

PARTNER GUIDE

S.A.V.E.S PROJECT · SAFETY · AWARENESS · EDUCATION

S.A.V.E.S PROJECT

Website guide for first responder agencies, schools, care facilities and community organizations.

S.A.V.E.S PROJECT
SAFETY · AWARENESS · EDUCATION

PARTNER GUIDE

Meet savesproject.com

The new savesproject.com is the front door to the S.A.V.E.S Project and its four apps. This guide shows partners where to find everything and what to share with families.

Every page works on phones, tablets, MDCs and computers.

Scan to Open the Website
savesproject.com

On the Website, You Can

Open the Apps
Sign In opens RESPONDER, EDUCATOR, CONNECT and FACILITY.

Register Participants
Registration pages you can share, print or post on your own site.

Help a Participant
A public lookup that shows only who to call.

Share With Families
Printable ID cards, checklists and safety education.

Partner With Us
Our partner map, how to join and training.

Pay an Invoice
Secure online payments for partner invoices.

> **In an emergency, always call 911 first.** Never wait to call 911, not even to search first. You can always cancel if help is not needed.

support@savesproject.com · 810-328-3074

1 What's on the Website

The menu is at the top of every page, and the **Sign In** button is at the top right.

Page	What It Is For
Home	An overview of the S.A.V.E.S Project, the Help a Participant lookup and the four apps.
Programs	S.A.V.E.S Project ID, the Blue Envelope Program, the Participant Tool Kit, Detect and Locate, and printable downloads.
Safety Education	Wandering and elopement, calling 911, if someone is missing, home safety, water safety, and understanding autism and dementia.
Partners	Why agencies partner, what partners receive, how to join, and the map and list of current partners.
Database	The public Help a Participant lookup.
How to Enroll	Who can enroll, what families should have ready, and the Request Enrollment form.
The App and Sign In	The four apps, and the buttons that open each one.
FAQ, About, Contact, Donate, Privacy	Answers, our story and team, ways to reach us, giving, and how we protect information.

2 Getting Into the Apps

Click **Sign In** at the top right of any page, then choose your app. You sign in with the same account you use in the app, and every person has their own.

App	Who Uses It and How They Sign In
S.A.V.E.S RESPONDER	Police, sheriff, fire, EMS and dispatch, including SROs and campus officers. Department, name, PIN, then authenticator code. New officers enroll with the department access code.
S.A.V.E.S EDUCATOR	Teachers, administrators and college student support offices. School, name, PIN and authenticator code.
S.A.V.E.S FACILITY	Administrators at assisted living facilities, nursing homes and group homes. Facility, name, PIN and authenticator code.
S.A.V.E.S CONNECT	Participants, parents, guardians and caregivers. A code sent to their email, plus an authenticator code. Accounts are created during enrollment.

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Save the App to Phones and MDCs

Each app has its own guide with a QR code and steps for saving it to an iPhone, Android phone, MDC or laptop. The apps are also coming to the App Store and Google Play as **Saves Project**.

New Agency, School or Facility?

Open the app and tap **Department Not Listed? Request Access** (or School or Facility). Once you're added, the S.A.V.E.S Project sends an access code to share with your members.

The **Board Admin** link at the bottom of each page is for S.A.V.E.S Project board members only.

3 Help a Participant Lookup

Anyone who finds a participant can look them up without signing in. It is built to get a participant home while keeping private details private.

1. Click **Database** in the menu, or use **Help a Participant** on the home page. Scanning the QR code on an ID card, lanyard tag or sticker opens it with the number already filled in.
2. Search by **Participant Number**, or by **Name and Birthday**.
3. The lookup shows only the emergency contacts and the city the participant lives in. Medical details, stressors and de-escalation information appear only in S.A.V.E.S RESPONDER.

> For everyone's protection, the lookup locks for 15 minutes after 3 searches that don't match. **Officers:** always look participants up by number in S.A.V.E.S RESPONDER to see the full profile.

4 Registering Participants

Families can't register themselves online. A partner agency or a S.A.V.E.S Project representative completes the registration with them. Every registration is reviewed by the S.A.V.E.S Project, usually within 24 hours, before it appears in the database.

Registration Pages

These pages aren't in the website menu. Share the address that fits, print it as a QR code, or post it on your own agency's website.

Address	Use It For
savesproject.com/genreg	Participants who received a card from the Macomb County Sheriff's Office.
savesproject.com/ocsoreg	Participants who received a card from the Oakland County Sheriff's Office.
savesproject.com/participant-registration	Participants who received a card from any other partner agency.
savesproject.com/depreg	Partner staff registering a participant who already has a participant number.

> Older addresses and printed QR codes still work. They now open the new pages automatically.

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Registering in the App

Officers can tap **+ Register a Participant** in S.A.V.E.S RESPONDER, and care facilities can tap **+ Add a Resident** in S.A.V.E.S FACILITY.

Someone Wants to Enroll?

Send them to **How to Enroll**. They fill in the **Request Enrollment** form, and a S.A.V.E.S Project representative reaches out. Taking part is always free for families.

5 Sharing With Families

Download or Topic	Where to Find It
Replacement ID Card and Lanyard Tag	Programs page, Downloads section. Printable and fillable versions.
Home Safety Checklist	Safety Education page.
Calling 911 and If Someone Goes Missing	Safety Education page.
Data Retention Schedule	Privacy page.
The Participant Tool Kit	Programs page: ID card, lanyard tag, QR stickers, Blue Envelope materials and the CONNECT App Handbook.
The Blue Envelope Program	Programs page and FAQ: what goes in the envelope and what to do at a traffic stop.
Keeping Information Current	S.A.V.E.S CONNECT, through Sign In. Families are reminded to check in about every 4 months.

6 Partners, Training and Invoices

- **The Partners page** has a map of partner agencies and organizations across Michigan, every partner's patch or logo, and **How to Join**: say hello, sign the agreement, get trained, then start using the app.
- **Training:** send a message on the Contact page with the topic **Training**.
- **Paying an invoice:** on the Contact page, scroll to **Partners: Pay an Invoice** and click **Pay an Invoice**. Enter the amount and invoice number shown on your invoice. Payments are processed securely through Stripe.
- **Messages:** use the Contact page form and choose a topic (General Question, Enrollment, Partnership, Training, Donations or Media) so it reaches the right person.

Getting Started Checklist

- ☐ Bookmark savesproject.com
- ☐ Share the right registration address
- ☐ Print the Home Safety Checklist for families
- ☐ Save your app to your phone or MDC
- ☐ Post a registration link on your website
- ☐ Know how the public lookup works

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Contact the S.A.V.E.S Project

Questions, problems with the app, or a resident, student or participant whose information needs fixing? Email your questions to **support@savesproject.com**.

Call

810-328-3074

Leave a message and we will call you back.

Email

support@savesproject.com

For questions, enrollment, training and app help.

Mail

511 Olde Towne #80514
Rochester, MI 48307

For forms, letters and checks.

Online

savesproject.com

Send a message from the Contact page, or use Messages in the app menu.

In an Emergency, Always Call 911 First

The S.A.V.E.S Project is not an emergency service, and messages are not watched around the clock. Never wait to call 911. You can always cancel if help is not needed.

The S.A.V.E.S Project (Special Needs, Autism, Vulnerable Person, Elderly and Safety) is a Michigan 501(c)(3) nonprofit, EIN 39-3660134. Families never pay to take part.

Thank you for helping keep vulnerable people safe across Michigan.