Joining an Existing Speedwatch Group To find out if a Community Speedwatch group already exist near you, please select your county from the list below: County Sussex
	Continue Previous Page





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

CC	WINNER DICELEDER IN 2013 WINNER DICELEDER IN 2013 WINNER DICELEDER IN 2013 UTCHICAL 2017 COMMUNICY EDWATCH
Rome I	C         O         Database         O         D<
	CITY OR DISTRICT
	You are Joining an Existing Speedwatch Group Please select your police area from the list below:
	District Rother District v
	Continue Previous Page

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

CC	WINNER EXCLURING IN INCAD SAFETY 2013 MMUNITY EDWATCH Technol
<u>Nar</u>	Image: Non-Stress       Im
	Group Battle - Netherfield Hill Continue Previous Page If you cannot find a "Doorstep" group covering your own area, maybe you would want to establish a new group? Click 'Create new group' on the side menu.





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 wil cover your Speedwatch activities.

Family Name *	Jones		
Property *	21		
Road Name	High Road1		
Town/Village *	Battle		]
County	Sussex	$\sim$	
Country	England		
Post Code *	TH330GF		
Telephone *	01424777774		
Email *	jjones@gmail.com		
Repeat Email *	jjones@gmail.com		
Terms & Conditions	Ø		
	Register Me	3	
	Register Me		

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.







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.

Speedwater		
	Aiding Police and Community cooperation	
Dear John Jones		
We have received an application in NOT initialised this application or t	your name to join [Battle Netherfield Hill Speedwatch Group] as an operator. If yo hink that you have received this email in error, please ignore this message*.	u have
However if you are the volunteer ap below to continue your application:	plying to join the Community Speedwatch scheme as operator, please follow the li	ink
https://csw/FORM-Approvals.php?	id=O-1-39aed532a365387827ca85f53c3a10180c8d2270.	
If the link is non responsive or wrap address of your web browser)	oped onto more than one line, please copy and paste the full link into the location	or
On behalf of your local community,	we thank you for your interest in helping to combat problems of excessive speedi	ng
Kind Regards		
The CSW Online Support Team		
*) If you are concerned about the potential email our Support Team via <u>support@comm</u>	l misuse of your contact details, please either contact your local Neighbourhood Policing Team direct nunityspeadwatch.co.uk - or visit our website: <u>www.communityspeadwatch.org</u> .	ly, or
1	© CommunitySpeedWatch.co.uk 2012-2019 In Partnership with 🤹 🚋 Sussex and Surrey Police	





On clicking the link the following is displayed



And you will also receive the confirmation email.

Community Societ works		
	Aiding Police and Community cooperation	
Dear John Jones		
Your Community Speedwatch regist	ration has been received, and your initial password is: ' $3ihiru0e$ ' *	
The next step in the registration pro	cess is for you to log in and start your online training programme.	
Once you have passed the theoretic Battle Netherfield Hill Speedwatch ( details and invite you to participate measuring device(s) and the best p	al training, your details will be passed on to the coordinator for approval Group as Operator. The group coordinator will then contact you directly to in a practical roadside training session where you will be shown how to u ractices of recording procedures.	to join the ) confirm your se the speed
Once your practical training is conc instructions to authenticate your tra related activities.	luded, you will receive a final confirmation email containing your certifica aining process. All of this is needed to secure the Public Liability cover of	te and the final f your CSW
We wish to welcome you to the CSW enable you to take part in the impor	family and hope that you will finish the training programme as soon as po tant work of reducing dangerous speeding in your area.	ossible to
Many Thanks		
The CSW Online Support Team		
Click <u>here</u> to login		
*We suggest that you change your 'Password' button.	password to something more easy to remember by logging in and pressin	g the
I	© CommunitySpeedWatch.co.uk 2012-2019 n Partnership with 🎄 🚋 Sussex and Surrey Police	





Now we need to do an initial login so open a web browser and go to <u>https://communityspeedwatch.org</u>.

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.





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.

Treese Law Constanting Law Con		
Please NOTE:- To comply with the GDPR (General Data Protection Regulations - a Legal Requirement) w need your consent to hold your personal details in an electronic form for use by the Polic 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		
First Name John Family Name Jones Address 21 High Road1		
Battle County Sussex Post Code TH330GF Phone 01424777774 Email jjones@gmail.com		
Our Agreement with you is :- The CSW Online organisation is registered and complying with the Information Commissioner's Offic (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) write your permission you can anow others in your group to see your contact decails. 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. Al access to these databases is recorded, and our Data Protection Officer is instantly alerted to any attempt at accessing the data.		
I Agree		
Save Agreement as pdf		
If you are happy for us to continue holding your details please click on the <b>TAprace</b> 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 <mark>'I wish to resign from Speedwatch'</mark> 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 doing through the complete training and approv. processes.)		
I wish to Resign from Speedwatch		







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.

