

SIGN UP TO CAIRNS ALERT!

A STEP BY STEP GUIDE

STEP 1

Simply visit Council's website by typing the following URL in your web browser: **www.cairns.qld.gov.au/cairnsalert**

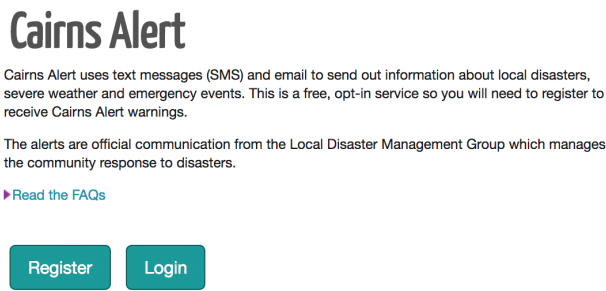


This will take you to the Cairns Alert page where you can sign up to receive emergency notifications from the Cairns Local Disaster Management Group.

You can also easily sign up for the alerts via the Cairns Disaster Dashboard at disaster.cairns.qld.gov.au. The dashboard can also be accessed from the MyCairns App.

STEP 2

Now that you are on the Cairns Alert page, click on the **Register** button.

A screenshot of the Cairns Alert registration page. At the top, it says 'Cairns Alert' in a large, bold font. Below that, there is a paragraph of text explaining that Cairns Alert uses text messages (SMS) and email to send out information about local disasters, severe weather, and emergency events. It notes that this is a free, opt-in service and that users need to register to receive warnings. Another paragraph states that the alerts are official communication from the Local Disaster Management Group. There is a link to 'Read the FAQs' with a right-pointing arrow. At the bottom, there are two buttons: 'Register' and 'Login', both in a teal color with white text.

STEP 3

Fill out your details, create a password, and then simply click on the **Submit** button (don't forget to save your login details and password somewhere safe in case you need to update your details in the future).

The screenshot shows a registration form titled "REGISTER YOUR DETAILS". It includes fields for "First name" (Joe), "Last name" (Smith), "Email address" (joesmith@email.com.au), "Mobile phone number" (123456789), and "Password" (masked with asterisks). There is a "Re-enter the security code as shown below" section with a "v9sk3C" captcha image and a "Re-enter the characters" input field. A green "SUBMIT" button is at the bottom.

STEP 4

Select the circle next to the **"send me alerts for the Cairns Region"**. Once the tick appears, click the **Save** button.

A notification will appear advising that your details have been submitted successfully.

You will now receive notifications on all disaster related emergencies across the region, including dam related emergencies affecting the Redlynch Valley.

The screenshot shows a "SUBSCRIPTIONS" form with the heading "Please select your subscription below". Under "Cairns Alert", the option "Send me alerts for the Cairns Region" is selected with a blue checkmark. A green "SAVE" button is at the bottom.

What if the notification doesn't appear?

If the notification doesn't appear and you aren't sure whether you have subscribed successfully, it's easy to find out. Just log out and log back in using the details you entered in Step 3. Once logged in, go to the menu in the top left hand corner and click on the **Subscriptions** option

If the circle next to the **"send me alerts for the Cairns Region"** is ticked, then you've been successful! If it's not ticked, simply select it and hit the **Save** button.

And that's all there is to it! You'll now be updated with emergency related alerts according to your subscription.

The screenshot shows a user menu with a blue header "SUBSCRIPTIONS" and three options: "MY PROFILE" (with a person icon), "PASSWORD CHANGE" (with a lock icon), and "LOGOUT" (with a back arrow icon).