

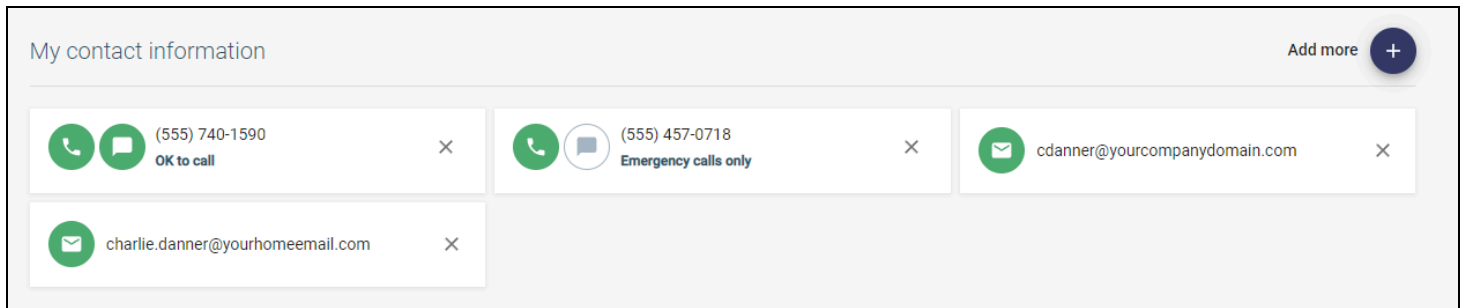
Editing Your Preferences

If you wish to edit your preferred contact methods and settings, click on **Preferences** from the account dropdown.

The School/District section will show which districts or schools your account is affiliated with.

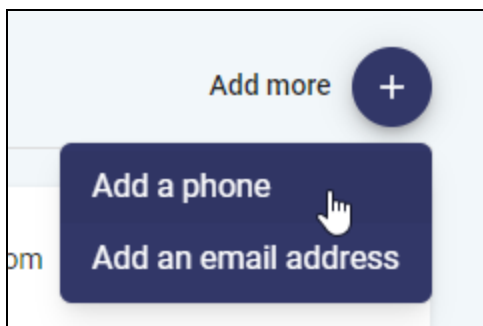
Contact Information

Your phone, email and SMS contacts for broadcast messages will be listed within **My Contact Information**.



Adding a Phone Contact

If you want to add another method to be contacted by phone call or text message, you can add an additional phone contact. To add another phone contact for your account, click **Add more** and choose **Add a Phone**.



Enter a **Phone Number** you wish to use.

Add a phone number to your account

Phone number

By saving, I agree to receive pre-recorded voice messages on this number.

Click **Save**.

Editing a Phone Contact

With each verified phone number you have added as a contact, you can choose how you should be contacted for each type of broadcast.

If you wish this number to only be called during for emergencies, you can click **Change** to the right of the number.

It's OK to call this phone |

I consent to receive calls containing pre-recorded voice messages.

Choose whether **Yes, it's ok to call me at this number** or **No, call me for emergencies only**.

Permission settings for (555) 855-0194

Would you like to receive other pre-recorded messages from your school or school district for topics that you select, such as school closures and attendance notifications?

Yes, it's ok to call me at this number

Yes, it's ok to call me at this number


No, call me for emergencies only

recorded voice messages.

Click **Save**.

To edit the preferences for a particular phone number, click the number you wish to edit.

For each **Broadcast Type** you will see box that allows you to choose **Call Me** or **Send Text**.

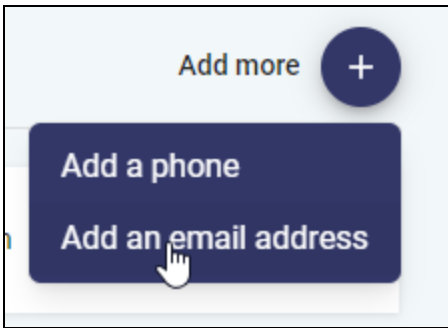
 **Note:** *If you have specified to only call for emergencies, for the other broadcast types you will only be able to choose **Send text**.*

Emergency	Attendance	Classroom Message	General
<input checked="" type="radio"/> Call me <input type="radio"/> Send text	<input checked="" type="radio"/> Call me <input type="radio"/> Send text	<input checked="" type="radio"/> Call me <input type="radio"/> Send text	<input checked="" type="radio"/> Call me <input type="radio"/> Send text
<input type="button" value="Cancel"/>		<input type="button" value="Save"/>	

