ROUTE GUARD

WALKTHROUGH GUIDE for LOCAL AUTHORITIES & ORGANISATIONS

Welcome

Introducing RouteGuard to your Schools is really easy. In fact, follow these 3 simple steps and you are there:

1. Create your account at www.RouteGuard.co.uk
2. Get your local authority/ organisation RouteGuard URN and access to the promotional materials to share with your schools
3. Encourage your schools to start sign up to RouteGuard!
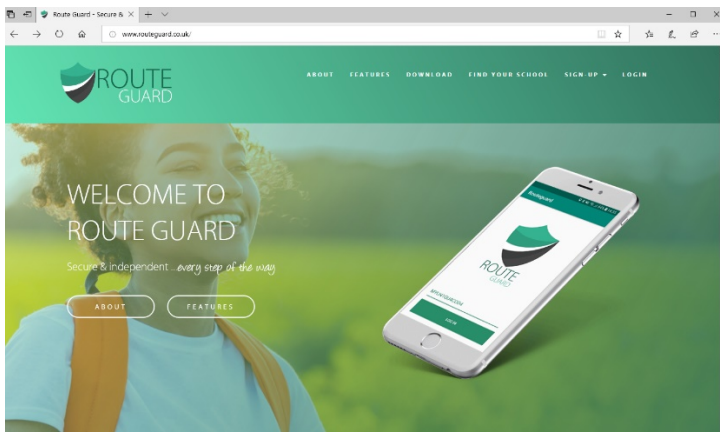
Creating an Account

Figure 1: RouteGuard website at www.routeguard.co.uk

To create your account, go to www.routeguard.co.uk select sign-up from the menu and click on 'Local Authorities'.

This will take you through to a sign-up form where you enter the following details:

- Your name
- Your Local Authority email address
  This will be used to send a verification email to. Only validated local authorities and organisations have been pre-registered in the database and assigned a unique organisation code; however, several staff members may access the website and materials.
  The database will check against this email address so that only local authorities or pre-approved organisations can create accounts.
- You will, of course, need to tick the obligatory GDPR box that allows us to store the necessary information required to run your RouteGuard account.
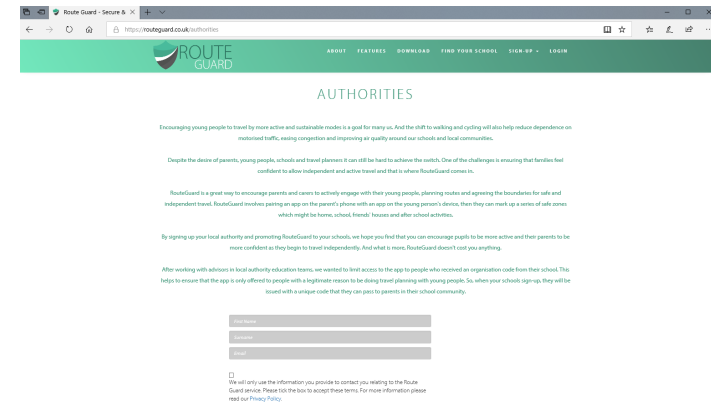

Figure 2: Local Authority Sign-up Screen

Then you can hit submit, and a bar will appear on the home screen to say Thank you for your registration, please check your email.
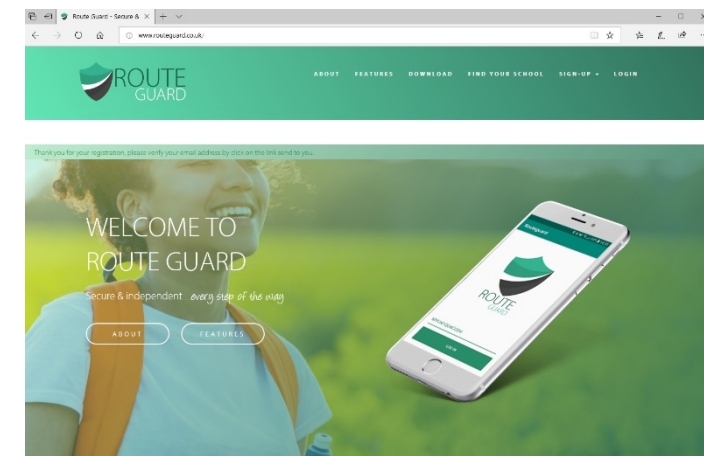

