

# Road Safety GB

## Analysts Network User Guide



## Becoming a member

**REGISTER**

*Email verification will be send out to create a password*

I'm not a robot 

[Login](#)  
[Forgotten Your Password?](#)  
[Resend Email Verification](#)

Submit

Before you can join the network you need to apply and this can be done via the website [www.rsgbnetwork.org.uk](http://www.rsgbnetwork.org.uk)

By clicking on the registration button and filling in some basic details you are then emailed an application form.

**VERIFY YOUR ACCOUNT**

*Please supply the following information*

**Groups you like to join**

**Regions you like to join**

**Profile Avatar**

Avatar will be cropped square. (GIF, JPG or PNG; limit 10MB)

Submit

At this point you can choose a password (this can be changed later) and you can also choose the groups you would like to join (see Groups section later in this document).

It is recommended that you join a single region rather than all.

You may also choose to upload a photo of yourself (not your children or pets please).

Once your application is approved you can then login to the site.

## Your account details

Once you have logged in for the first time you may add further information about yourself in the *Account* section. This can include a biography explaining your background and current position plus contact details. You can also change the groups and regions to which you belong.

Within this section of the site you can also change your password, view previous posts, files, photos and see the other people on the network you are connected to.



## Joining Groups and Regions

The Groups and Regions offer functionality similar to ‘forums’ in that we are encouraging users to create posts and reply with comments. As only people who are members of those areas of the Network get to see the content it can be almost anything you think is relevant to the audience.

The list of regions is quite straight-forward and the groups are based on the type of organisation you work for or a specific subject matter.

You can add a new post and choose the groups and regions it appears in which reduces duplication. Please make sure you choose the content type ‘ForumPost or ‘Forum’ when posting.

If you have a suggestion for a group please contact the moderators at [RSGBnetwork@roadsafetyanalysis.org](mailto:RSGBnetwork@roadsafetyanalysis.org)

## Posts and comments



### Post Types

Before you add a post please think about the appropriate audience. The first thing when adding a post is to decide which part of the network it appears in:

Display in Content Type



- News** Items of national interest largely relating to road safety with a link to analysis, statistics or evaluation
- Research** Published research with a heavy focus on analytical techniques in the general area of road safety / transport
- Blogs** Professional thought-pieces relating to analytical work in the field of road safety. This could be related to techniques, subject areas, datatypes etc. These are not help requests and we would expect the blogs to be discussed in advance with the management team.

These three main post types can be commented upon by users and will appear on the homepage for all users to see when the log on.

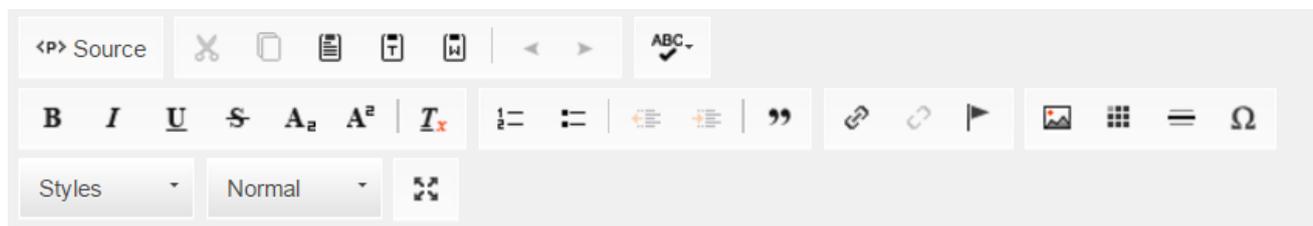
The [Events](#) post type is specifically for conferences and workshops, usually open to anyone to attend but may also include supplier events and close groups.

[Forum](#) posts will only appear in the regions or groups selected later on. These can be anything from simple queries through to comments and opinions. Please make sure you stick to the House Rules however!

## Post content

The large text box is where you enter your content. We would suggest writing this in a text editor such as Word in advance then copying in the text. Please include links to external content where appropriate.

Once in the editor you can only link to images and files that already have a URL. The Network allows the upload of files of certain types (PNG, JPG, XLS, DOC, PDF, PPT) but these have to be uploaded prior to creating a post.



The toolbar is helpful for formatting, copying files from Word, embedding images and linking to external resources.

## Other Post Features

You may choose to tag your post with keywords e.g. Speeding, RTM, VehicleCounts to aid searches for users as the Network grows.

If you want to restrict forum posts to specific groups and regions please make use of this feature.

You can choose a single image or file to be associated with a single post and these can be uploaded at the time of writing. Any files you upload are visible through your profile.

If you are adding an event it is crucial that you add a start and end date for it to appear in the calendar.

## Uploading files

You may add files to your account profile. This is helpful for sharing information without publishing to the wider internet or sending via email. If you want to reference files in a post, please upload the files first. There is a 10Mb size limit.

You may delete your own files but not those of others. Please contact the moderation team if you think a file should not be present on the network. As usual, please take precautions with any files downloaded from the internet by ensuring you have adequate virus protection software on your computer.

## Events

There is an event calendar which is populated by Event posts. There is no option to sign up to say you are attending and it works as ready-only.

## House Rules

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All original posts are 'fully moderated' (read) by a member of a small team of moderators prior to publication. This does mean there will be a delay as we make sure your post is in the right area of the network and is a suitable topic. There will be a brief check of content but no corrections will be made to text or formatting.

Our policy is to moderate as lightly as possible and publish as much as possible, providing comments adhere to our the rules.

In circumstances where we feel unable to publish a post because it breaks our house rules, we endeavor to advise the reader (by email) and explain why we are not going to publish. In such circumstances we usually invite the reader to rephrase and resubmit the post.

The final decision on moderation lies with the management team at Road Safety Analysis, but referral may be made to the RSGB Director of Research.

Network members can also object to a post or comment by contacting [RSGBnetwork@roadsafetyanalysis.org](mailto:RSGBnetwork@roadsafetyanalysis.org). When this happens the item may be removed pending review. The person who made the comment, and the objector, will be advised accordingly.

- We won't publish any comment that we consider to be aggressive, abusive or contains foul language.
- We won't publish any comment that in our opinion contains an overt personal attack on an individual or organisation.
- We encourage contributors, wherever possible, to refrain from personalising their response to someone else's post.
- We will not publish – at our absolute discretion, and without explanation – any post that we feel contravenes the tone and spirit of debate / discussion on this Network.
- We won't allow posts to the News, Research or Blogs sections that are considered to be primarily advertising
- We may restrict the publication of posts to specific groups or regions, rather than the whole network, if they are specialist or localised in nature