



COASTGUARD APP



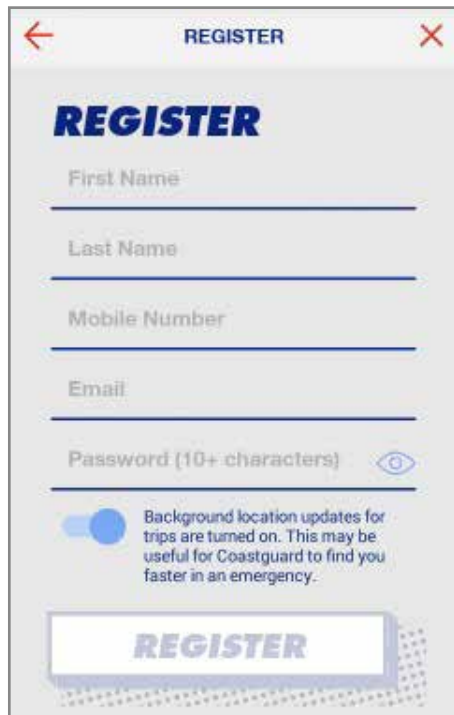
USER GUIDE

1. REGISTRATION

When the app is installed and opened up, you will see this screen.

If this is your first time with the app, click on **Register**.

If you've used the app before, click **Login** and enter your previous email and password



If you are a new user, you'll need to register your details, including your name, mobile phone number and email address.

We use the email address for your login – we don't keep this to 'spam' you with unwanted emails.

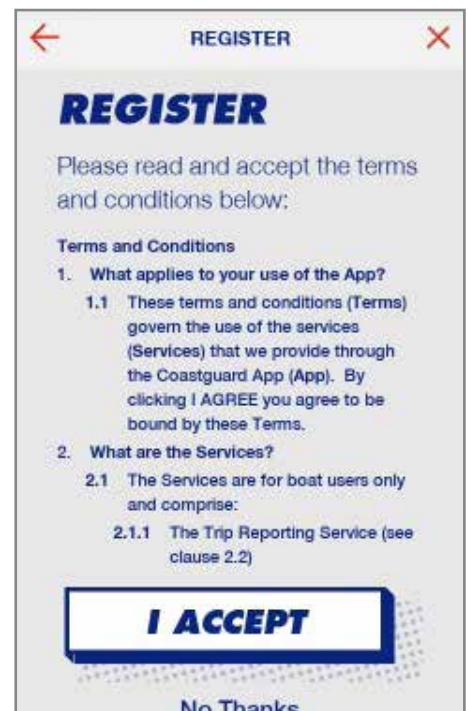
You can use the **'eye' symbol** to check your password before registering.

We recommend that **location updates** are switched on as this will help us to find you faster in an emergency, but it does impact your phone battery and you can opt out of this if you wish at any time.



Part of the Registration process is for you to read and accept the **terms and conditions**.

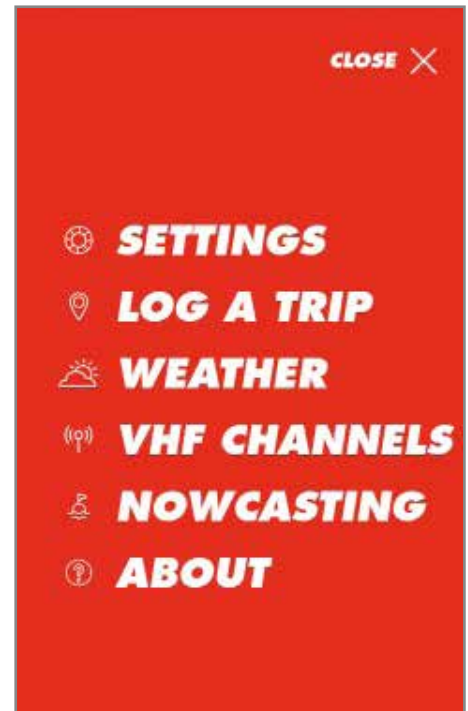
You can click through to read the detailed **terms and conditions**.



This is the **Main Menu** screen.

From this page you can change your settings, log a trip, check the weather and plan your activities.

If this is the first time you've used the app, we strongly recommend setting up your full profile as these details are required before you can log a trip. You can do this by clicking on **Settings**, which will take you to the following page.



