
Introduction

With the *Schoolwires E-Alert* Module, you can use **Centricity** to communicate with users of your website. There are two types of **E-Alerts**—Content E-Alerts and Broadcast E-Alerts.

Audience and Objectives

All editors will benefit from reading this chapter.

In this chapter you will learn about how to subscribe to and create Content E-Alerts.

Broadcast E-Alerts Overview

Broadcast E-Alerts allow Site Directors and Subsite Directors to quickly and easily send mass email messages. They can send these messages by entering the email addresses of the desired recipients or by using the viewing permissions (roles) for the desired recipients. They can use both methods simultaneously.

You might use Broadcast E-Alerts to send notifications such as emergency closings or reminders about meetings.

Only Site Directors can enable Broadcast E-Alerts on a *site* or *subsite*. They also determine whether to enable Mobile E-Alerts within Broadcast E-Alerts.

Content E-Alerts Overview

Content E-Alerts allow editors to notify subscribers when they make changes to one of the three major components of the homepage, to *pages* within a *section* or to calendar events.

Two actions are required to complete communication using Content E-Alerts:

- Registered users must subscribe to a homepage or *section*.
- An editor must create a Content E-Alert after making a change. This includes changes to calendar events.

The email message the subscribers receive contains a link to the actual homepage or *section*, allowing them immediate and direct access.

Editing your Profile for E-Alerts

Within your profile, you can change settings that affect both Broadcast E-Alerts and Content E-Alerts.

Accessing Your Profile

To access your profile:

1. Sign in.
2. Click on the *Access My Info* button on the *MyStart* bar. A *Profile* window like the one shown in Figure-1 will display. The settings in Subscriptions affect Content E-Alerts. The settings in Mobile Alerts affect Broadcast E-Alerts and these will only display if Mobile Alerts have been enabled on the *site*.

My Profile

Please update your information in the form below.

* = Required Field

First Name: *

Last Name: *

Title:

Address 1:

Address 2:

City:

State:

Zip Code:

Phone:

Fax:

Email Address: *

Sign-In Name: *

Password: *

Confirm Password: *

My E-Alerts & Subscriptions

Your E-Alerts are on off Edit Subscriptions

Mobile Alerts
Mobile alerts will deliver a text message to your mobile device. Additional charges may be applicable depending on your service agreement with your wireless provider.

Mobile E-Alert Number:

Mobile E-Alert Provider:

Only send emergency E-Alerts to mobile: Yes No

Figure 1: Profile window

Editing Your Subscriptions

To edit your subscriptions:

1. Access your profile.

Note: If your Content E-Alerts are off, click on the radio button to the left of “on” and click on the *Save* button before continuing to edit your profile.

2. Click on the *Edit Subscriptions* button. Your *Profile* window will open to an *Edit Subscriptions* tab like the one shown in Figure 2.

Figure 2: Edit Subscriptions tab

3. Use the *Site* and *Subsite* drop-down list at the top of the window to select the desired *site*.
4. Click in the box to right of each homepage or *section* to which you want to subscribe.
5. Click on the *Subscribe* button at the bottom of the window. A confirmation message will display. You will now receive emails when editors of the homepages or *sections* to which you subscribed change the content and send Content E-Alerts.

Editing Your Mobile Alert Settings

To edit your Mobile Alert Settings

1. Access your profile.
2. Enter your ten digit cell phone number in the Mobile E-Alert number field. Enter the numbers with no dashes or spaces.

3. Select your service provider from the Mobile E-Alert Provider drop-down list as shown in Figure 3.

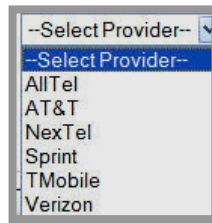


Figure 3: Service Provider drop-down list

4. Indicate whether you want Broadcast E-Alerts sent to your cell phone all the time or just if they are emergency E-Alerts by clicking in the appropriate radio button.
5. Click on the *Subscribe* button at the bottom of the window. A confirmation message will display. You will now receive Broadcast E-Alerts on your cell phone if a Site or Subsite Director sends them.

Subscribing to Content E-Alerts from the End-user Website

If your template contains the appropriate link, you may subscribe to a *section* or homepage from the end-user website. If this feature has been enabled, you will see a *Subscribe* button on each *page*. The *Subscribe* button is a toggle. If you have not subscribed to that homepage or *section*, clicking on it will activate your subscription. If you are already subscribed to that homepage or *section*, clicking on it will deactivate your subscription.