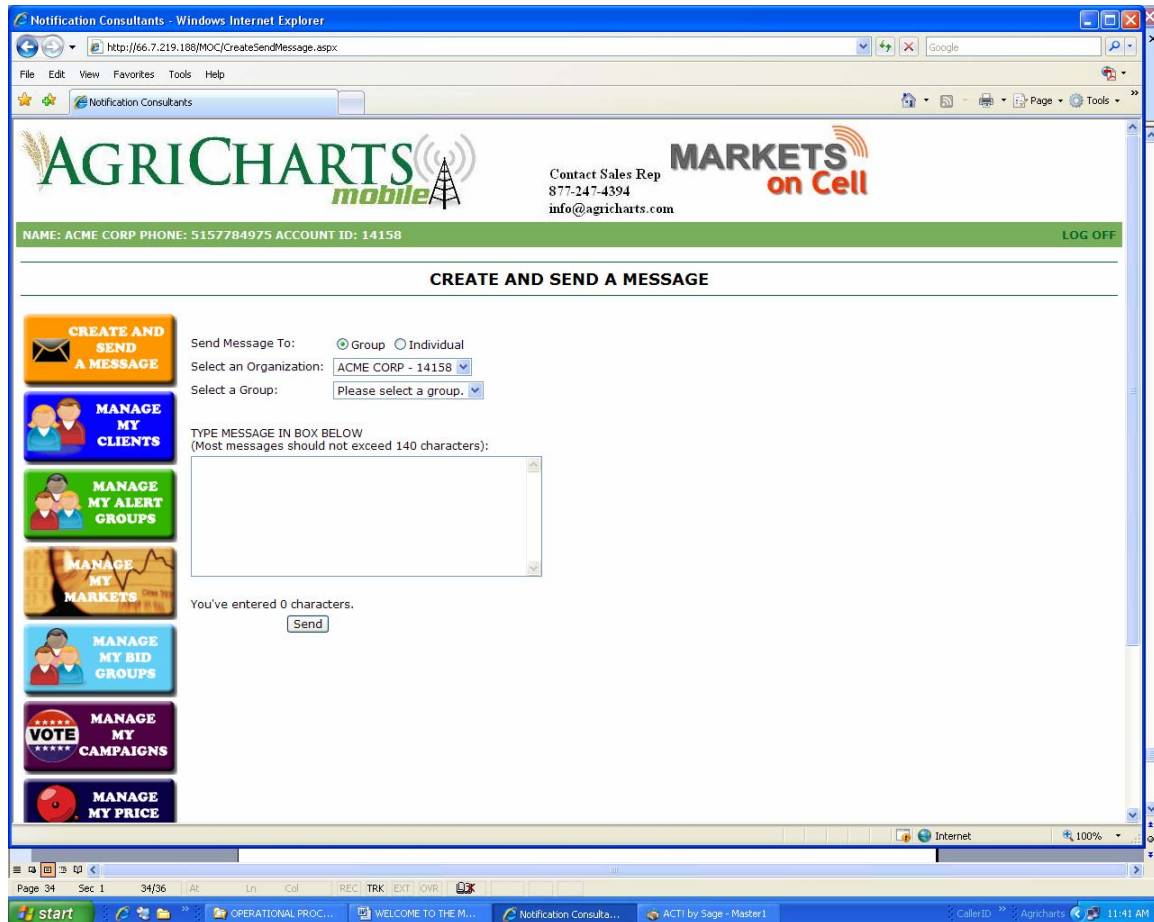


SENDING AN ALERT (MESSAGE)

Now you are ready to send a message to a Group, Individual, or list of Individuals. On the left Navigation Buttons, click the Orange “Create and Send a Message” Icon. The CREATE AND SEND A MESSAGE screen will appear.



If sending a message to a Group, verify that “Send a Message To” is checked for Group, then select the group by clicking one the Group name in the “Select a Group” dropdown.

If sending a message to an Individual or list of Individuals, Check Individual where it asks, “Send a Message To.” Select the “All” group from the “Select a Group” dropdown. Check the Individuals you desire to receive the message from the “Select Group”.

Type your message in the box below and click the “Send” button.