2. SETTING UP YOUR PROFILE



Creating a profile is a one-off step when you first start using the app and requires you to log your basic details including contact and vessel details.



You can enter your **boat details** using the **My Boats** page.

We encourage you to enter your **callsign**, but it's not a compulsory field.

If you do use a callsign, please try to use the correct one since we will compare this with our callsign database.

Take care to avoid typos and contact **Coastguard Boating Education Service (0800 40 80 90)** if in any doubt about what your registered callsign is).

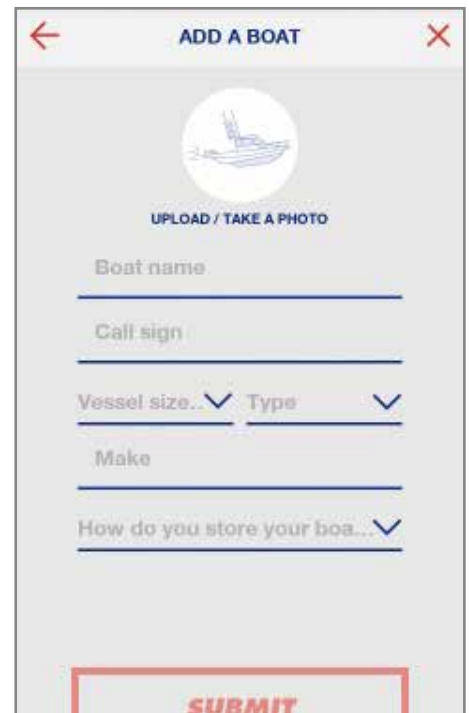


The only **compulsory fields** are boat name, size, and type, but every detail will help rescue services in the event of any later situation.

You are also encouraged to take a **picture of the vessel** with your **cell phone**.

Details of where the boat is stored can sometimes help shore-based teams in the event of an emergency out on the water.

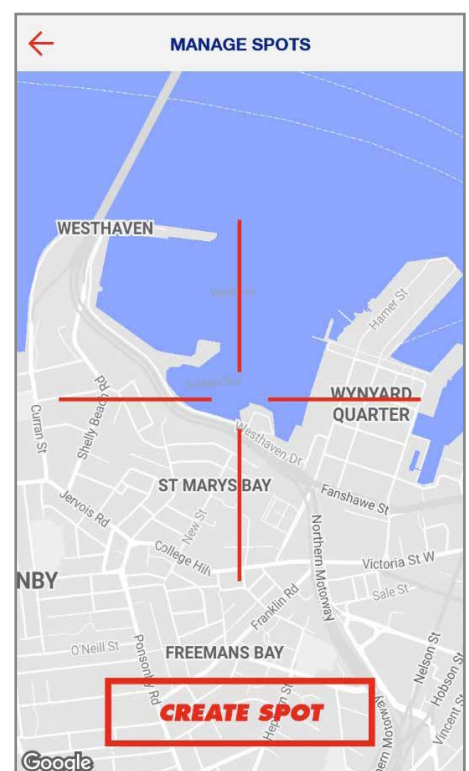
You can log a separate profile for up to 5 different boats.



