CREATING AND SENDING A COMMUNITY BROADCAST TO LISTS OF RESIDENTS

You can send a Community Broadcast to certain residents defined by Lists you create.
The list could be residents on a certain street or some other grouping.
First step is creating your lists

1. **Log into your account.**
2. **From the Main Menu, select Add/Manage Residents**
3. **Define the Lists by selecting the green Manage Broadcast Lists box**

4. **Select "Create New List"**

5. **Enter the name of the List, then uncheck residents you DON'T want on the list.**
   The remaining checked residents will be in the newly created list.
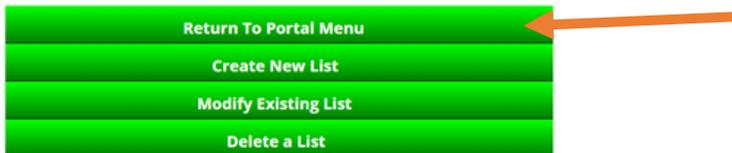   **When all the names have been assigned, click "Select List"**

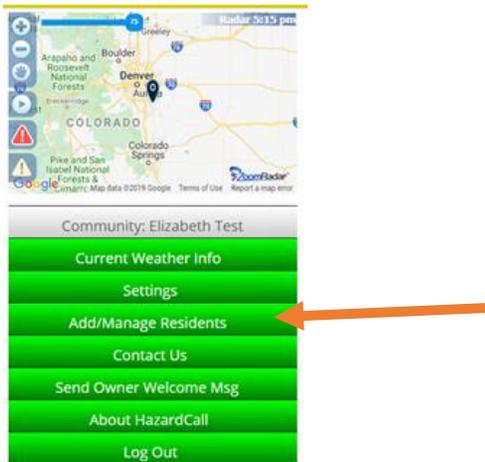## CREATING AND SENDING A COMMUNITY BROADCAST TO LISTS OF RESIDENTS

6. **Note you can manage lists from this menu.**

   Modify Existing List lets you change the residents in an existing list.

   Delete a List deletes a created list.

   When done managing lists, select "Return To Portal Menu".

Now that the lists have been defined, you can send text broadcasts to any list you wish.

1. **Log into your account.**
2. **From the Main Menu, select Add/Manage Residents**

3. **Select "Community Broadcast To Residents"**

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4. Select the community to which you would like to send a message

Select the community you would like to send message to

Choose Community

Return To Main Menu

CHOOSE A COMMUNITY FOR BROADCAST

Elizabeth Test

5. Select the list to which you want to send the message

Choose Broadcast List

Click on Broadcast List

ALL RESIDENTS

Franktown

Back

6. Type the message in the box Select the list to which you want to send the message

Community Broadcast

Return To Main Menu

Message will be sent to members of

LIST **Franktown** for

Community Elizabeth Test

CHANGE

Enter message

Important info from Elizabeth Test

Send Message ☐ Check if Emergency Message

Message is delivered via Text Message and Email.

Notes: Message length is limited to 120 Characters.

Non-Emergency messages are sent between the hours of 8am and 8pm.

7. When you are done, click on Return to Main Menu.