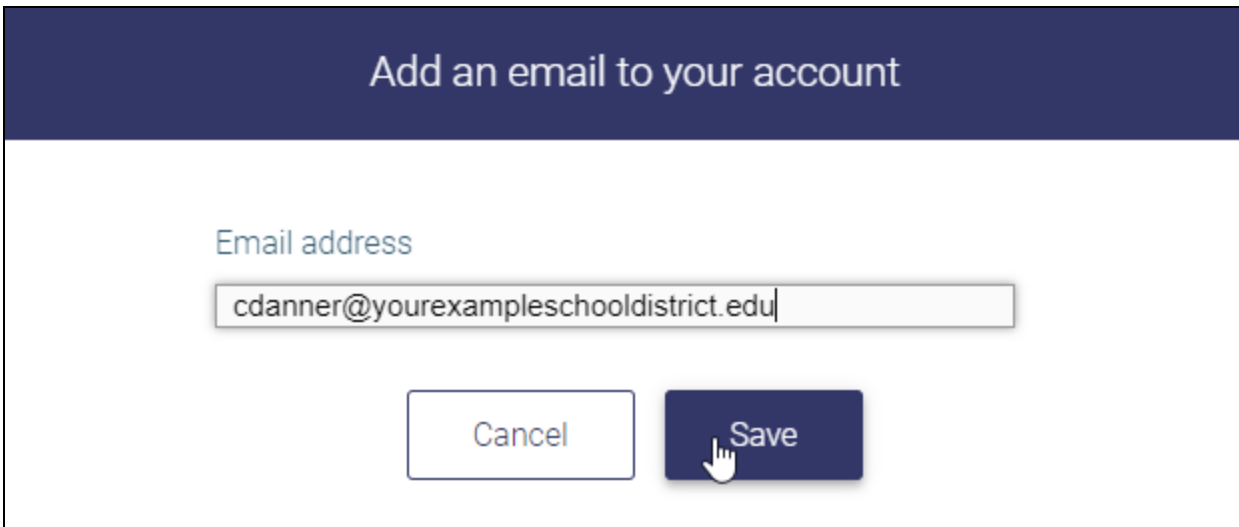
After configuring your preferences, click **Save**.

Adding an Email Contact

If you wish to add an additional email contact, click **Add More** and choose **Add an Email Address**.

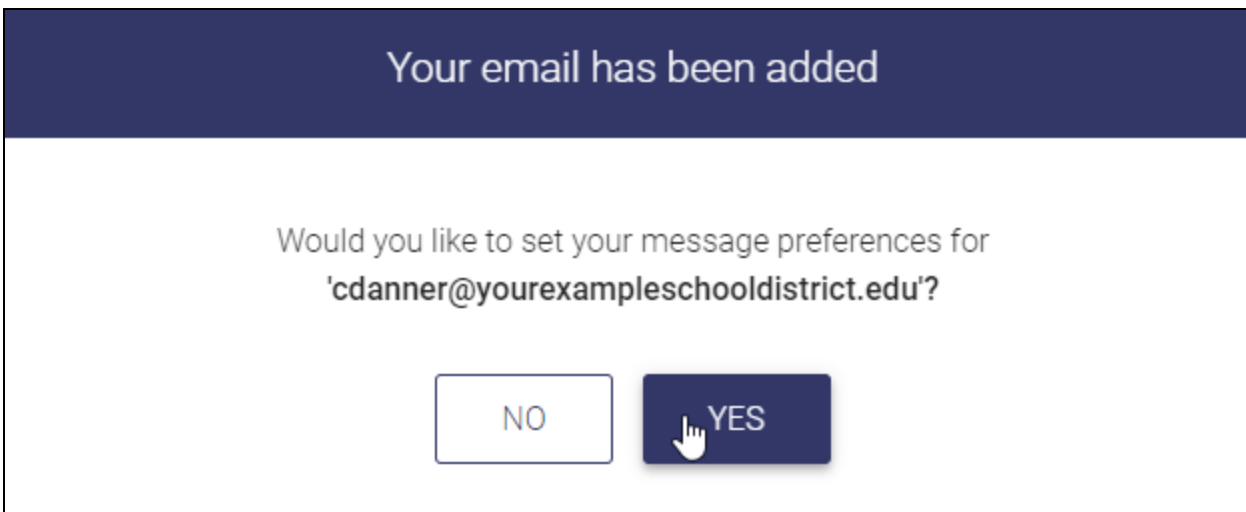


Enter an Email Address.



Click **Save**.

You will be asked if you wish to configure your contact preferences.