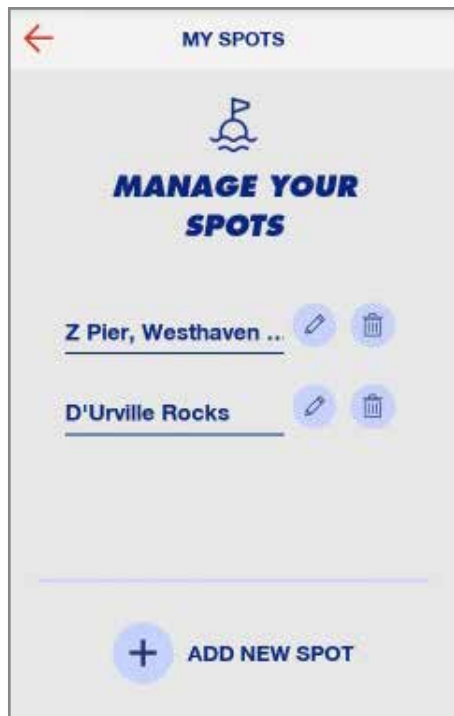
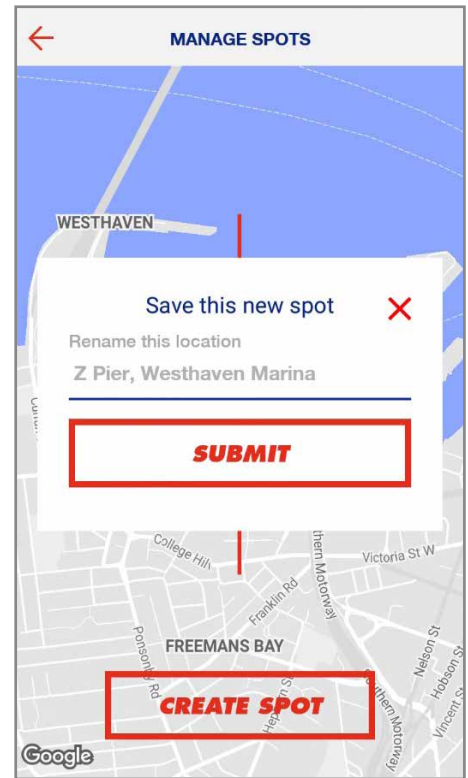
Setting up your **favourite spots** will simplify logging a trip report so we suggest that you choose **Add New Spot...**



...You'll especially need to set up your usual start and end points for your boating **journey**.



You can move the cursor to your favourite place and either use the name that comes up or pick your own name.



You'll build up a list of your favourite places that will be useful every time you go out on the water.



Shore Contacts – this section of the profile is very important, and allows us to get in touch with a nominated friend or family member/s in the event of an emergency.



You can nominate a number of contacts, but you can only select one for a trip out on the water.

Your partner is an ideal shore contact, UNLESS he/she normally comes out with you.

In that case, choose a friend or neighbour who knows you well.



Once you've set up your own details, your boat details, your spots and your shore contact details, your profile is complete!

Remember, you only have to do this once, (unless you log out) and you can add, remove, or edit any of your details at any point through the **Settings** page.

The arrow at the top lefthand corner takes you back to **Settings**.



From the **Profile** and **Settings** page, click on the Coastguard chevron in the top lefthand corner of the screen to take you back to the **Home** screen.



3. TRIP REPORTING

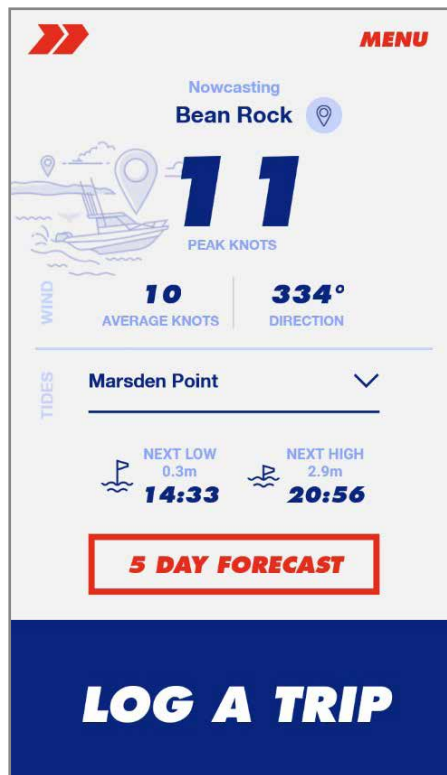
A. BEFORE THE TRIP

This is the **Home** screen.

For trip planning you can access **Weather** forecasting, **Tides** and **Nowcasting** to do your pre-trip planning.

The **Nowcasting location** can be changed using the Map Pointer, and you can use the **Tides** drop-down menu to select a primary port close to you.

When you're ready to leave for your next trip, click on **Log a Trip** from the **Home** page.



The **Log a Trip** page will take you through all the details that you previously would have logged with a Coastguard Radio Operator and you can do this all from the comfort of home or the boat ramp before you head out.

