How to run a group session on safe document storage

Thank you for your interest in bringing together friends, family, and community members to learn how to store electronic copies of essential documents, in case you're impacted by a disaster.

Supporting your community to learn digital skills to safely store electronic copies of documents will help reduce the risk of legal problems arising or being exacerbated after an emergency.

The objective of this group session is to help participants:

- Learn which documents are important to have electronic copies of to prove who they are, where they live, and what they own.
- Choose the storage option that they are most comfortable with, so they can access their electronic documents, anytime or anywhere.
- Practice new digital skills in a safe and supported space, to build their confidence to use online tools and technology.

Justice Connect has created Get ePrepared, a free online self-help tool to build the digital skills of Australians, whilst helping them to legally prepare for emergencies, disasters, and crises.

To explore the tool, please visit:
justiceconnect.org.au/get-eprepared

What's included in this kit?

- **An overview of your role as group leader**
- **A suggested agenda for your session**
- **Downloadable resources for the session**
- **List of equipment needed for the session**
- **How to contact us for more information**

An overview of your role as group leader

If you've decided to run a session in your community, you will be the group leader. Your role will be to share with your friends, family, and community the important message that preparing for emergencies also includes considering which documents you should aim to store copies of, so that you can prove who you are, where you live, and what you own.

You'll be introducing your group participants to Get ePrepared, a free online tool that can assist them to become more legally prepared by learning where and how to store electronic copies of their essential documents.

Find a safe and comfortable place, and invite 5 to 10 people to learn together. The suggested session agenda runs for approximately 2 hours, but can be as long or as short as your group needs.

Throughout the session, be patient and encourage people to move through the steps at their own pace.

If there are others like you in your community that can help, you might like to recruit them to help guide participants through the easy steps to make electronic copies of their documents, or even run their own session.

Note:
On the following pages, we provide resources that the group leader can use throughout the session. There are online options that are best for people with higher digital comfort, and PDFs you can download and print for people with lower digital comfort.

Ideally, you will strongly encourage participants to engage with Get ePrepared online. This will help participants learn new digital skills in a safe and trusted learning environment. It will also help them know where to seek help on their own in the future.

We are committed to continually updating and improving the tool, so encouraging use of the online tool will also ensure that people can access the most up-to-date information, resources, and features.

A suggested agenda for your session

PART 1: How Get ePrepared can help you legally prepare for an emergency	
Welcome, and Acknowledgement of Country	**5 minutes**
Introductions	**10 minutes**
• (Optional) Short ice-breaker activity to introduce participants. • Open discussion to discover how confident participants are with digital technology and tools. • Explain that this is a safe place for learning, and that participants will be supported through the process together.	
What are some of the common legal issues that arise after an emergency	**10 minutes**
• Have a group discussion about some of the common legal problems that can arise after an emergency (you can refer to the FAQ on this topic on the Get ePrepared website). • Participants may want to give examples of their past experience with emergency-related legal issues, but make sure they feel comfortable to do so. • Reassure participants there are ways to get free legal help if they encounter legal problems. • Explain that taking the time now to store electronic copies of your documents and making sure you and your trusted contacts can access them in an emergency is a smart way to take steps today to support yourself tomorrow, and into the future.	
Which documents are important to store electronic copies of?	**20 minutes**
• Introduce the Get ePrepared website. • ACTIVITY: Guide participants to use the Get ePrepared checklist to learn which documents are important to store electronic copies of, and select which documents are relevant to their own circumstances.	
Questions	**5 minutes**
Break	**15 minutes**
PART 2: Let's Get ePrepared	
Check in	**5 minutes**
• Check in that participants are feeling confident to take the next steps and start learning new digital skills together.	
Choosing the best storage option for you	**15 minutes**
• ACTIVITY: Using Get ePrepared's 'Pros and cons' resource (available to download from the website), encourage participants to choose the storage option that they feel most comfortable with, or that they trust the most. They may even consider a combination of options. • If comfortable, invite participants to share the storage option they have chosen and why, to prompt discussion amongst the group.	
Create your first electronic copy of a document, starting with your ID	**20 minutes**
• ACTIVITY: Participants will now have a go at creating their first electronic copy of a document, using something they already have on them (such as their licence, or Medicare card). • Using the storage option each participant has chosen, follow one of our four guides to get step-by-step instructions on how to make their electronic copies of their document. Participants can also listen to the audio version if they prefer.	
Next steps	**5 minutes**
• Recap what has been learnt so far. • Encourage participants to continue working through the rest of their checklist together, or on their own. • Point participants towards further help that is available.	
Questions	**5 minutes**
Feedback and wrap up	**5 minutes**
• Feedback is welcomed so that we can improve Get ePrepared and help more people. Please encourage participants to provide their feedback, either throughout the website, or by scanning the QR codes on the PDF resources.	

