

EVERBRIDGE PAGING ~ WEATHER NOTIFICATION

ONLY PERFORM THIS IF THE AUTOMATED EVERBRIDGE WEATHER ALERTS ARE NOT WORKING OR IF REQUESTED TO DO SO

- Log in to the Everbridge Paging System <http://manager.everbridge.net> :
 - Enter your username/password.
 - Click: “**SIGN-IN**”
 - You will be automatically logged into the employee side of Everbridge and will need to switch to the citizen side.
- Click on the arrow at the top of the page
 - Click on Rice and Steele County – Citizen Alerts
 - Move your mouse directly to the right under the roles heading and click on “RSC Dispatchers Send Only”. This will move you from the employee side of Everbridge to the citizen side of Everbridge :

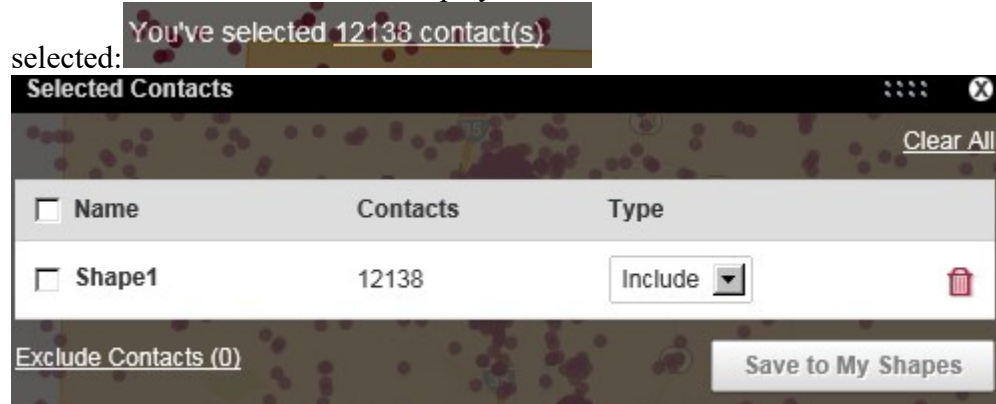


- You will know you are on the citizen side of Everbridge when you see this at the top of the page:

Rice and Steele County - Citizen Alerts (RSC Dispatchers Send Only) ▶

- Click: “**NEW NOTIFICATION**”
- Under Create Message Section (Step 1):
 - Check the box: “**HIGH PRIORITY MESSAGE**”
 - Click: “**Use a message Template**” link
 - Select the message template you wish to use.
 - EX: **RC TORNADO WARNING**
 - The selected message will auto-fill into the Message and Body field
 - Add: the time into the message (i.e. three p m; nine forty three a m)
 - Make the appropriate changes to the previously recorded message

- Under Select Contacts Section (Step 2):
 - Click: “**Map**” link:
 - Click: “**Filter Contacts**”
 - In the drop down box, select the warning you are sending out.
 - EX: **Tornado Warning**
 - Click “**Search**”
 - Click “**OK**”
 - Click the “**X**” under filter contacts. **DO NOT HIT CLEAR.**
 - Zoom in to affected area by using your mouse and the +/- buttons on the top right of the map
 - You can also click “**Select Contacts**” and click “**Search**” and type an address, city, state, and/or zip code to zoom in further
 - Click: “**Select Contacts**” if it is not already open.
 - Click: “**My Shapes**”
 - Click: “**Load**” for the affected area: Rice County, Steele County, or Rice and Steele Counties
 - If you select the wrong one, click at the top of the page where it says the number of contacts you’ve selected, and click the trashcan icon for the shape you



- Re-select your shape using instructions above
 - Click: “**Select**” at the top right of the screen
- Under Settings Section (Step 3):
 - **ALL SETTINGS SHOULD BE DEFAULTED, DO NOT CHANGE THESE UNLESS INSTRUCTED.**
- Send & Save (Step 4):
 - Click: “**SEND**”– This will take you to the Active/History screen and will show recently sent message
 - Confirm the message was sent by checking your e-mail
 - Click: “**LOG OUT**” – to log out of the system