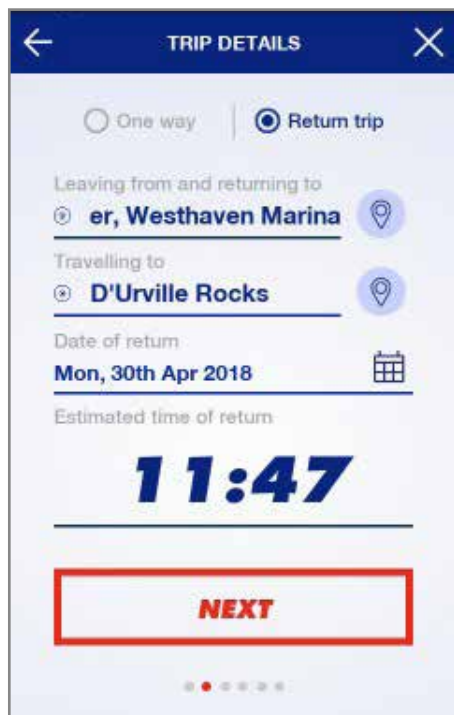


The first page of the **Log a Trip** functionality will ask you if you are crossing a bar.

If you are **crossing a bar**, the heightened risk means you will need to log a bar-crossing report with Coastguard by either contacting us via your VHF Radio or calling us on *500.



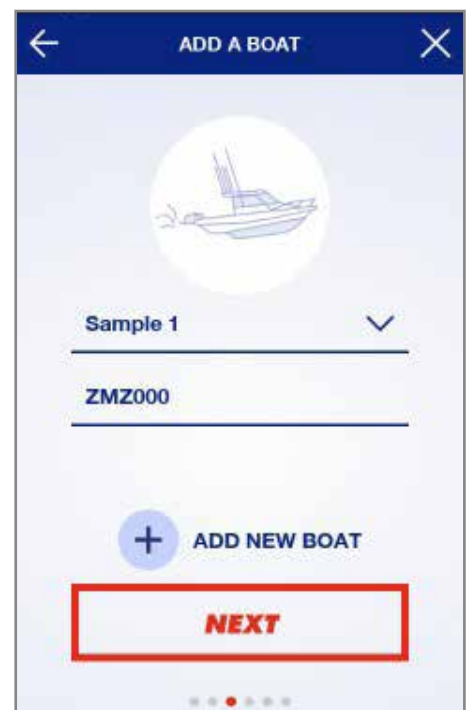
If you click 'yes' for a bar crossing you'll end on this page
You'll see a prompt for phone details and how to log your report.
Please phone Coastguard or use your VHF Radio to log your bar crossing.



If you aren't crossing a bar, your **trip report** will start from this page.
You can select your start and end points from your list of spots or add somewhere new using the Map Pointer.
Please confirm whether this is a one-way or return trip.
Your selected date and time of return is very important.

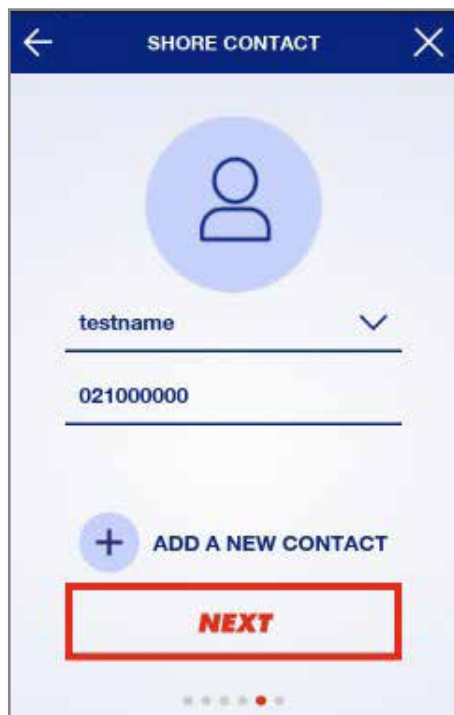
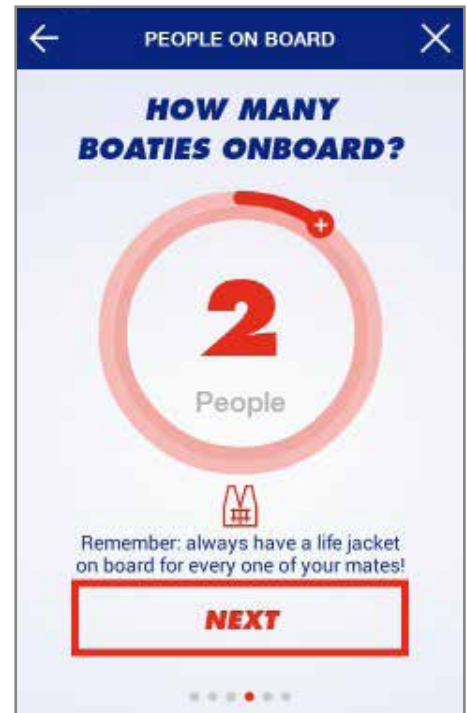


Select your boat.



