



**How to Sign Up & Administer
Law Enforcement Agency Pages
using the
CrimeWatchAmerica website.**

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Member Sign Up

Sign up to receive Membership benefits such as **Alerts** to your email, cell phone/pager, **Special Notices**, access to your group's **Member List** and more.

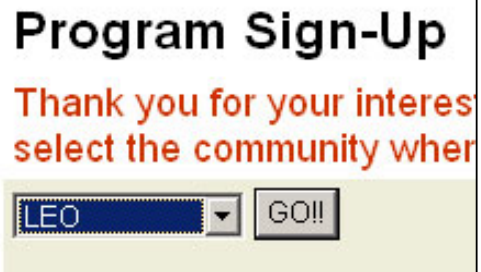
To sign up, go to: www.CrimeWatchAmerica.com then select your Law Enforcement Agency, e.g. Palm Beach County Sheriff's Office, from the drop down menu and click **GO!!**.

This will take you to the Law Enforcement Agency's **Home Page**.

Click on the "**New Members – Sign Up Now! It's FREE!!!**" on the left side, above the menu.

A rectangular button with a thin black border. The text inside is "New Members - Sign Up Now! It's FREE!!!". "Sign Up Now!" is in red, and "It's FREE!!!" is in blue.

Next, select "**LEO**" from the drop down box under Program Sign-Up (it's at the bottom of the list) and click **GO!**

A rectangular form with a thin black border. At the top, it says "Program Sign-Up" in bold black text. Below that, it says "Thank you for your interest" in orange text, followed by "select the community where" in orange text. At the bottom, there is a dropdown menu with "LEO" selected and a "GO!!" button to its right.

Fill in all the requested information. All information is confidential. Please see **Privacy Policy** on web site for more information.

Member Login

Once the Administrator has approved your membership, you may access the secure **Member's Only** areas. Go to: www.CrimeWatchAmerica.com then select your Law Enforcement Agency, e.g. Palm Beach County Sheriff's Office, from the drop down menu and click **GO!!**. This will take you to the Law Enforcement Agency's Home Page.



Click on the **Member Login** on the left side, in the menu. This will bring you to the **LOGIN SCREEN**.

Enter your FULL email address, e.g., johndoe@domain.com in **Member Login ID**. Then enter your password that you entered on the Sign-Up page. **DO NOT** select a Community from the drop down box. Click **Submit**.



Once you have logged in, you will notice that the menu has changed. You will now see a **Members Only** section at the top of the menu.



For additional help log on to: www.CrimeWatchAmerica.com and see **Technical Support**.

Adding Content



After Logging In, Go to the Menu and Click on '**Administration**', which will bring you to the Administration Menu.

You will see a Menu like the one below. Depending on what type of Administrator you are, different choices are available. This sample is for an Administrator of a LEO (Law Enforcement Office).



The '**Site Control**' section contains the '**Approve New Members**', '**On The Lookout**', '**Crime Statistics**', '**Modify Members Info**' and '**Important Contacts**'.

The '**Features**' and the '**Programs**' Sections contain admin pages for those web pages. All content, including the Menu title, can be changed on most pages.

It is suggested that the **Features** pages be updated regularly, to keep it fresh and interesting to the Members. Also, the use of pictures adds interest. Pictures should be no larger than 250 pixels by 250 pixels to minimize page download time. For more information about pictures and terrific tips on content formatting, please log on to: www.CrimeWatchAmerica.com and see **Technical Support**.



Site Control

Modify the Anywhere, USA Site Control Page

This part sets up the LEO name, URL & Graphic name for the top of every page and the E-Mail address for inquiries.



This Section allows you to select the color scheme for the Law Enforcement site.

Enter Emergency and Non-Emergency Numbers.

Program 1 is for CRIMEWATCH ONLY, and Program 2 is for C.O.P only. If your LEO does not have C.O.P. and/or CrimeWatch, leave that program blank. Programs 3-6 can be used for any other program that you need.

Features 1-4 and the Special Notices can be used for any information that you want to display, such as Events, Special Notices. Links 1-5 can be set to link to other web sites

This text section prints a message at the top of the form that sends the Anonymous Tips for the 'On The Lookout'.



