Preparing Your Organization to Use SafeNight

Before your agency starts using SafeNight, take time to discuss with your staff how you will use SafeNight and how you will address issues and problems if they occur. Here are a few suggestions and key items to consider.

Technical Requirements:

- A computer connected to the Internet.
- Your username (email address) and password provided by Caravan Studios/AdvanceNet Labs for access to SafeShelterOnline.org
- Optional: staff with access to a smart phone (Windows, Android, or iPhone) to download the SafeNight app and see how it works.

Staffing

It's useful to identify a point person or project manager who is responsible for using SafeNight at your organization. The ideal staff person will:

- Understand how to use SafeShelterOnline.org and be familiar with the SafeNight app.
- Manage the overall SafeNight process in your organization.
- Communicate and share any issues with Caravan Studios.

Establish Agreements with Hotels

If your agency does not yet have a relationship with a hotel or motel for placing clients, here are a few suggestions:

1. Visit the Support page of SafeNightapp.org and read NNEDV's "Safety Considerations when Using Hotels."
2. Research hotels in your area that can/will meet your client's and organization's needs.
3. Create a signed agreement between your agency and the hotel administration.

What Donors Need to Participate

A donor is anyone willing to donate funds to pay for a hotel night. Donors can be recruited by your organization or may learn about the SafeNight app and want to help. To find more information on engaging donors, visit the Support page on SafeNightapp.org. To make a donation, donors need:

- Smart phone (Windows, Android, or iPhone) with a data phone service plan or access to Wi-Fi.
- Debit card, credit card, or a PayPal Account.

Getting Support

You can find a lot of information on using SafeNight in the Support area of SafeNightapp.org. If you have any questions, please don't hesitate to contact Caravan Studios at SafeNight@CaravanStudios.org.