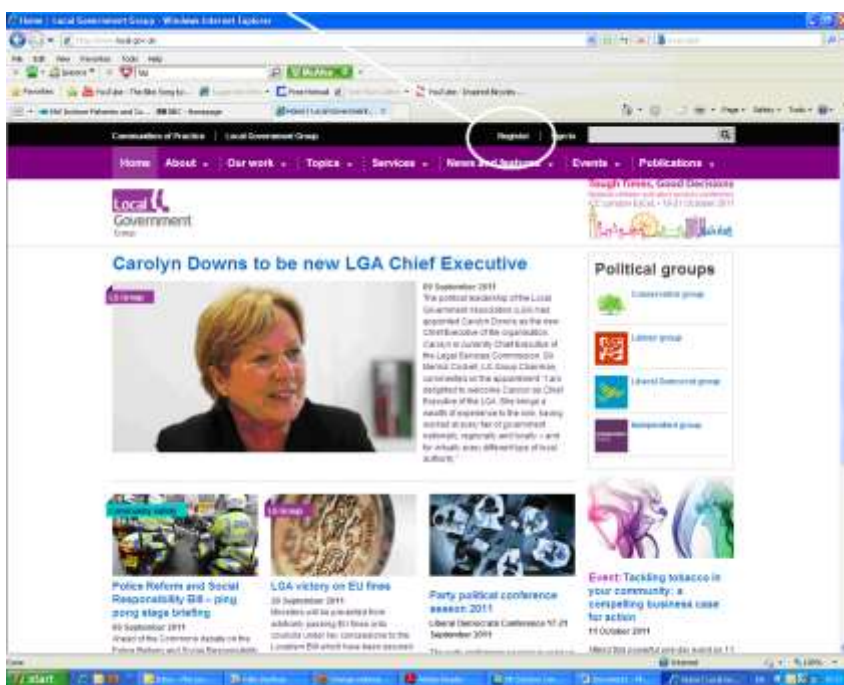


ANNEX 1

Procedures for accessing the NWIFCA TSB web forum

This is a two stage process. All users need to register on the Local Government Group (LGG) website to enable access to the Community of Practice for public service (CoP) discussion areas. If you are **already registered** with the LGG you can go straight to the CoP website (<http://www.communities.idea.gov.uk/welcome.do>.) and complete stages 5 to 9 to join the TSB web forum. If you **not already registered** at LGG please follow these steps...

1. Go to the Local Government Group (LGG) website (<http://www.local.gov.uk/>) and click on “Register” in the middle right of the black header towards the top of the screen.

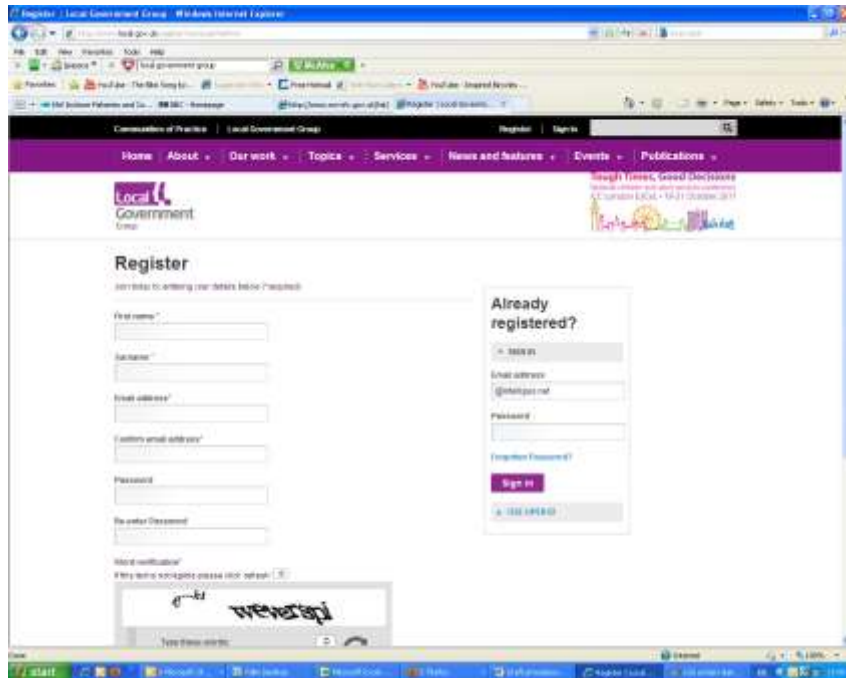


Note that the pictures on this page are changed regularly so it may not be exactly the same as above when you visit. However, the basic appearance and layout should be as shown.