Downloadable resources for the session

There are three stages to learning how to store electronic copies of essential legal documents. We've prepared resources you can use to guide people through each stage.

1) Decide which important documents you need to store

Option 1

If they're more comfortable using online websites, ask them to visit: prepare.apps.justiceconnect.org.au/checklist

Here, they can answer a few quick anonymous questions, and select the documents that are relevant to their situation. Afterwards, they'll be able to download a customised storage plan that lists the documents they should aim to store electronic copies of.

Option 2

If they're less comfortable using online websites, it might be easier to print a copy of the full checklist and ask them to use a pen or pencil to tick the documents that are relevant to them.

In order to print copies of this full checklist, you can download a copy at: justiceconnect.org.au/full-checklist

2) Decide where you want to store you documents

There are a number of ways people can store their documents electronically. The best choice for your participants will depend on their own circumstances and needs.

The most common document storage solutions are:

Using your device
(Your phone, computer, or tablet)

Using a USB

Using the 'cloud'

Using emails

Use our 'Pros and cons' resource to help people decide which storage solution is right for them. You can download a copy at: justiceconnect.org.au/pros-and-cons

They may also consider using a combination of these solutions, to ensure they can access their essential documents with or without an internet connection or working device.

3) Learn the steps to store your relevant documents in your chosen storage solution

Depending on which storage solution your participants end up choosing, you can then provide them with step-by-step instructions they can follow on their own, or with support.

There are 4 different guides who will help coach participants through the steps:

Sandra (device)

Jack (USB)

Joy (the cloud)

The Nguyens (emails)

Option 1

If they're more comfortable using online websites, ask them to visit one of these pages, depending on their chosen storage option:

- **Device:** prepare.apps.justiceconnect.org.au/diy-with-sandra
- **USB:** prepare.apps.justiceconnect.org.au/diy-with-jack
- **Cloud:** prepare.apps.justiceconnect.org.au/diy-with-joy
- **Emails:** prepare.apps.justiceconnect.org.au/diy-with-the-nguyens

Here, they can either listen to the steps in audio format by clicking the play button at the top of the page. Encourage them to listen to the audio at their own pace, pausing when they need to, or rewinding to listen to the steps again.

They might also choose to read through the written instructions by following the steps on the page and clicking the 'Next' button when they're ready.

Option 2

If they're less comfortable using online websites, it might be easier to print a copy of the step-by-step instructions relevant to their chosen storage option.

In order to print copies of the steps for each storage option, you can download a copy at:

- **Device:** justiceconnect.org.au/sandra-device-download
- **USB:** justiceconnect.org.au/jack-usb-download
- **Cloud:** justiceconnect.org.au/joy-cloud-download
- **Emails:** justiceconnect.org.au/nguyens-email-download

Pointing people towards further help

You can also point people towards these additional resources:

- **Frequently asked questions:** prepare.apps.justiceconnect.org.au/faq
- **Get help in your area:** prepare.apps.justiceconnect.org.au/help

List of equipment needed for the session

All you need is yourself and a group of people who are interested in learning how to store electronic copies of their documents.

You can come together in person, or online.

If you want to run the session as a 'do it yourself' storage session where people begin making copies of their documents and storing them electronically, you and your participants will also need:

- Access to a computer, phone, or tablet
- Access to the internet
- Access to a scanner
- (Optional) Access to a USB

How to contact us for more information

If you have any further questions about Get ePrepared, or would like to discuss the group session kit further, please get in touch.

Lisa Morgan

Get ePrepared Project Lead

Lisa.Morgan@justiceconnect.org.au

03 8636 4433

Did you find this group session kit helpful?

Please take 2 minutes to complete our short survey to let us know if you found this information useful, or provide feedback on how we can improve in order to help more people.

Scan this QR code to take our short survey, or visit this link:
justiceconnect.org.au/kit-feedback

Ready to get started helping your community Get ePrepared?

Learn more at:
justiceconnect.org.au/get-eprepared

Get ePrepared is a free website from Justice Connect, created in partnership with Telstra, where you can learn how to store electronic copies of your essential documents, in case you're impacted by a disaster.

justice connect