EVERBRIDGE PAGING ~ EOC ACTIVATION

- Log in to the Everbridge Paging System http://manager.everbridge.net :
    - Enter your username/password.
    - Click: "Sign-In"
- Select an Organization:
    - You will automatically be selected on the employee side of ever bridge and should see "Rice and Steele County – Employee Alerts" on the top left of your page. If for some reason you are logged into the citizen side, click the arrow at the top of the page, and select the organization "Rice and Steele County – Employee Alerts", then select the role "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 "NO EOC ACTIVATION; RC EOC ACTIVATION; OR SC EOC ACTIVATION"). Click "OK" The selected message will auto-fill into the message title and body.
    - Make the appropriate changes to the previously recorded message
    - Add who requested activation & reason for the activation

- Under Select Contacts Section (Step 2):
    - Click: "Groups" link:
    - Check Group: (Check on the group you wish to page)
        - Northfield – EMERGENCY MANAGER
        - Rice County – EMERGENCY MANAGEMENT
        - Steele County – EMERGENCY MANAGEMENT
    - Click: "OK"

- 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.