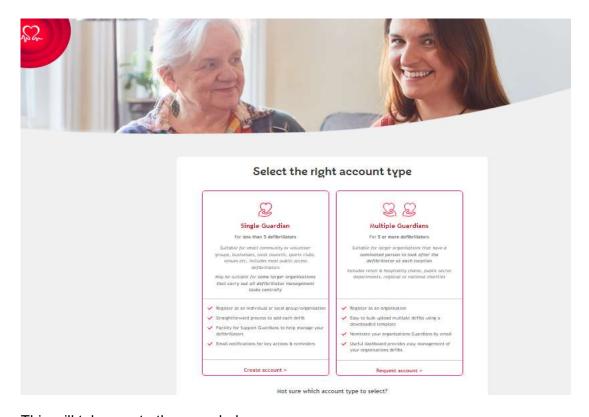
Step One: Register on The Circuit at www.thecircuit.uk

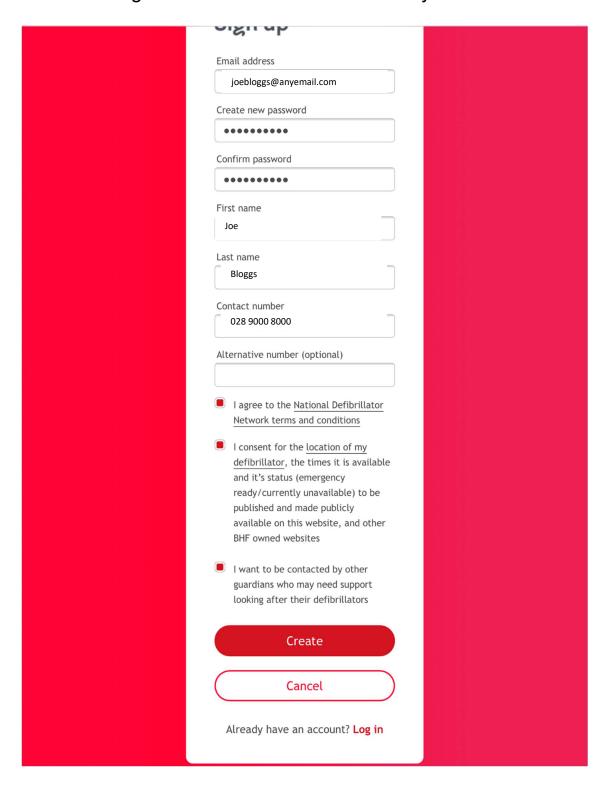


Please click on "**REGISTER YOUR DEFIBRILLATOR**" This will take you to a page that looks like the one below.

Decide which group best suits your needs, 5 AED's or less OR more than 5 AED's



This will take you to the page below.



Please fill in your details and click "CREATE".

You will then see the next screen...



### You're almost there



Please check your email for the below email to allow you to verify your email address. Do this by clicking on the link provided.



# Get connected!

Your help will save lives.

Hello | Joe Bloggs

Welcome - we're so pleased that you and your defibrillator will be joining us on The Circuit - the national defibrillator network.

To activate your account, we need you to click on the link below to verify that it's you.



Please note this link is only valid for 30 days.

If you have problems with accessing the link above, please try direct URL below:

https://www.thecircuit.uk/account/verifyaccount?token=f7kzsg5mg8xxkjzrwzdugu1pi36dc ury5s17s13x847neesdrdeo

Thank you.

A few things you should know...

When you create an account, we will process your personal information as described in our <u>Privacy Policy</u>. This will include storing information like your name, email address and telephone number for the purposes of providing this service and administering your account. We will also store information on the network when you submit information to it e.g. defibrillator status.

In addition, we will also carry out the following data processing activity:

UK Ambulance Service Providers may wish to contact you by email regarding the status of your defibrillator device. We will only share your personal information with the UK Ambulance Service Provider responsible for providing emergency services for the area in which your defibrillator is located.

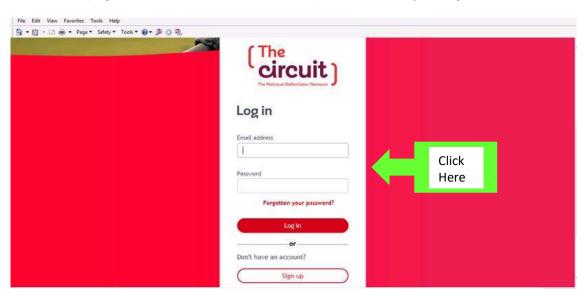
We will periodically contact you through the email address you used to register an account with us for the purposes of reminders and notifications regarding the requirement to carry out status checks of the defibrillator you have registered.

Once you have verified your email address you can now go back and LOG IN to The Circuit.

Step 2: Logging in to The Circuit at www.thecircuit.uk

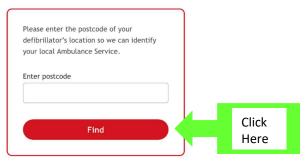


At the next page enter the email address and password that you registered with.



This will bring you to a page requesting the postcode of the defibrillator you want to register OR claim.





