

## ORGANISING YOUR WATER QUALITY TESTING TEAM

To keep your testing regular and consistent, which is important to the reliability of the data, we'd recommend building a team in your community to take the weekly samples. This may mean having a rota and a centralised location for keeping kit, as well as a way to communicate. WhatsApp is the best way to keep everyone updated about the weekly water quality testing rota, flag availability, and share quick updates or photos from the river.

Below, we've provided a testing rota document you can fill in monthly, and guidance on setting up a group WhatsApp chat.

### Monthly testing rota:

Week	Date	Assigned Tester	Backup Needed?	Back-up Tester	Sample Taken <input checked="" type="checkbox"/> Signature	Notes
1	_____		[Yes/No]		<input type="checkbox"/> _____	
2	_____		[Yes/No]		<input type="checkbox"/> _____	
3	_____		[Yes/No]		<input type="checkbox"/> _____	
4	_____		[Yes/No]		<input type="checkbox"/> _____	
5*	_____		[Yes/No]		<input type="checkbox"/> _____	

\*(If applicable)

### Setting Up the Group WhatsApp Chat

1. 1. Download WhatsApp (if you haven't already) from your phone's app store. Once installed, open WhatsApp and follow the steps to set it up with your mobile number.
2. Create the Group
  - Open WhatsApp.
  - Tap 'Chats', then tap the new chat icon.
  - Select 'New Group'.
  - Add all group members involved in water testing.
  - Tap 'Next', give the group a name (e.g. Water Testing Team), and optionally add a group photo.
  - Tap 'Create' – your group is now ready.

### **How to Pin the Rota File or Link in the Whatsapp Group**

Once you've created your rota (for example, as a Google Doc or uploaded document), you can share and mark it for easy access:

- Share the rota link or file in the group chat.
- Long-press the message (hold your finger on it).
- Tap the star icon to 'Star' the message. This will mark it as important and easy to find later.
- To find a starred message later: Go to the group > Tap the group name at the top > Tap 'Starred Messages'.

You can re-share the rota file at the start of each month as a reminder.