Member Name: Gary Goodrich

Crime Watch ID: Anywhere, USA
 Email: info@crimewatchamerica.com

Select one of the Color Schemes from the choices below:

Menu Title Color	Menu Title Color	Menu Title Color	Menu Title Color
Menu Text Color	Menu Text Color	Menu Text Color	Menu Text Color
Header Title Color	Header Title Color	Header Title Color	Header Title Color
Emergency Number Color	Emergency Number Color	Emergency Number Color	Emergency Number Color
Program/Feature Title Color	Program/Feature Title Color	Program/Feature Title Color	Program/Feature Title Color
Text Title Color	Text Title Color	Text Title Color	Text Title Color

Menu Title Color	Menu Title Color	Menu Title Color
Menu Text Color	Menu Text Color	Menu Text Color
Header Title Color	Header Title Color	Header Title Color
Emergency Number Color	Emergency Number Color	Emergency Number Color
Program/Feature Title Color	Program/Feature Title Color	Program/Feature Title Color
Text Title Color	Text Title Color	Text Title Color

Emergency Number:	911	Non-Emergency Number:	555-0000
Program 1 Name:	Neighborhood Crime W	Program 1 button:	CrimeWatch
Position 1:	Member	Position 2:	Block Captain
Position 3:	Section Captain	Position 4:	Coordinator
Program 2 Name:	C.O.P.	Program 2 button:	C.O.P.
Position 1:		Position 2:	Supervisor
Position 3:	Coordinator	Position 4:	test
Program 3 Name:	C.O.P. Mounted	Program 3 button:	C.O.P. Mounted
Position 1:	Member	Position 2:	Supervisor
Position 3:	Coordinator	Position 4:	
Program 4 Name:	Fleet Watch	Program 4 button:	Fleet Watch
Position 1:	Member	Position 2:	Supervisor
Position 3:	Coordinator	Position 4:	
Program 5 Name:	Satelite Volunteers	Program 5 button:	S.O.S. Volunteers
Position 1:	Member	Position 2:	Supervisor
Position 3:	Coordinator	Position 4:	
Program 6 Name:	Disaster Prep.	Program 4 button:	Disaster Prep.
Position 1:	Member	Position 2:	Group Leader
Position 3:	Coordinator	Position 4:	
Feature 1 Name:	From The Sheriff	Feature 1 button:	From The Sheriff
Feature 2 Name:	Security Tips	Feature 2 button:	Security Tips
Feature 3 Name:	Reporting Crimes	Feature 3 button:	Reporting Crimes
Feature 4 Name:	Events	Feature 4 button:	Events
Special Notice:	Special Notices	Special button:	Special Notices
Members Special Notice:	Special Notices	Members Special button:	Special Notices
Link 1 URL:	pbso.org	Link 1 button:	P.B.S.O.
Link 2 URL:	www.pbso.org/victims/c	Link 2 button:	Hotline Numbers
Link 3 URL:	www.fdle.state.fl.us/	Link 3 button:	Sexual Predators
Link 4 URL:		Link 4 button:	
Link 5 URL:		Link 5 button:	

Text printed on top of Anonymous Tip form: Please type your tip below, giving as much detail as you remember. All information will be kept in strictest confidence by the Sheriff's Department. You may include your name, phone and address at

Click on 'Save' to save your changes or 'Return' to return to menu.

Important! Make sure you Save Changes each time, otherwise your hard work will be lost!



[Important Contacts](#) Add, Modify or Delete Names on Anywhere, USA Important Contacts page.

Important Contact Administration
Member Name: Mike Lopilato

ID #	Show Order	Check to Display	Contact Information
2	<input type="text" value="2"/>	<input checked="" type="checkbox"/>	Sheriff John Smith
		<input checked="" type="checkbox"/>	Sheriff
		<input checked="" type="checkbox"/>	AnyWhere USA Sheriff's Office
		<input type="checkbox"/>	johns@anywhere.usa
		<input checked="" type="checkbox"/>	555-0001
1	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	Bill Jones
		<input checked="" type="checkbox"/>	UnderSheriff
		<input checked="" type="checkbox"/>	AnyWhere USA Sheriff's Office
		<input checked="" type="checkbox"/>	johns@anywhere.usa
		<input checked="" type="checkbox"/>	555-0002

Click on 'Save Changes' to save your changes, 'Add New' to add a new Incident Report, 'Delete' to delete an Incident, 'Cancel' to return without saving changes.

