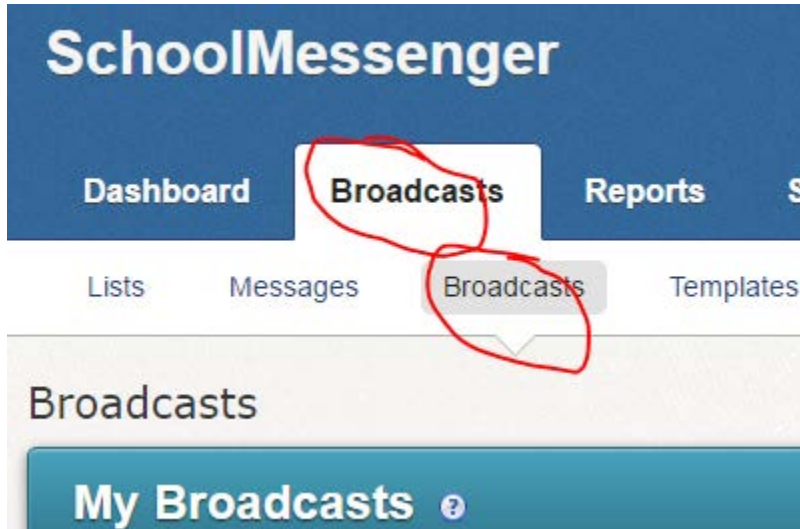


SchoolMessenger Guide for Secretaries and Administrators – Broadcasts

Now that you have your list and your message, we're ready to create a broadcast. A broadcast is what puts your list and message together and tells the program when to send it out.

Click on the **Broadcasts** tab at the top and then **Broadcasts** again:



Select New Broadcast at the top right of the screen:



You'll see all the options that you have for sending out your broadcast. Give your broadcast a name. This is a name only you will see, so it should make sense to you. Next choose the type or category for your broadcast. This should match your message, so if your message includes a phone call, text message and email, select the option General – Phone, Email & Text.

Next choose the day and time you would like the message to go out.

Broadcast Editor: New Broadcast

Broadcast Information

Name

Description

Type/Category Emergency
 High Priority (SMS)
 High Priority
 General - Email & Text
 General - Email Only
 General - Phone & Email
 General - Phone & Text
 General - Phone Only
 General - Phone Only
 General - Phone, Email & Text
 Staff Only
 Teacher email to student
 Text Message Only

Start Date

Days to Run

Start Time

End Time

Continue scrolling down and choose your list and message.

At the very bottom of the screen, make sure you check the Personal Caller ID number. After phone calls go out, that number will receive the callbacks, so make sure it is a number that someone will be answering or that has voice mail set up.

When you're ready to send your message, select Proceed to confirmation.


You will have one last chance to review your broadcast before hitting send. Make sure you selected the correct list, message and time to send.

8th-12th graders
14-15 graduates
2015 summer school

List Name	Count
Total	0

Skip Duplicates

MESSAGE

Message  -- Select a Message --

SOCIAL MEDIA OPTIONS

Facebook There is no Facebook account connected at this time

Twitter There are no Twitter accounts connected at this time.

ADVANCED OPTIONS

Auto Report

Personal Caller ID (608) 663-1879

Max Attempts 3

Voice Response

Call Confirmation