Group Administrator Guide

Welcome to your BART Community!

You are now a BART Administrator of your group in BART Community.

The most important features of BART Community are:

1. BART is utilised by over 165,000 first responders; **familiar and tested**
2. BART Community was adapted for Stakeholders and Residents; **for community use**
3. Easy to install and use; **can be used immediately**
4. Allows small independent groups to self-manage; **local flexibility**
5. Simple to the message or alert on your phone; **the devices we all use**
6. Safe Area and where each other are is on the map; **we see where we all are**
7. **Participants** can contact those not responding; **working together**

Registration

The Registration has been accepted and the infrastructure has been established being:

1. The Community Centre has been established
2. Your group has been established
3. You are a member in the Community Centre Group as well as your Group
4. You are the BART Group Administrator of your Group,
5. You can send messages to your Group Participants

Suggested Videos for you to review:

- Download and Install the BART Team App
- Add a New Member into BART
- Manage Broadcast Tags for your Group
- Resolving Issues on your Smart Device – First Steps
- Forgot your BART Password?
- Track me on Attending
- Ways to Share your Location
- Send a Broadcast to one or more Members

Your Group

As the BART Group Administrator you can:

(1) Forward messages received by you to your group Participants via the BART App.

Eg [⌄] in Quick View or ⋮ in List View

(2) Create participating member accounts after they have signed the "Individual Member Registration" Form. The creation requires Name, Mobile Number and Email Address (optional). You will be required to allocate a Login Name (e.g. MarySmi) and password (e.g. Smi7658*) to the member.

(3) Send Messages and Alerts to your Participants from the BART App.

(4) Set up additional Broadcast Tags for the Participants in your Group if required. e.g. Resident Share Messages, etc

(5) Allow SMSs and Voice announcements to be sent to the Participant Broadcast Tags.

(6) Allocate send rights to selected Participants in Permissions and specify on which Broadcast Tags they can SEND on. e.g. Resident Share Message

(7) Send individual messages to Participants via the Web Application

(8) Change the Participant's password via the Web Application.

(9) Update Participant Accounts via the Web Application.

(10)   Point out to all Participants their ability to customisation on their phone eg

In Menu - [≡] Settings:
  (a) General Tone - Default
  (b) Alert Tone – Default Alert
  (c) Discussion Tone - Default
  (d) Quick-View Home Page - ON
  (e) Track Me on Attending – ON
  (f) Critical Alerts - ON

(11)   Point out to Participants who have SEND rights where they can send Messages in the BART App **eg In Menu - [≡] New Broadcast**

(12)   Point out to Participants that **Critical Alerts** can be enabled to notify them when they receive a BART broadcast message; even if your phone is set to **Silent** or **Do not Disturb** mode is **ON**. This feature comes standard on iPhones and Android phones (Note: This feature may not work on all Android phones that do not meet minimum standards). To enable this feature tap on the hamburger menu icon [≡] in the top left-hand corner of the screen, next tap **Settings** and scroll down until you see **Critical Alerts**. Use the toggle to enable or disable **Critical Alerts**. Use the slider to adjust the volume. We suggest you first try with the volume set at 50%.
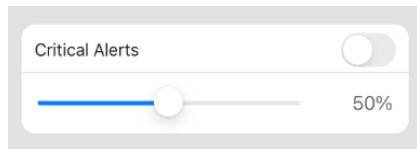
When you turn **Critical Alerts** to **ON** for the first time on an Android phone you will be prompted to toggle **ON   Do not disturb permission**.
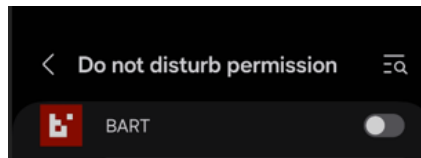
We suggest that the BART Administrator assist each Participant **with the setting up of the BART App on their phone.**

Please note: Participants **who have not logged in the BART App can still receive an SMS Message or Voice Announcements, on which they can respond to, to let the Administrator and other** Participants **know their response.**