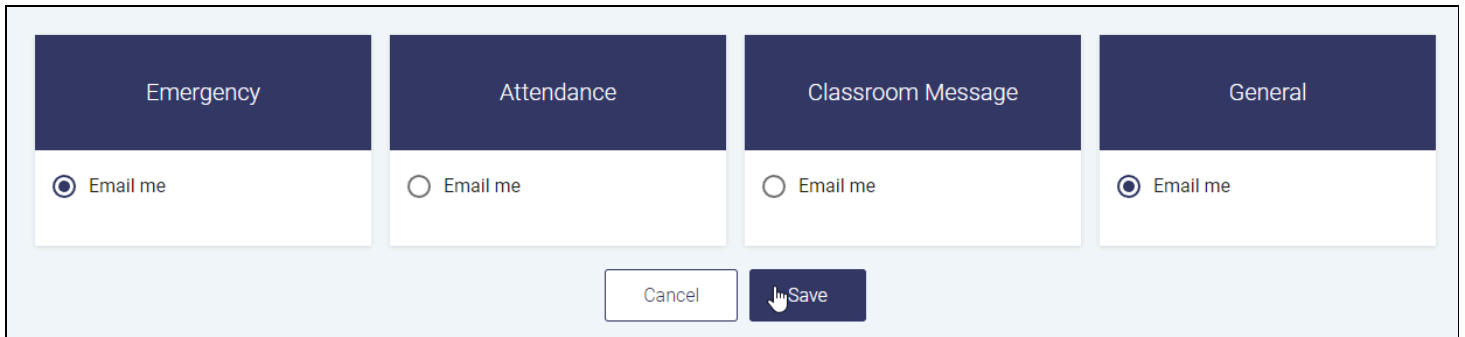


Click **Yes** if you wish to configure your preferences.

Editing an Email Contact

When you first add an email contact you are prompted if you wish to edit the contact preferences. If you wish to edit the preferences for an email that has already been added, you can click on the email contact.

For each Broadcast Type you can choose whether or not Home should **Email Me** for a broadcast of a given type.



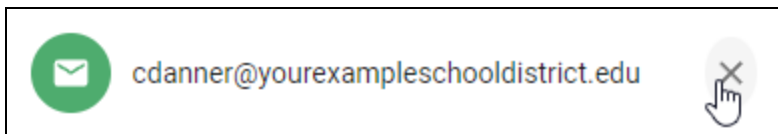
Broadcast Type	Email me
Emergency	<input checked="" type="radio"/>
Attendance	<input type="radio"/>
Classroom Message	<input type="radio"/>
General	<input checked="" type="radio"/>

Buttons: Cancel, Save

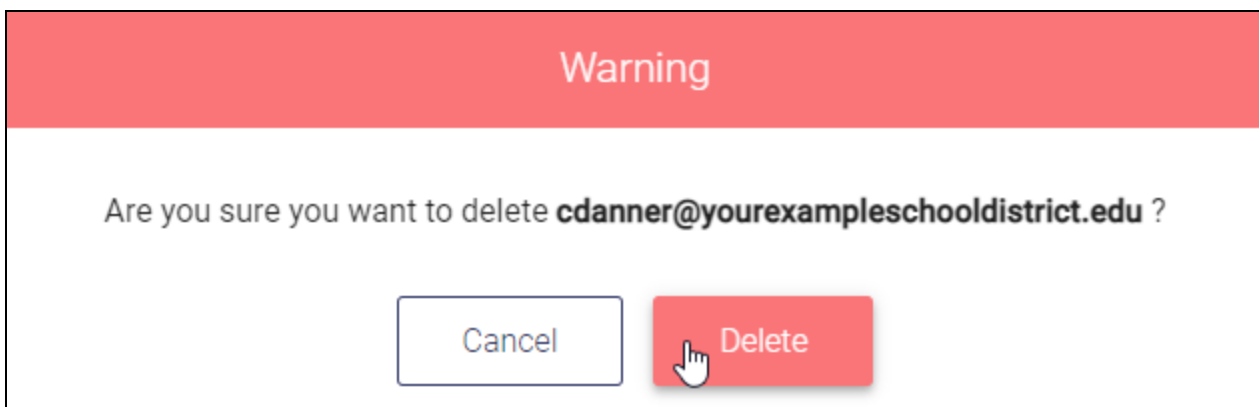
Click **Save**.

Deleting a Contact

To delete a contact, click the **X** to the right of your contact.



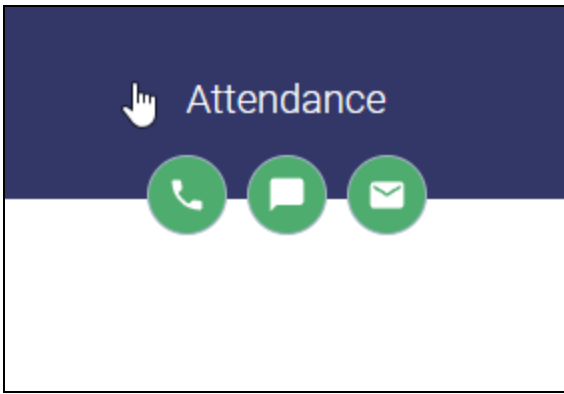
You will be prompted to confirm your deletion.



Click **Delete** to confirm.

Message Preferences

For each Broadcast Type, you can also choose whether you wish to be contacted by **Phone**, **Email** or **SMS**. These settings are essentially the same settings as within My Contact Information but is configured from Broadcast Type rather than Contact.






Click on the **Broadcast Type** you wish to configure.

You will see a list of all the phone, SMS and email contact options you have added for yourself.

Attendance

Attendance

-  Phone call
 - (555) 231-4145 OK to call
 - (555) 628-1228 OK to call
-  Text message
 - (555) 231-4145
-  Email
 - cdanner@myemaildomain.net
 - danner@myworkdomain.com

Click **Save**.