Save Changes Add New Cancel Action Return to Menu

To Delete a Record: Enter ID # of Record to Delete, then press 'Delete' button.

Important Contacts

This is the list of Contacts for the LEO that is available to the public, without Member Login. Please consider carefully what information is to be display, and only check those lines you wish to be available to the public.

IMPORTANT!

If you are placing someone's information other than your own, please check first to make sure they wish this information to be PUBLIC!

- **ID#** is automatically set.
- **Show Order** designates the order in which this record is displayed.
- **Display** allows you to display that line of information.

Text column allows 5 lines of contact information.

Be sure to **Save Changes** before returning to the Menu.



[Modify Members Information](#) Modify or Terminate Current Anywhere, USA Members.

Membership Directory						
First Page Previous Page Next Page Last Page Total Pages : 1 Current Page : 1 Total records found : 3						
Name(s):	Address:	Home Phone:	Work Phone:	Section/	Block/	Security:
View Gamer, Mike			555-2107	C	0	Coordinator
View Lonborg, Jim		561-111-3333	561-111-3333	A	0	Member
View Lopilato, Michael	16210 Jupiter Farms Rd.	561-111-2222		A	0	Coordinator

Authorize New Members Edit Members on Current Member List

It is very important as the Administrator for your Law Enforcement Office that you authorize new Members and assign them a **Security Level** so they may Log On. You do that by clicking on **Approve New Members** from the Administration Menu. Click on the View button for each new Member. Make sure this Member is okay to approve, i.e. the person is a member of the LEO or other authorized personnel. **This will prevent unauthorized persons from gaining access to secure areas.**

Once you have verified the person, select a **Security Level** and **Current Status**, and check the position held by the Member, e.g. Block Captain.

You also use this area to terminate Members from a Program. Use **Current Status** 1 for active & 6 for terminated. Be sure to **Save Changes!**

Administrators Name: Mike Garner

Member First Name(s): <input type="text" value="Mike"/>	Last Name: <input type="text" value="Garner"/>
Street Address: <input type="text"/>	City: <input type="text"/>
State: <input type="text"/>	Zip: <input type="text"/>
Home Phone: <input type="text"/>	Fax: <input type="text"/>
Work Phone: <input type="text" value="555-2107"/>	Okay to give # to Block & Section Captain: <input type="checkbox"/>
Cell Phone: <input type="text"/>	Okay to give # to Block & Section Captain: <input type="checkbox"/>
Email address: <input type="text" value="mikeg@crimewatchweb.com"/>	Cell email: <input type="text"/>
E-Mail Alert: <input type="text" value="mikeg@crimewatchweb.com"/>	
Member ID: <input type="text" value="mikeg@crimewatchweb.com"/>	
Password: <input type="password" value="*****"/>	Password Help: <input type="text"/>
Section: <input type="text" value="C"/>	Block: <input type="text" value="0"/>
Company: <input type="text"/>	Position: <input type="text"/>
Security Level: <input type="text" value="5"/>	Current Status: <input type="text" value="1"/>
Where/When Signed Up: <input type="text" value="0"/> <input type="text" value="10/25/01"/>	Terminate Date: <input type="text"/>
Who made Last Change: <input type="text" value="Mike Lopilato"/>	Date of Change: <input type="text" value="11/14/01"/>

Member of:

<input type="checkbox"/> Crimewatch	<input type="checkbox"/> C.O.P.
<input type="checkbox"/> Administrator	<input checked="" type="checkbox"/> Administrator
<input checked="" type="checkbox"/> Coordinator	<input type="checkbox"/> Coordinator
<input type="checkbox"/> Section Captain	<input type="checkbox"/> Coordinator
<input type="checkbox"/> Block Captain	<input type="checkbox"/> Supervisor
<input checked="" type="checkbox"/> Member	<input type="checkbox"/> Member

Comments:



[Crime Statistics](#) Update the Crime Statistic Page for Main Site.