	Summary Page		
Please of the Spe Please M accepte	lick the Chapte edwatch trainir NOTE that you n d into Speedwa	ers to review the videos or press Final Test to attempt Ig Test must score 90% in the Final Test before you will be Itch	
	Chapter 1	Review - Objective and Purpose of the CSW scheme	
	Chapter 2	Review - Obligations & behaviour	
	Chapter 3	Review - Important things to remember about safety	
	Chapter 4a	Review - Procedures	
	Chapter 4b	Preview - Roadside recording procedures	
	Final Test	Take the final test	





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

Community Community Specific and Specific an		
	Aiding Police and Community cooperation	
Dear John Jones		
You have successfully completed the	e mandatory online training.	
You have been approved as a Comm	unity Speedwatch operator for Battle Netherfield Hill Speedwatch Group.	
Your next step in your training is to l is also compulsory and must be con	earn how to use speed detection equipment and practical roadside procedu cluded before your coordinators can deploy you for roadside duty.	ures. Training
Either the Police or your group coord you shortly with details of the next a	linator are responsible for the training of Speedwatch operators, and they w vailable training session.	vill contact
If you have already been trained by t	the Local Police, you will be able to commence speedwatch sessions imme	diately.
If you have any queries about this p	rocess please contact support@communityspeedwatch.co.uk	
Details provided John Jones 21 High Road1 Battle Sussex TH330GF		
Contact details phone: 01424777774 email: jjones@gmail.com		
Kind Regards		
The CSW Online Training Team		
Click <u>here</u> to login		
Ir	© CommunitySpeedWatch.co.uk 2012-2019 n Partnership with 🎄 🚋 Sussex and Surrey Police	

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.

community.		
	Childree Dirito SYSTEM John Jones and Spacet in ISSE seconds	
	Image: Note of the sector of the se	
	My Main Admin Henu	
	Your details have been passed to the Coordinator of the <b>Battle Netherfield NII Gpendvatch Group</b> and are now awaiting their approval. Please be aware that this process is dependent on availability and holidays so this may take a day or so. Please also be aware that until the approval has taken place you will be unable to login to this group.	
E 🔠 in F	© CommunitySpeedWatch.org 2012-2019 Hy internet address is 127.0.0.1 Hy group's Sunrise # a to 0:53 and Sunset is a tig 9:00 (12:57 hours of daylight)	Sitemap





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.







Page 13

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.





Page 14

#### Lost Password

If at some point in the future you find you have misplaced your password, please open a web browser and go to <u>https://communityspeedwatch.org</u> 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

CC	WINNER WINNER WINNER Lord Ferrer Drabas sett 2017 DMMUNITY EEDWATCH
Home	Conserve and the second
CSW Online	SIGN IN         To access the system please login here         Please correct the fields marked with Errors         Details required Input Here         Email Address         Password         Image: Show         Password         Image: Show         LOST PASSWORD INSTRUCTIONS - Please Read         If you have not received or have lost your password please enter your email address; please follow the instructions in the email to activate a new password.         Email Address         Image: Show         Image: Comparison of the instructions in the email to activate a new password.

You will then see the following







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

Community Speecowster							
	Aiding Police and Community cooperation						
Hi John							
A Password Change request has be If you did not make this please igno	een made for your Community Speedwatch Online account. ore this request or contact us via the support email address below.						
Please [left-click using a PC] or just [Click on a tablet] on the link below within the square brackets.							
If this doesn't take you to the Password Change page then please copy the details within the brackets and paste into your browser input line at the top, not into google as this will fail, then finally press [enter].							
Please NOTE:- if you have to copy email client may display this as two	the link please ensure you copy everything between the [ and the ] brackets, as you lines.	our					
[https://csw/FORM-PasswordChar	1ge.php?ID=nrzdms3Ygbf1ndXC45bOo7i_2JzXgdigyA== ]						
Regards							
The CSW Online Support Team support@communityspeedwatch.or	9						
To login please go to https://csw/Fl	RONT-Signin.php and follow the instructions						
	© CommunitySpeedWatch.co.uk 2012-2019 In Partnership with 🤹 🚋 Sussex and Surrey Police						

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

	COMMUNITY SPEEDWATCH Helping communities to use their Speed Indicator Devices effectively Market Market M	
	Change Password recent for John Jones This page allows visit to change your possond, please enter your new password into both of the India and yress (Change Password) Pages NOTE: Your password must be at least 8 to characters long including at least 1 uppercase letter and a number. On changing your password you will be sent back to the LOCIN SCREEN. Password Repeat Password Change Password	
	<ul> <li>Community Server(10)416 and 2012-2015</li> </ul>	
🕒 👑 in 🕇	My group's Sunitise is at 06:53 and Sunset is at 13:00 (12:57 hours of daylight)	Sitemap

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





Page 16

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

Home	Running a group	Q About us	Statistics	() FAQ	20 Register	Police	Objection	Sign in			
	SIGN IN										
CSM	To access the system please login here Your password has been changed please Log in Details required Input Here										
	E	mail Addres	ss								
0	Р	assword	Show								
nli	_			Lo	gin			_			