For help and assistance call Bob Houghton at the Carnforth Office on 01524 727970 or email him via r.houghton@nw-ifca.gov.uk

Procedures for accessing the NWIFCA TSB web forum

2. A form like the one shown beneath should appear. Complete this and click “Register today” at the bottom of the screen

The image is a screenshot of a web browser window displaying the registration page for the Local Government Group. The browser's address bar shows the URL 'http://www.localgov.gov.uk'. The page has a purple header with navigation links: 'Home', 'About', 'Our work', 'Topics', 'Services', 'News and features', 'Events', and 'Publications'. Below the header, the 'Local Government Group' logo is visible. The main content area is titled 'Register' and includes a sub-header 'Join us to enter your details below (Required)'. There are two main sections: a registration form on the left and an 'Already registered?' section on the right. The registration form contains fields for 'First name', 'Surname', 'Email address', 'Company email address', 'Password', and 'Re-enter Password'. Below these fields is a 'Word verification' section with a distorted image of the word 'waterapi' and a prompt to 'Type these words'. The 'Already registered?' section includes a 'Sign in' button, a 'Forgot your password?' link, and a 'Sign up' button. The browser's taskbar at the bottom shows various open applications, including Internet Explorer, Microsoft Word, and a file explorer.

3. You should then be informed that a message has been sent to the email address that you've just registered and that you should activate your LGG account by clicking on the link in that message. **You must activate your registration before you can proceed further to access the CoP areas.**

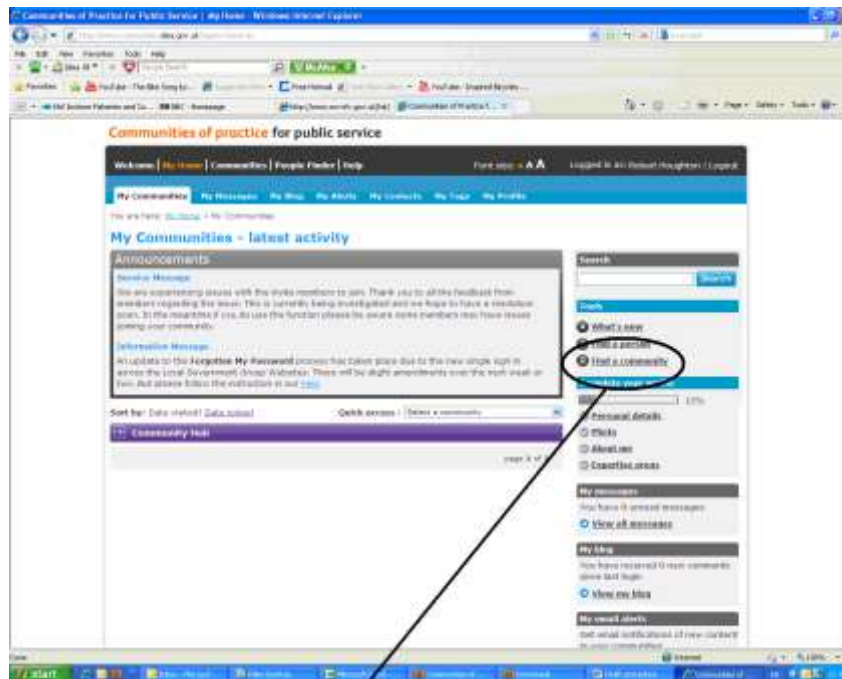
For help and assistance call Bob Houghton at the Carnforth Office on 01524 727970 or email him via r.houghton@nw-ifca.gov.uk

Procedures for accessing the NWIFCA TSB web forum

4. After you have completed the instructions in step 3 you can then move on to the CoP website by clicking on the link from the LGG registration confirmation page or using the URL <http://www.communities.idea.gov.uk/welcome.do>. The screen should look something like this...



5. Sign on using the email address and password that you registered on the LGG site in step 2 above. A screen like that below should appear...



Click the "Find a Community" button in the "tools" section of the right-hand column on the page.

For help and assistance call Bob Houghton at the Carnforth Office on 01524 727970 or email him via r.houghton@nw-ifca.gov.uk

Procedures for accessing the NWIFCA TSB web forum

6. An index page will appear. Click on the letter “M” and a table of communities will appear. Scroll to the bottom of this page and go to the next page by clicking on “2” in the number list or “next” to the right of it.
7. Approximately two thirds of the way down page 2 you will find a listing for “**Members of the North Western IFCA Technical, Science and Byelaws Sub Committee**”. Click on “See more and join” to the right of the community title.
8. When the title page below appears click “Apply to join this community”



9. Follow the instructions on the membership request page. One of the facilitators will deal with your request and send you a confirmation email.
10. Open the email and either follow the link contained therein or simply return to your home page (shown above in step 5) on the Community of Practice website where the TSB community should now be listed. If this is not the case, repeat steps 6 -9.

For help and assistance call Bob Houghton at the Carnforth Office on 01524 727970 or email him via r.houghton@nw-ifca.gov.uk