Main Crime Statistics Page Administration

Text Title 1
Text Area 1

Text Title 2
Text Area 2

Text Title 3
Text Area 3

Text Title 4
Text Area 4

Text Title 5
Text Area 5

Click on 'Save Changes' to save your changes, "Cancel" to return without saving changes.

Save Changes Cancel Action Return to Menu

Update Crime Statistics

Each 'Text Area' can contain up to 4000 characters. The text can be formatted using basic HTML coding. e.g. `BOLD` Text
`<I>Italics</I>`
`<U>Underline</U>`
`
`line break

This Coding:

This is `BOLD`and this is `<I>Italics</I>`.

Produces:

This is **BOLD** and this is *Italics*.

It is best to use a text editor, like 'Note Pad' to create the content.

For more information on content formatting, please log on to:
www.CrimeWatchAmerica.com
and see **Technical Support**.

On the Lookout & Program Pages

Use the same formatting techniques as you did in the Crime Statistics page.

In addition to typing text, you can **UPLOAD PICTURES** that will be displayed on your pages.

Under each **Text Area** you'll see a **Check Box** that allows you to display the uploaded pictures. Be sure to check that box for each picture you want displayed.

After you click on the **Save Changes** to save your text, you can upload the pictures by clicking on the **Upload New Pictures for XXXXX Page**.

For the **On The Lookout** page you can send the **Alerts** out to the membership E-mail, Cell Phones and/or Text Pagers.

On The Lookout Administration
Palm Beach County Sheriff's Office My Sheriff
Case Number: Date Posted: 5/29/02

Case Number: Case Status:

Text Title 1:

Text Area 1:

Display Picture in Paragraph 1 on On The Lookout Page

Paragraph 1 Picture Caption:

Text Title 2:

Text Area 2:

Display Picture in Paragraph 2 on On The Lookout Page

Paragraph 2 Picture Caption:

Text Title 3:

Text Area 3:

Display Picture in Paragraph 3 on On The Lookout Page

Paragraph 3 Picture Caption:

Text Title 4:

Text Area 4:

Display Picture in Paragraph 4 on On The Lookout Page

Paragraph 4 Picture Caption:

Cell Phone Alert Message - Max 112 characters:

Send E-Mail Alert - Remember to **SAVE CHANGES** before sending Alerts!

Upload New Pictures for On The Lookout Page
Click on "Save Changes" to save your changes, "Cancel" to return without saving changes.

How to Send Alerts

One of the most powerful features of the program is the ability to send Alert messages to Member's email, cell phones and text pagers , as well as posting on the web page.

After you have typed the Alert (see On the Lookout), select a Community or All Communities from the drop down box.

In "Step 1"

Select Where and Who you want the message to go to.

"Step 2"

Select how you want the message sent. Check one or both boxes here.

"Step 3"

Click on Send Alert . It will take several moments for the system to send out the messages to all Members.

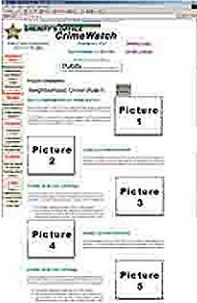
How to Upload Pictures

One of the best ways to add interest and 'dress up' your pages is to use pictures and graphics. The picture size should be no larger than 250 pixels by 250 pixels, and in .gif format. On the bottom of each **Program Page** you can click on **Upload New Pictures for XXXX page**, which brings you to the Upload Pictures page. Click on the '**Browse**' Button and locate the file that you want uploaded to the site.

Then Click '**Upload**' and the file gets uploaded to the website.

This page will up load images to Feature 1 (From The Sheriff) page. For your images to upload and display properly YOU MUST do the following:

- Your Graphic file must be a 'gif' image file.
- With **maximum** dimensions of 250 pixels wide x 250 pixels high x 72 dpi.
- You must then Click the '**BROWSE**' button and select the file from your Computer.
- Then you MUST Click the '**UPLOAD**' button to upload the file.



Page Layout

Select graphic file to upload:

Graphic file must be a 'gif' maximum dimensions of 250 pixels wide x 250 pixels high

To upload Picture 1

To upload Picture 2

Select graphic file to upload:

Graphic file must be a 'gif' maximum dimensions of 250 pixels wide x 250 pixels high