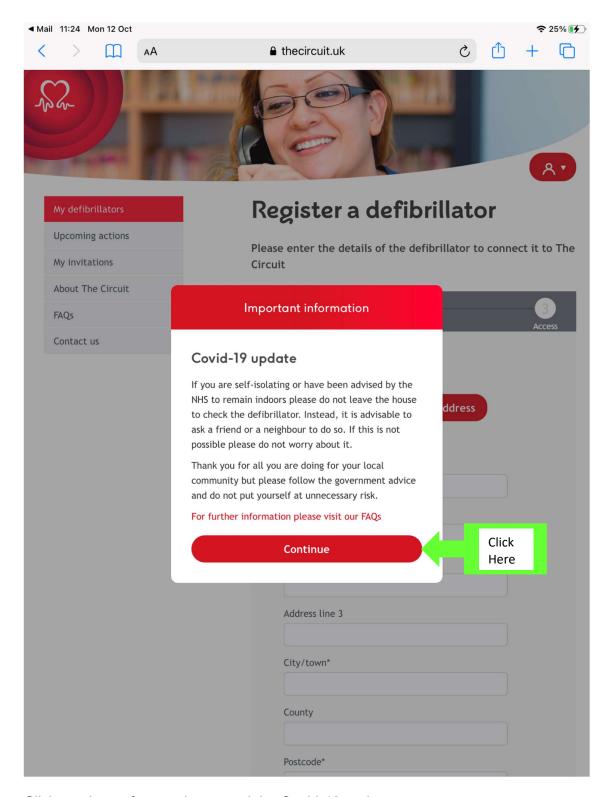
When you have entered the postcode of the defibrillator, you wish to register or claim, click on **FIND.** 



#### Northern Ireland Ambulance Service

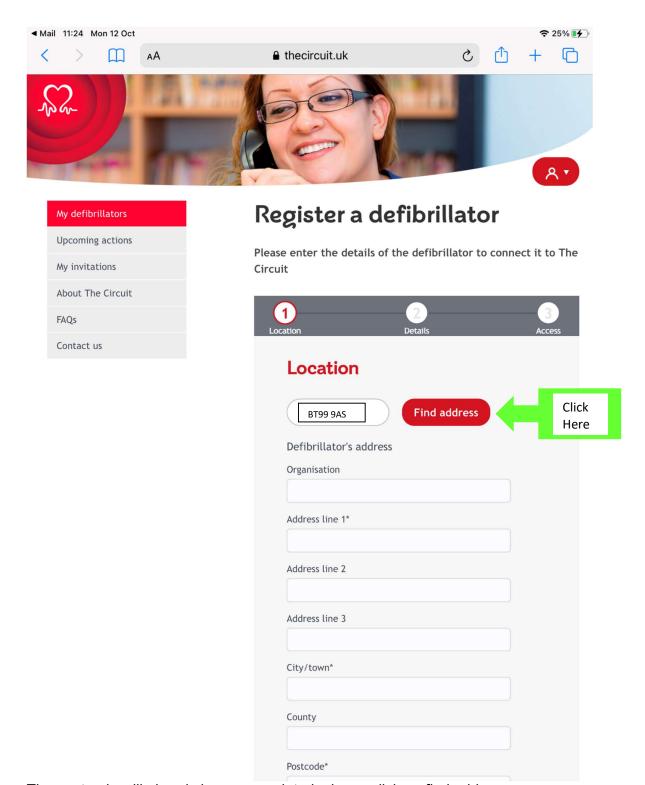


Click Continue.



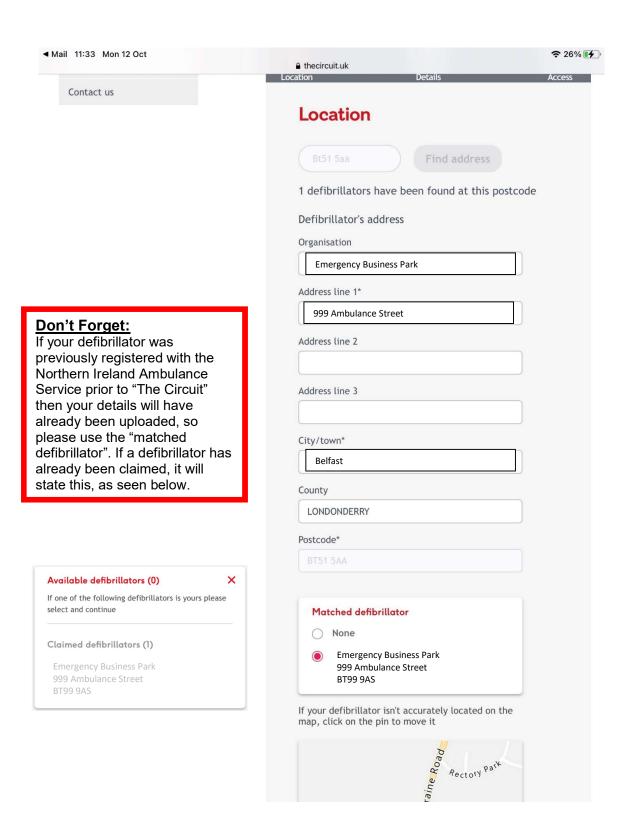
Click continue after you have read the Covid-19 update.

