

# Sending a SchoolMessenger Audio and/or Email Communication

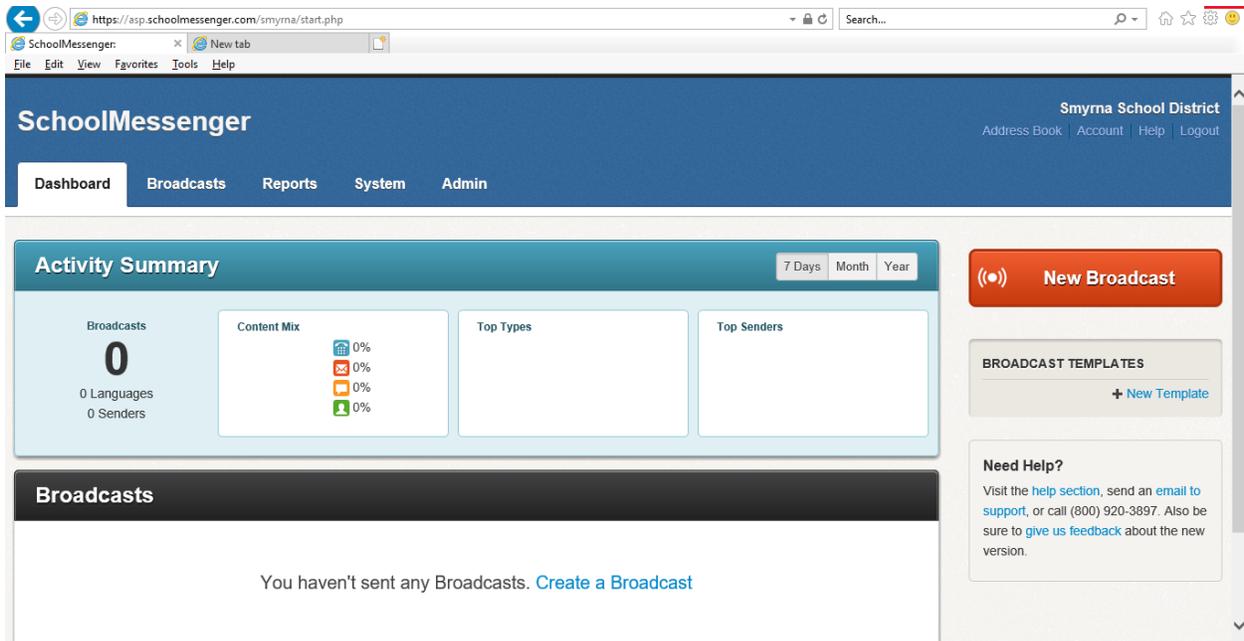
1.) Login to SchoolMessenger Notification Management Website.

<https://asp.schoolmessenger.com/smyrna/>

Username: Firstname.LastName

Password: SSD@XXXX (XXXX=last four of ss#)

2.) Choose the New Broadcast icon



The screenshot shows the SchoolMessenger dashboard for Smyrna School District. The page has a blue header with the SchoolMessenger logo and navigation tabs for Dashboard, Broadcasts, Reports, System, and Admin. The main content area features an 'Activity Summary' section with a '7 Days' filter and four sub-sections: Broadcasts (0), Content Mix (0% for various categories), Top Types, and Top Senders. A prominent orange 'New Broadcast' button is located on the right side. Below the activity summary is a 'Broadcasts' section with a message: 'You haven't sent any Broadcasts. [Create a Broadcast](#)'. On the far right, there are sections for 'BROADCAST TEMPLATES' with a '+ New Template' link, and a 'Need Help?' section with contact information.

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3.) Enter Subject : Subject is shared with Audience

Enter Type: Communication Types: General is for phone, email, text communications with Guardians and Staff while Student Only Email Communication is email only communication to Students Email accounts. If you are only sending an email, move to Step 7 after this step.