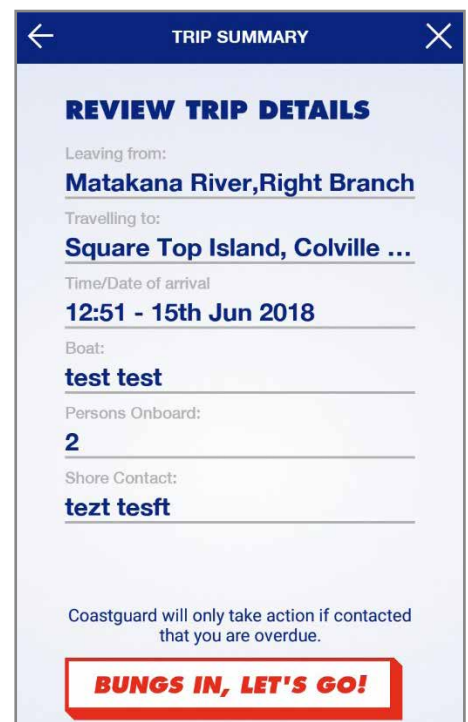
Tell us the number of boaties on board.

Moving the dial around increases the count. If you have more than 20 people, we suggest you give us a call to log the report manually.



Who is your **Shore Contact** today?

Remember to pick one of your contacts who you know to be around. There's no use nominating your mate if they are on holiday for the week.



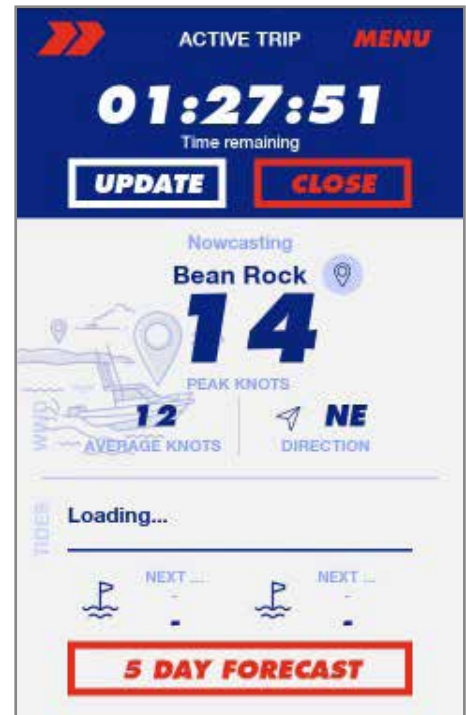
Review your **trip report** details, and if it's all correct, click **Let's Go**.

Note that Coastguard will not come looking for you solely based on your trip report if you're overdue, but if someone ashore or on another boat raises the alarm, we'll have a much better idea of where to start looking for you thanks to the information in your trip report.



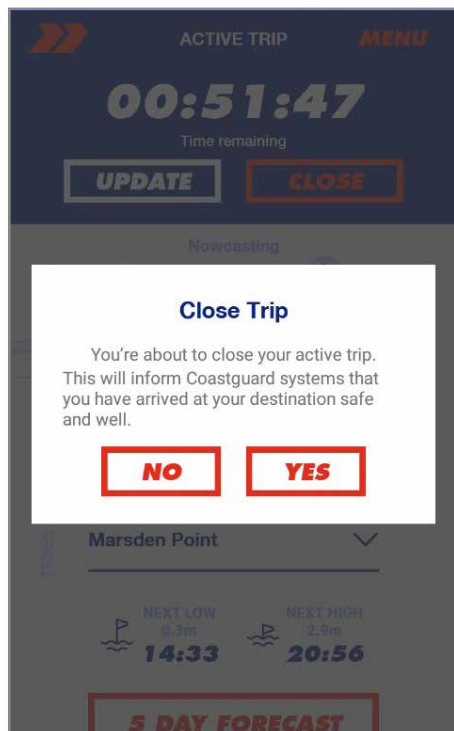
After clicking on **Let's Go**, your trip is logged with Coastguard and you've started!