This will take you to the next page.

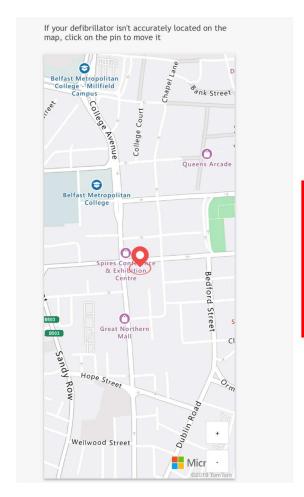


The postcode will already be pre-populated, please click on find address.

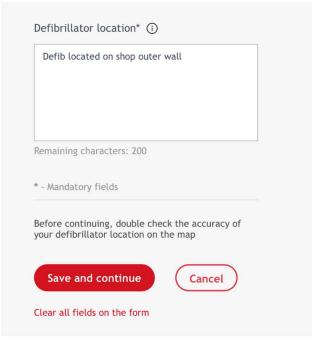
This will allow you to pick the address of the defibrillator from a drop down menu. Please look through these to pick the correct address of your defibrillator.



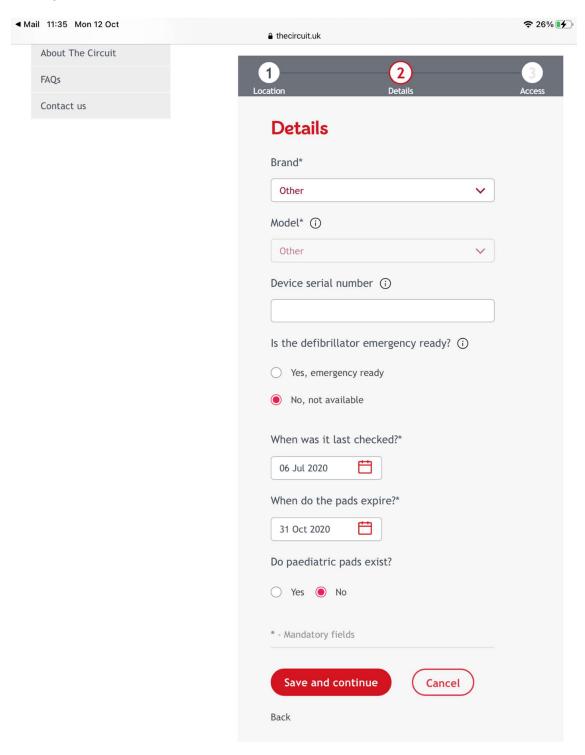
Please follow the detailed instructions and move the red pin if your defibrillator is not in exactly the right place.



Once you are happy with where the pin in located on the map and that you have given clear and accurate instructions on where to find your defibrillator, then click **Save and continue**.



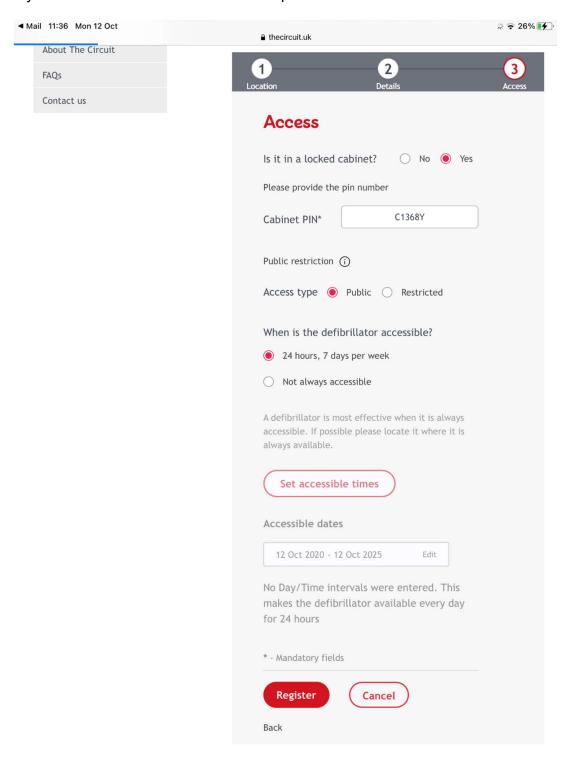
Now you can give the Brand and Model of the defibrillator by using the drop down menus. Again, if you had already registered with NIAS, these will already be populated. Please put in as much detail as possible and check that any details already there are correct.



Please Save and Continue...you are nearly finished!

You can now set up the exact times that your defibrillator is available, however we recommend that this should be 24/7 where possible.

If your defibrillator is in a locked cabinet please ensure the access code is correct.



When you have completed this please click REGISTER...and you are finished! Thank you for being a part of a **#Community of Lifesavers**.

Guardians can change their personal details on the Circuit by logging in and click on the icon in image 1 below.

The only way to change email addresses is to use the **Transfer defibrillator** functionality. This can be found by clicking **Ask for support** tab.

