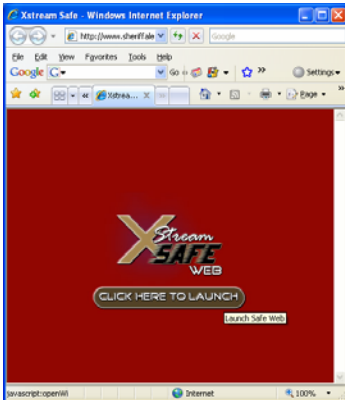


School Alert Web Site documentation for sending messages

This website is available from any computer that has internet access (e.g., home) and can be used to send messages. This web site can *not* be used to manage messages, users or groups

- Type the following into your browsers address bar <http://schools.sheriffalert.com/web>

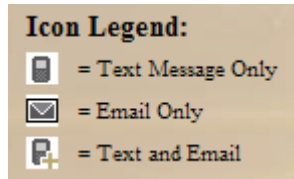


- Click on the “CLICK HERE TO LAUNCH” button.
- Enter either one of your users names and passwords (the admin or the non-admin)



- A ‘Splash Screen’ will then be displayed, Select “Messages”

- A list of your available groups will appear. Click on the group(s) you intend to send a message to. NOTE: An icon will appear on the left indicating how the message will be sent out (see Legend below). You can change that selection by clicking on the Icon itself. Each click will cause it to cycle to the next option. Clicking on the group name again will de-select the group.



- Using the drop-down box “-Import Message-”, select the message you wish to use, (or simply type a message in the ‘Body:’ area). The imported message will appear in the “Body” section of the screen. You can then edit the message as necessary.
- Once completed, simply click on ‘SEND’
- When completed, please remember to select “Log Out”