The following screen will show in your app.



B. CLOSING YOUR TRIP

Once you are safely back at the shore, open the app, and press **Close**.



At any time during your trip you can **update your trip report**.

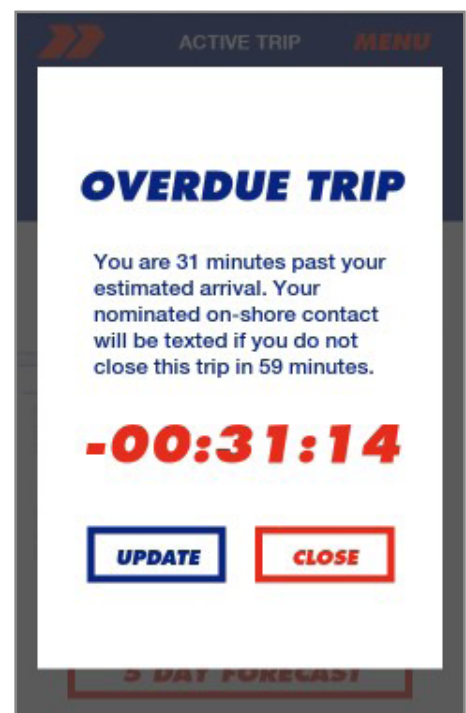
When you are safely back ashore, clicking on **Close** will complete the trip report process and your safe return will be signalled to Coastguard Operations.



B. WHAT HAPPENS IF YOU DO NOT CLOSE YOUR TRIP?

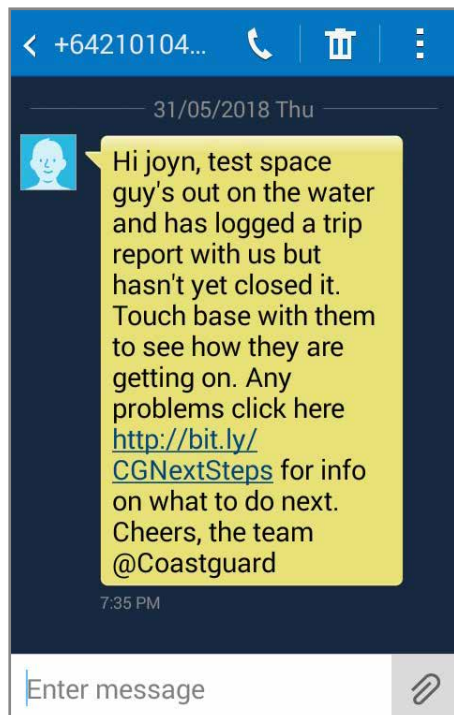
If you have not closed the trip, when your ETR or ETA plus 30 minutes has passed, the app will automatically alert you to suggest that you either close the trip or extend your ETR or ETA.

If you are 90 minutes overdue an SMS will be sent to your onshore contact to confirm whether they have heard from you.



The text message that the shore contact receives looks like this:

If they click onto the link they go through to a page from the Coastguard website that gives them the advice on the following page.



» WORRIED ABOUT SOMEONE? »

Here are some things to be thinking about if you're concerned about the safety or whereabouts of someone who's out on the water.

First things first, stay calm. There is every chance they've just hooked into a big one, the phone has run out of battery or they've lost track of time and the phone is the last thing they are thinking about.

NEXT STEPS

1 Touch base with them
Give them a call and if no answer, follow up with a text message.

It's worth also trying to make contact with someone else on the boat if you have their details.

2 Get in touch with Coastguard

*500 from your mobile
0800 BOATIE (262 843)

3 Help us to help you by thinking about what you can tell us

Who is on board?

- Do you have a phone number for anyone on board?
- What is their age?
- Any known medical conditions?
- What sort of boating experience do they have?



What do you know about the vessel?

- Length? Type (launch, runabout, kayak, yacht)? Colour?
- Any distinguishing features?
- If it is kept on a trailer, do you know the trailer and vehicle rego and type?

