



Jointly App Quick User Guide

How does Jointly work?

Create a profile with useful information about the person you are looking after; you can post messages, create task and medication lists and store useful contacts.

Create a circle of care for the person you are looking after. Once you have set up your Jointly circle you can start using the App to organise care. You can use it on your own or you can invite other people to join you and share the care.

Members of the circle are people who have accepted an invitation to join your Jointly circle (sent by you or another member of your circle).

All members of your Jointly circle can view the content posted on Jointly so make sure to take this into account when you post. If you have some information that you want to only be viewable by certain members of the circle you can put it in a private category.

How do I sign up to Jointly?

Visit www.jointlyapp.com or download the Jointly app on your iPhone, iPad, tablet, or Android device. Click the Sign up link on the home screen.

Complete the form by adding your details and choosing a password and click the Sign Up button.

A screenshot of the 'Sign up to Jointly' web form. The form is white with a red header bar containing the 'jointly by carersUK' logo. Below the header, the text reads 'Sign up to create your Jointly account. You can then use your username and password to access Jointly on any device.' The form fields include: 'First name *' and 'Surname *' (two separate input boxes), 'Your email address *' (one input box), and 'Choose a password *' (one input box). At the bottom, there are two checkboxes: the first is 'I have read and agreed to the Jointly Terms of Use and Privacy Policy' (with 'Terms of Use' and 'Privacy Policy' in red), and the second is 'Click here if you would like to receive news and updates'. A red bar is visible at the bottom of the form area.

The details you provide (excluding your password) will be stored on your circle's Contacts page and will be visible to other members of your circle. You can edit your contact details anytime (About you > Edit Account).

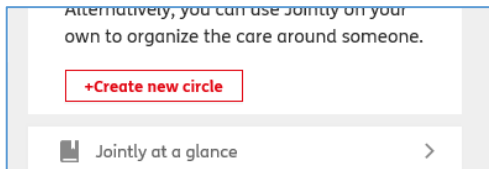
Once you create an account you can log in to Jointly. Now you can access a limited menu from where you can learn more about Jointly or change your account details.

Circles of Care

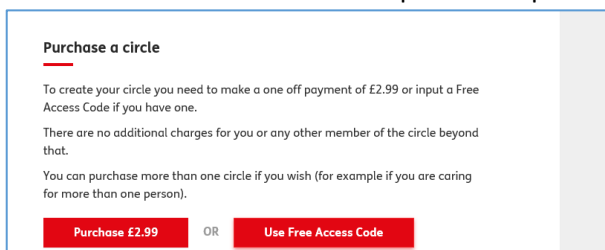
Jointly works with circles of care. When you purchase and set up your Jointly circle, you can invite as many people as you want to share the care with you. Alternatively, you can use Jointly on your own to organise the care around someone. In this case you will still need to create a Jointly circle.

To use the free access code given by Newport City Council:

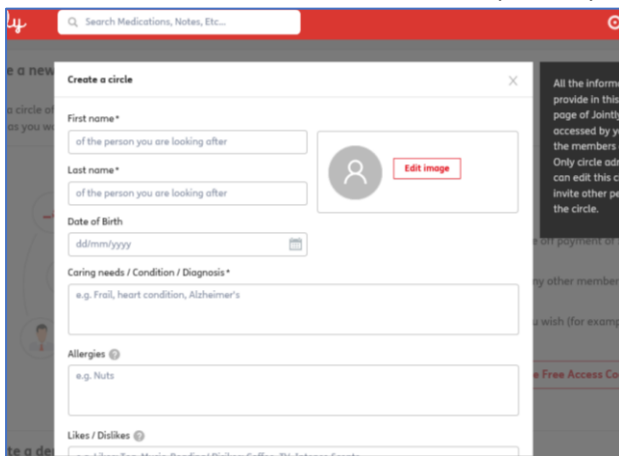
- Select Create new circle



- Select Free Access Code from the purchase options



- Enter some useful information about the person you are caring for

A screenshot of the "Create a circle" form in the Jointly app. The form has a search bar at the top with the text "Search Medications, Notes, Etc...". Below the search bar, there are several input fields: "First name*" (with a placeholder "of the person you are looking after"), "Last name*" (with a placeholder "of the person you are looking after"), "Date of Birth" (with a placeholder "dd/mm/yyyy" and a calendar icon), "Caring needs / Condition / Diagnosis*" (with a placeholder "e.g. Frail, heart condition, Alzheimer's"), "Allergies" (with a placeholder "e.g. Nuts"), and "Likes / Dislikes". To the right of the name fields is a profile picture placeholder with an "Edit image" button. On the right side of the screen, there is a vertical text box that says "All the information provided in this page of Jointly accessed by you the members of the circle. Only circle admin can edit this circle. Invite other people to the circle." At the bottom right, there is a red button labeled "Free Access Code".

- Press save and then enter the code given by Newport City Council in the box that appears (codes are valid until 05/07/2021)

Further guidance can be found on www.jointlyapp.com/user-guide

Newport City Council can offer information, resources and support in your caring role. Contact us for information about Carer Services on community.connectors@newport.gov.uk