Members' Area 'How To' Guide

Registering for the Members Area

1. Visit https://www.communitiesprepared.org.uk
2. Click on 'Members Area'
3. If you are a volunteer or are interested in volunteering, click 'register as a volunteer'; if you coordinate a volunteer group, click 'register as a coordinator'; if you are work within the resilience sector, click 'register as a professional'
4. Fill out the sign up form, making sure to complete all fields marked with a *

Task: If you're not already signed up, have a go at signing up to the Members Area following the above steps.

Dashboard
When you log in, you will be taken to your dashboard. The Dashboard provides some information on what you can find in the Members' Area and a link to provide feedback. On the right hand side you can also change your information and upload a photo of yourself if you'd like to.

If you scroll down, you can also access all the pages on the Members' Area, view recent Met Office weather warnings and Environment Agency flood warnings, and see our latest social media activity.

If you have signed up as a Group Coordinator only:
The Dashboard has two further pages for Group Coordinators. The first page can be accessed via the 'Manage Group Members' button which will take you to the 'Manage your Group' page. Here, you can view group members and, if needed, reassign the Group Coordinator role. There is also an option to add new members of the group; the new member will receive an email from Communities Prepared inviting them to activate their account.

The second page can be accessed via the 'Edit Group Profile' button which will take you to the 'My Group Profile' page. Here, you can edit your group name, provide a description about your group, add a muster point location, describe the capability of your group (eg. Flooding, snow, utilities, highways, 4x4), provide a group contact email, provide a group Facebook profile URL or Twitter URL and upload an image of your group logo.

Task (for Group Coordinators only): Explore the 'Manage your Group' page and invite a new group member to join the Members Area

Task (for Group Coordinators only): Have a go at uploading some group information via the 'My Group Profile' page

Learning Space
The Learning Space can be accessed from your Dashboard anytime. This makes it ideal for people who cannot make longer training sessions, or wish to complete learning in their own time and at their own pace. It includes pre-recorded material, self-led learning resources and quizzes, and the option to sign up to shorter live sessions.

The availability of material anytime also means there is more time to network and address specific issues during live sessions which are part of the different courses, alongside regular open facilitated discussions.

Generally, we would hope people start by attending an introduction session ('Communities Prepared Introduction') - where we get to know people, they get to know the team - and share our understandings of what a resilient community is and the steps we can make to get there.

There are two other introduction courses ('What Happens During an Emergency?' and 'What Can a Volunteer do to Help?') which are to be completed in people's own time and cover the fundamentals of emergency response at a community level (these are linked to our Incident Management course booklets).

Next, we have the volunteer response modules, including Flood, Utilities and Snow Volunteer. We will be increasing the number of these and also running seasonal sessions in the coming months (for example storms and drought/wildfire courses).

Finally, there are longer more in-depth courses, like the Community Emergency Volunteer Coordinator course, which is 3 sessions over 6 weeks with tasks to undertake between (coordinators need to apply to join this but all is still free).

Generally the courses are a mixture of content to read, videos, quizzes to check knowledge and most importantly live discussion and workshop sessions.

The members' area can host courses and events for certain groups (so if this was set up, relevant members would see additional courses - for example, we delivered a Flood course in Milton Keynes so this showed up for people based in Milton Keynes).

As a new member, you would begin by enrolling on a course, go through the content in order, register for a live event, and eventually complete the quiz. Courses generate certificates of completion (if all sections are marked complete and quizzes complete).

We want there to always be a next step for a community to take to learn more and develop their resilience so we are adding many more courses over the coming months.

Task: Have a go at signing up for a course and have a look through the content (although don't worry if you don't have time to complete the course before the workshop!)

Events Calendar
Our events page includes our national and regional webinars and workshops, alongside any upcoming conferences or shows we are part of, and other opportunities to meet us and find out more about Communities Prepared. You don't have to be a member to sign up to our events, but you will be asked to provide certain details so that we know who's registered and can contact you with any further pre- or post-event information.

Handbooks
This page contains several handbooks which can be downloaded as PDFs and used as standalone reference guides. We are in the process of reviewing these so look out for new versions soon!

Task: Have a go at downloading a handbook. Incident Management Part 1 is a good place to start!

Forum
This page contains a Members' Forum where you can ask questions, share ideas, connect with others and view previous forum threads.

Task: Have a go at asking a question or responding to someone else in the forum

Support
This page contains our Frequently Asked Questions. If you can't find the answer you're looking for, it also contains a Contact Form.

At the bottom of each page you can also find the sign-up button for our monthly newsletter, which is a great way to keep up to date with our activities, news and plans.