Where could they be?

- Where do they normally head out from (marina, boat ramp)?
- What were their plans?
- Do they have any favourite spots?

What safety equipment do they have?

- Lifejackets? Do they usually wear them?
- VHF Radio? Flares? Locator Beacon?
- Would they likely have extra clothing, food and water with them?

BOATIES' BEST MATE.

www.coastguard.nz



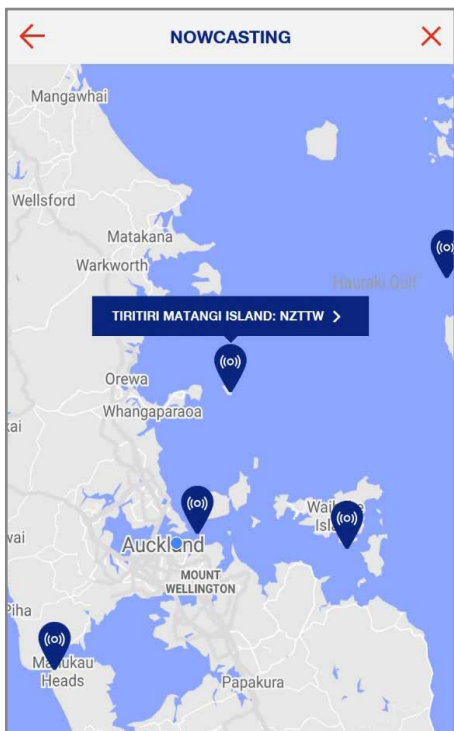
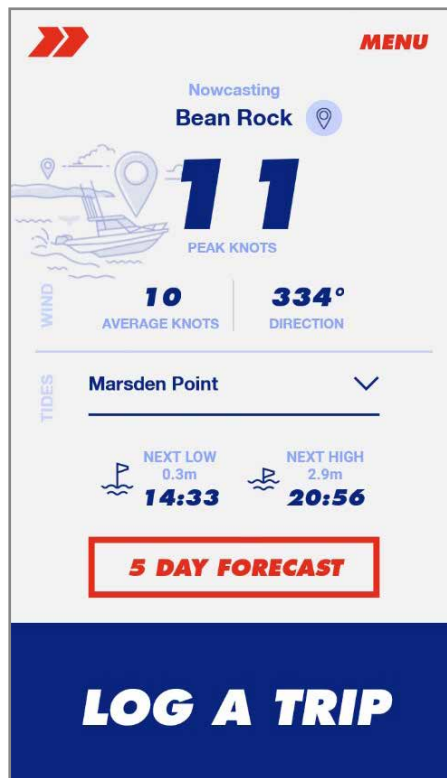
THE CHARITY SAVING LIVES AT SEA

3. HOME PAGE NAVIGATION AND GRAPHICS

The **Home** page shows you **Nowcasting data** for your closest location.

The **Tide** drop-down shows you the next low and high tides – you can select from a list of NZ ports by clicking on the drop-down list.

Clicking on **Menu** will take you to a menu to change your profile or browse the **Weather** and **VHF Channel** information.



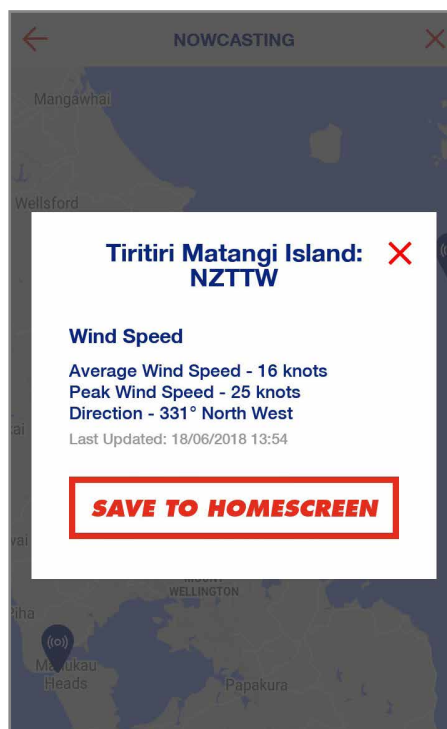
To change your **Nowcasting Location**, tap on the Map Pointer next to the current location.

