You're just minutes away from sending your first message.

If you're a new user it's very important to set up a few basic account settings before sending notifications. Performing the simple one-time setup below will make learning the system and sending notifications quick and easy. Just follow the step-by-step instructions below to configure your account preferences, create a test list and send your first call.

Bookmark your login page

Before continuing be sure to bookmark the login page on any computer that you intend to use to send notifications (your work and home computer). You should also write down the address and carry it with you in your wallet or purse. Every customer's login page is unique, so you should not expect that you will remember your specific login URL in the event that you are away from your personal computer and need to access the system.

Set your account preferences

💡 *Note: If your account was created by data import, you may not be able to edit some of your information.*

1. After logging in, click the *Account* link in the top right corner of the page.

2. Ensure that all of the information in the *Account Information* section is completed.

3. In the *Phone* field enter the phone number you're most likely to be located at when recording a message. The system can automatically call the number to allow you to quickly record a message – this can be your cell phone, office line or home phone (10-digit direct-dial numbers only).

4. Click the *Done* button at the bottom of the page to save your changes.

Send yourself a call!

*   Log in to the system. The first page you see is called the *Dashboard.* You can send a Broadcast right from this page!

*   Click the orange *New Broadcast* button to start the guided process for creating a new Broadcast. It is organized into three basic steps:
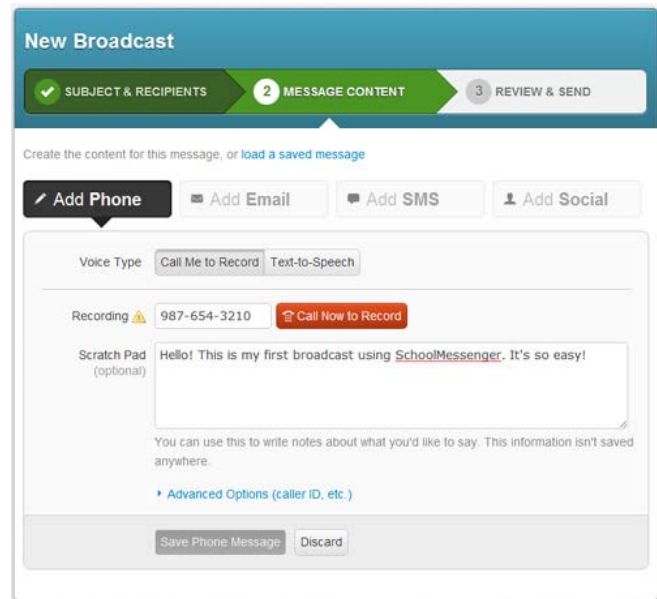

Step 1: Subject & Recipients

*   Enter a *Subject* (e.g. My First Broadcast).

*   Select a *Type* (usually "General")

*   Check *Add Myself* and enter your contact information. Click *Next* when you are done.

Step 2: Message Content

- Click the *Add Phone* button.

- In the *Number to Call* field, enter the direct access phone number (10-digits) where you are currently located.

- Enter a brief message on the scratch pad if you like. It isn't saved anywhere and is just there for your convenience.

- Click *Call Now to Record.*

- Follow the prompts when the system calls you.

New Broadcast

SUBJECT & RECIPIENTS   2 MESSAGE CONTENT   3 REVIEW & SEND

Create the content for this message, or *load a saved message*

✎ Add Phone   ✉ Add Email   💬 Add SMS   👤 Add Social

Voice Type   Call Me to Record | Text-to-Speech

Recording ⚠   987-654-3210   ☎ Call Now to Record

Scratch Pad (optional)   Hello! This is my first broadcast using SchoolMessenger. It's so easy!

You can use this to write notes about what you'd like to say. This information isn't saved anywhere.

▸ Advanced Options (caller ID, etc.)

Save Phone Message   Discard

⚠ *Important: As soon as you are done speaking, press any key to stop the recording. The message will automatically replay. You must <u>press 1 to save your message</u>. Hanging up the phone prior to pressing 1 will not save your message and will require you to re-record it.*

- Click Save Phone Message when you're done.

- Click Continue to move to Step 3.

Step 3: Review & Send

- Your Broadcast should contain the phone message you just recorded and 1 recipient. Click *Send Now to 1 Recipient.*

When your phone rings simply answer it and listen to the prompts to hear your message.

Congratulations! You just sent your first notification.

Check your email

Now check your email, you should have also received an email with a link to the audio file you recorded. Email links are automatically created and are a great way to insure that your message gets to your intended recipient even if someone else (like a student) happens to answer the call.

Review your Broadcast Report

Finally, you should have also received an email report summarizing your Broadcast. After each Broadcast, an email is sent with a report displaying the delivery results.

More info

For more detailed feature information see the *Getting Started* guide found in the Printable PDFs section of the online help manual. You can access it by clicking *Help* in the top right corner of the page.