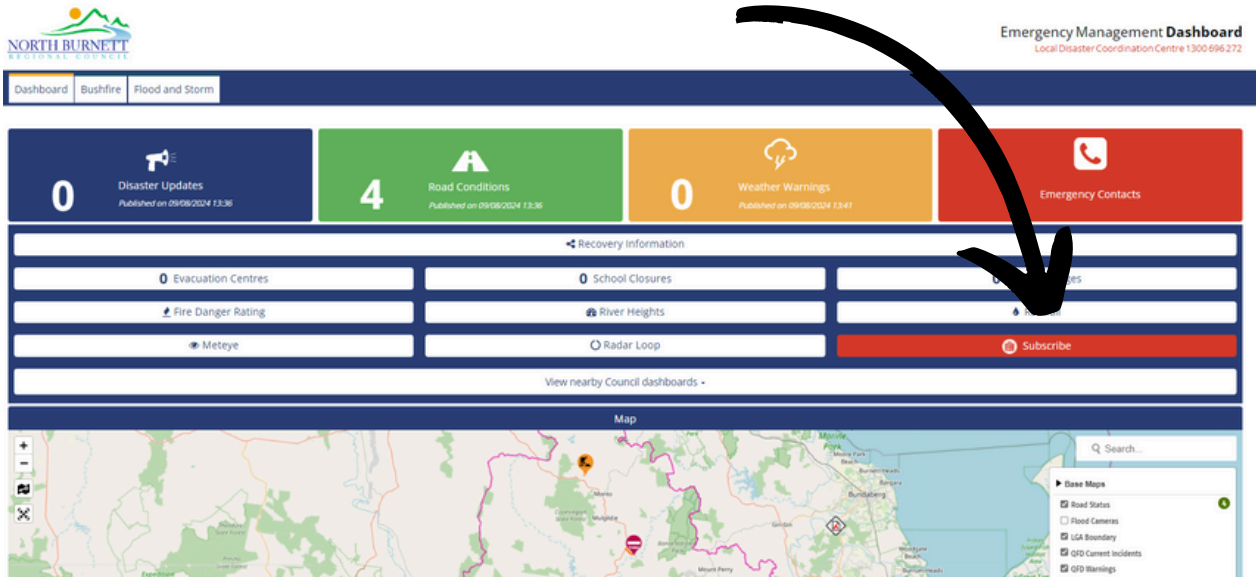


# Step By Step Guide

## Subscribe to the Emergency Management Dashboard

**Step 1:** Go to [emergency.northburnett.qld.gov.au](http://emergency.northburnett.qld.gov.au)

**Step 2:** Click on the red “Subscribe” button



**Step 3:** When the Subscribe box appears, select “Register” on the top of the menu and complete your details.

A screenshot of the 'Subscribe' registration form. The form has a red header with the word 'Subscribe' and a close button. Below the header are two tabs: 'Sign in' and 'Register'. A green box contains a message: 'Once you click Sign Up you will receive an email asking you to confirm your account. If you do not receive this email, please check your Spam/Junk folder.' The form fields include: 'Email\*' (Email), 'Password\*' (Password), 'Confirm Password\*' (Retype Password), 'Full Name\*' (Name), 'Mobile Number' (Mobile Number) with a red 'Verification required' icon, and 'Enter your Residential Address' (Enter a location). At the bottom, there is a reCAPTCHA checkbox 'I'm not a robot' and a 'Sign Up' button.

**Important note:** You must verify your mobile phone and email to access all of the Dashboard features.

Make sure you use an email you can still access so you can complete the verification process.

**Step 4:** You will receive an email and SMS message from Guardian IMS. Follow the instructions on both messages to verify your email and mobile number.

**Step 5:** Manage your subscriptions - read the notes and select your preferences.



Dashboard

Profile

Subscription

Business

### Manage your subscriptions

Kaitlyn Packer Logout

Welcome to North Burnett Local Disaster Management Group (LDMG) notification services.

In the table below, select the box next to the service you wish to subscribe to. The notification options are available via email or SMS or both if you choose.

You must select a location for Weather Warnings. This can be North Burnett and then pick your suburb.

- North Burnett includes all BoM weather warnings where 'North Burnett' Council area is listed on the BoM warning notification.

Notes:

- The Weather Warning subscription option issues notification emails only if the Bureau of Meteorology (BoM) issues a weather warning for North Burnett Council local government area. Some severe weather activity may not reach BoM's trigger levels, and thus a weather warning is not issued in this instance.
- This notification service does not replicate or replace the Emergency Alert System, which is the national telephone based emergency warning system used by emergency services that sends messages (irrespective if users have subscribed):
  - via landlines (must have power) based on the location of the handset.
  - via mobile phones (must be switched on and in a coverage area) based on the devices location or billing address.
- SMS Notifications, if enabled, rely on independent telecommunication networks, which require power to operate and have limited battery back-up. Emergencies can cause power outages and system failures, and notifications may not send or be delayed to NBN services and telecommunication networks. Ensure you have a battery powered radio for back-up to receive communications in emergency situations.
- To change your notification subscription details (name, mobile number or password), go to the Profile page. You cannot change the email address used to register the account. You will need to re-register if you have changed your email address.
- To unsubscribe to this service, at the base of the Subscription table, select the orange button "Unsubscribe All" and select confirm.

Subscription	Email	SMS	
Weather Warning <a href="#">Select Locations</a> Click "Select Locations" to filter Weather Warnings by removing irrelevant locations. If no locations are selected you will receive notifications for all of Queensland.	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency News	<input type="checkbox"/>	<input type="checkbox"/>	
Get Ready Challenge Subscribe to the Get Ready Challenge and receive monthly tasks, ideas and important information to help you and your family prepare for disaster events.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>River Flood Notification</b>			
River/Station	Notification level	Email	SMS
BURNETT R river at JONES WEIR TW	Please Select	<input type="checkbox"/>	<input type="checkbox"/>
AUBURN R river at DYKEHEAD	Please Select	<input type="checkbox"/>	<input type="checkbox"/>
BOYNE R river at COORANGA	Please Select	<input type="checkbox"/>	<input type="checkbox"/>
BURNETT R river at EIDSVOLD	Please Select	<input type="checkbox"/>	<input type="checkbox"/>
MONAL CK river at UPPER MONAL	Please Select	<input type="checkbox"/>	<input type="checkbox"/>
REID CK river at DALGANGAL RD	Please Select	<input type="checkbox"/>	<input type="checkbox"/>

Save Changes

**Step 6:** Don't forget to save changes!

**Note:** If you ever need to change your subscription preferences, just login and repeat steps 5 and 6.