Then find the **Nowcasting Location** you wish to receive, tap to bring up the station.



Tap on it one more time to bring up the details.

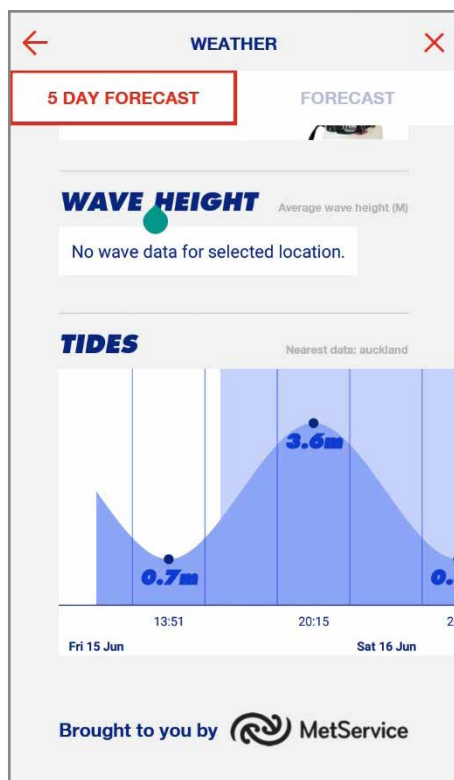
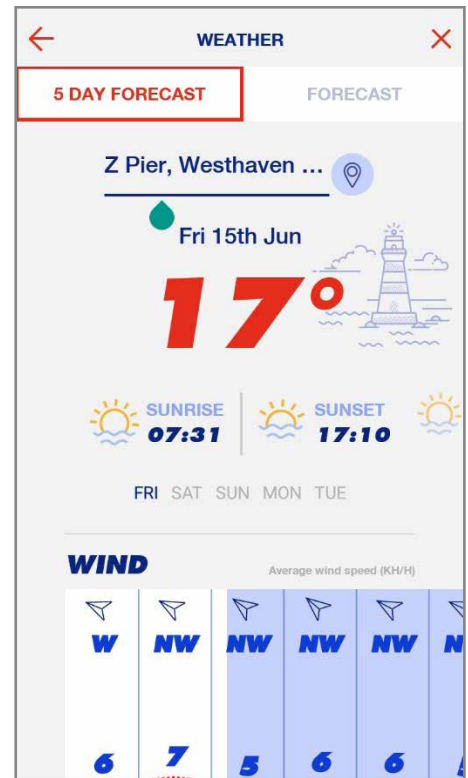
You can save this to your **Home** page if you wish.



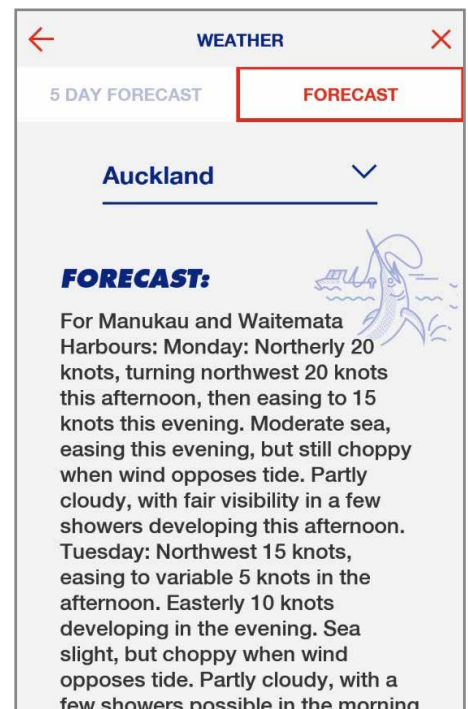
The **5 Day Forecast** page shows you weather forecast and sunrise/sunset times generated for your location – you can change the area by moving the Map Pointer.

You can swipe the screen left and right to move through the 5 days of the forecast.

In the lower half of the screen is the weather. Swiping up will show you the projected wave height and tides.



Sometimes you'll see no **Wave Height** for your location – this is usually caused by being too close to land. It's a forecast built on ocean data.



If you click on the **Forecast** tab – you'll see a drop-down list with the MetService forecast, and an option to choose another forecast area from the drop-down list.