Figure 3: Registration confirmation screen

Verify Your Email

Now, when you go to your inbox, you should have received an email that looks like this:
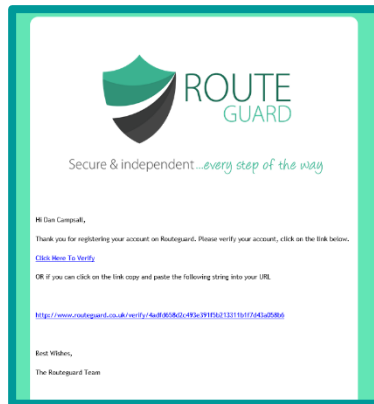

Figure 4: Email Validation

It contains a verification link which will allow you to validate your email address and proceed to the second stage of the account creation process. When you click on the link, it will take you back to the website where you can create your own account password and add some further account details:

Figure 5: Account Verification

Once you have populated the form with your details and hit submit again, your account will be created and you will return to the homepage which will display a confirmation message as shown below.
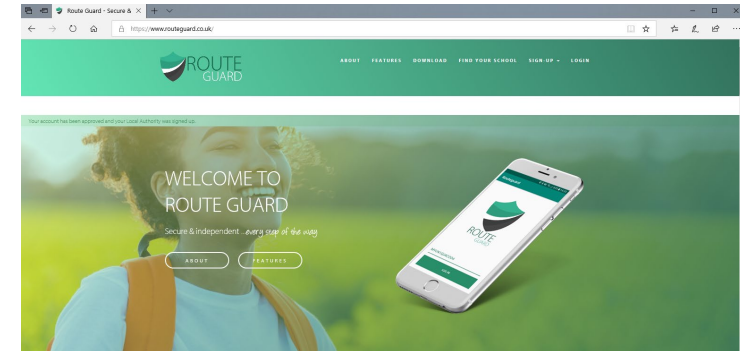

Figure 6: Account creation confirmation screen

Now when you select the Login option from the toolbar above, you will be able to login to the site and access your organisation's dashboard.
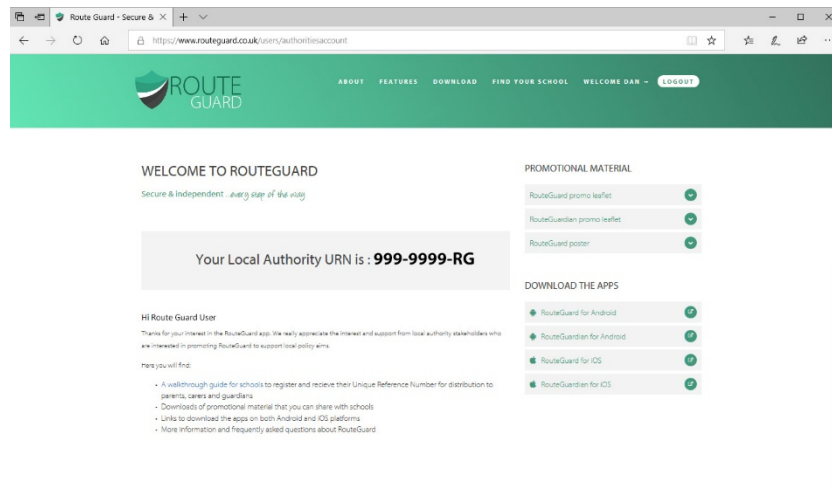
Welcome to Your Dashboard

Figure 7: Account Dashboard

Also, on this page is where you can access your digital resources to share with schools. It provides you with the following:

- A5 Promo Leaflet
- A5 Detailed Flyer
- Postcard Size Flyer (colour)
- Postcard Size Flyer (b&w)
- Links to the current versions of the apps

Examples are shown on the next page. These digital resources can be downloaded and printed or used as part of electronic communications to school mail and newsletters. The rest of the information that the schools need is on the website.

Each time you login to RouteGuard, this is where you will be directed. Crucially, this is where you can access your organisations Unique Reference Number (URN). In order to be able to use the RouteGuardian application, everyone needs to be able to input a valid organisation code.

This allows your organisation to be the custodian of a reference code and the gatekeepers to the app's functionality; this will give key staff the opportunity to install the app and gain a better understanding of the app functionality. RouteGuard will be of interest to many teams across the local authority including education, school admissions, home to school transport and SEND as well as road safety. For more insight into where Route Guide could help your authority please contact the Route Guard Team.

The URN should only be shared within your organisation to reduce the chances of people not associated with the organisation being able to access the app. Any schools you encourage to sign up will receive their own unique URN and in turn become the gate keepers to ensuring only the parents or guardians of their school community have access to the app functions.

If, for any reason, you feel the organisation URN has been compromised and you have concerns about safeguarding, you can contact the RouteGuard team and this code can be changed.

Digital Resources

Figure 6: A5 Promotional Leaflet

Figure 9: A5 Detailed Flyer

Figure 8: A6 Postcard (colour)

Figure 8: A6 Postcard (b&w)