Frequently Asked Questions

1. Do multiple contributors to a NHW blog get 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. Can I upload a newsletter (which I used to design and distribute the old way) on the NHWQ blog and distribute it online?

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

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

   No. All NHW newsletters are now created on the blog using the ‘create newsletter’ function.

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

   Local NHW blogs have an inbuilt tool for adding a supporter. Supporters are those organisations that provide ongoing support to the local NHW group, whether it’s financial or in kind. Supporters that are to be added to the local NHW blog must be approved by your local District Crime Prevention Coordinator (DCPC).

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

   Supporters that sponsor specific (one off) events do not fall under the supporter category in the blog. They should be acknowledged (including branding and URL) in the article that is posted about that event.
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 into your blogs. However, 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 NHW blog?

Please refer to the ‘Social Media Training’ manual (page 20) 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 again the publisher.

7. Can we print newsletters on A3, A5?

The built-in tool for the newsletter is being developed by our Web-Designer. If your printer accommodates A3 and A5 paper sizes you can print the newsletter in these sizes.

7. Do we have to have someone check our work before uploading?

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.
Blogging is an art. You should always make sure that your content is shareable and free of typographical errors.

8. **Do we use our own email address?**

You should use your local NHW area email. If you do not have one, you should create one. This will provide some privacy for you when responding to comments on the local NHW blog.

You can also use your email to send email to other bloggers or reply to a comment.

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

If you want to use a disclaimer, you can sticky post a one to your local NHW blog.