Frequently Asked Questions

1. Do multiple contributors to a NHW blog, receive individual logins?

Yes, multiple NHWQ blog users (contributors or admin access) in an area will receive separate logins and passwords following District Crime Prevention Coordinator (DCPC) approval.

2. How do I create a newsletter?

The Neighbourhood Watch Blog site has a built-in tool to create a newsletter through the ‘create newsletter’ option. Using this tool you will be able to create your own newsletter within minutes and:

a) post it as an article on your local NHWQ blog site;
b) send it to your email distribution list as an email attachment;
c) print it and distribute to people in your community who do not have access to a computer.

3. Can I upload the local NHWQ paper newsletter onto the NHW blog site?

Yes, however you will need to scan it first. Remember you can create a NHW newsletter on the blog using the ‘create newsletter’ function.

4. How can I add supporters to the ‘local’ NHW blog site?

Note: Please refer to the Welcome to NHWQ Guide for policy in relating to sponsors and supporters.

Local NHW blogs have an inbuilt tool for adding a supporter. Supporters are those organisations that provide ongoing support to the local NHWQ group, whether it’s financial or in kind. This support is considered a donation and there is to be no endorsement of the supporter, their business or service. Any supporters that are to be added to the local NHWQ blog must be approved by your local District Crime Prevention Coordinator (DCPC).

General advertising of local businesses is prohibited on local NHWQ blogs including organisations paying X amount of money to a NHWQ group to advertise a company’s business card.

Supporters that contribute to (one off) events do not appear under the ‘supporter’ category in the blog. They can only be acknowledged (including branding and URL) in the article that is posted about that event. eg. Litchfield Newsagency kindly donated raffle prizes to support NHW Litchfield.

Through this tool you can add the supporter’s name, logo, description of the sponsor and their URL.

5. How can I add sounds to my posts for visually challenged visitors to the blog site?
When adding media to your blog posts, images and sound files can be inserted. The maximum size of any media file is limited to 2MB only.

6. Am I allowed to use images of people and post them on the local NHWQ blog?

Please refer to the ‘Social Media Training’ manual regarding the posting of images onto NHW blogs. You must ensure that you have prior (written or email) approval from the person/s in the image/s. It is better to be safe than sorry as copyright infringement and other privacy laws can be used against the publisher.

7. Should someone check our work before uploading?

Yes, it is recommended for someone to proof your work prior to posting.

There are two types of access for local NHW executive members:

- Contributor – drafts articles for the local NHW blog. These articles are proofread and then approved by the Administrator.
- Administrator – can draft and post articles onto the local NHW blog without having to go through a proofreading process. The Administrator also approves draft articles that have been submitted by a Contributor.

You should always make sure that your content is shareable and free of typographical errors.
8. **Do we use our own email address?**

It is highly recommended that you create a local NHWQ area email account to use as the ‘contact’ address of your group. This will provide some privacy for you when responding to comments on the local NHW blog.

You can also use this email to correspond with other bloggers or reply to a comment.

9. **How do I put a disclaimer on?**

A disclaimer appears at the bottom of the NHWQ site.

However, if you want to use a disclaimer, you can sticky post one to your local NHW blog. There is no inbuilt option as frequent visit to the blog webpage followed by regular responses to your comments is encouraged.