



HOW TO – Use the NW Consent template

Instructions to NW Co-ordinator/Lead:

- Download and save the NW Consent template
- Enter your contact details at the form bottom (Contact Lines 1&2)

EXAMPLE:

If, in the future, you wish to update the details you have given above or have to your data removed from Neighbourhood Watch Scheme and Association records, please email;

Contact Line 1: **Sandy Lane NW Co-ordinator**

Contact Line 2: **sandylanewatch@gmail.com**

- Save the form. *(The form now ready to be sent to your new members, after 25th May 2018)*

(If you lose the NW Consent template - don't worry - just download another from www.asnwa.org)

Instructions to your new NW member:

- Download and save the NW Consent form you have received from your NW Co-ordinator/Lead.
- Open the form using Adobe Reader and fill in your details.
- Finally, sign the form using the 'sign drawing tool' or insert an 'image' of your signature.
- Save the completed form and email a copy back to your NW Lead.

If signing an 'on-line' form is new to you – have a look at the 'How-To' sign the online form pdf. It's easy using Adobe Reader (which is FREE), using a PC or tablet.

Instructions to NW Lead:

- When you have received a signed NW Consent from a new NW member, acknowledge the email and thank them for their consent.
- Print off or (save/file the NW Consent form securely) - and keep a back-up of these files, separate from your PC or laptop.