Add Recipients: Choose audience by using the dropdown list (Saved Recipients List are the predefined lists developed for sending building wide communications or Staff Specific information) Note you can choose Add Me and it will only send to you for a great way to test the system

The screenshot shows the 'New Broadcast' interface at Step 1: Subject & Recipients. The progress bar indicates three steps: 1. Subject & Recipients (active), 2. Message Content, and 3. Review & Send. The main area contains a 'Subject' field with the placeholder text 'e.g. Today's Announcement' and a 'Type' dropdown menu set to 'General'. Below this is a section for 'Recipients' with an 'Add Message Recipients' dropdown and an 'Add Me' button. A table titled 'FROM THE FOLLOWING OPTIONS:' lists several options: Saved Recipient Lists..., Custom Rules..., Quick Pick..., Upload List..., and Add Me. A tooltip is visible over the 'Add Me' option, stating 'Select and add recipients using your previously Saved Recipient Lists'. At the bottom, there is a table with columns for 'Recipient Languages' and 'Count', both showing a count of 0. The URL at the bottom is 'https://asp.schoolmessenger.com/smyrna/message\_sender.php#add-recipients-e...'

4.) Phone communication is the primary sources of emergency communication to guardians.

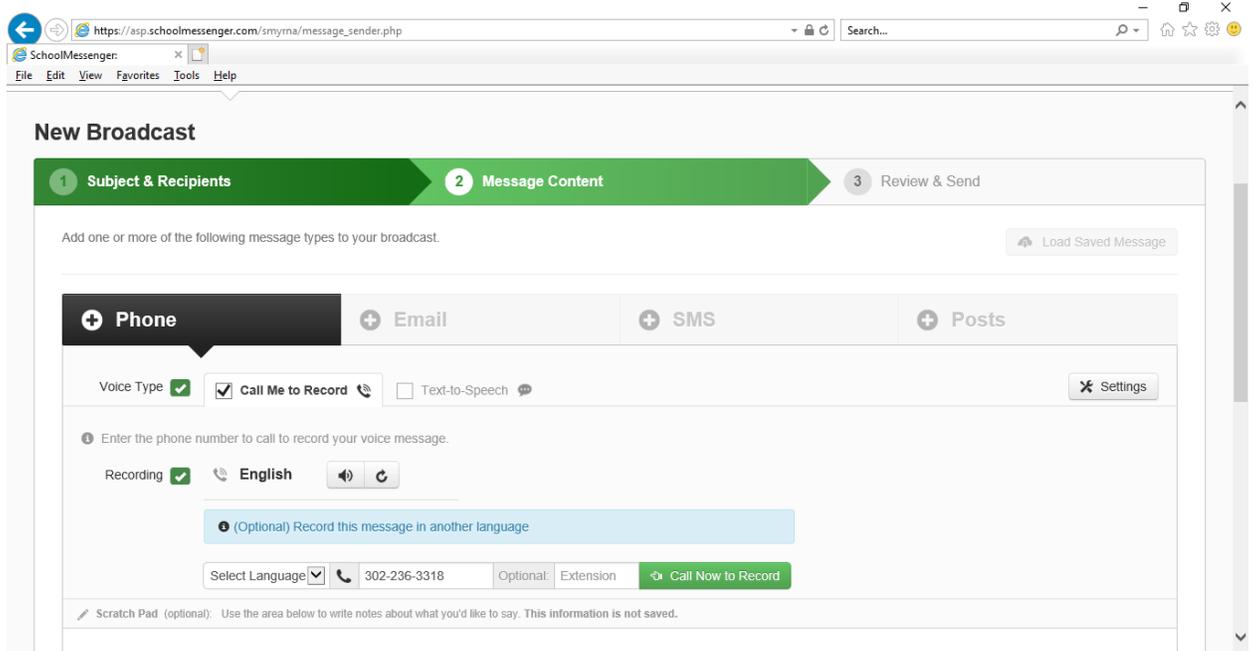
(Though Email is another individual communication beginning at Step 7. Hit the + Phone icon and provide a number to call and hit the Call Now to Record icon to receive a phone call from the call system (LAN line is preferred method) Follow the prompted steps on the phone message.

Note: You can use the Scratch Pad on this screen to create your message.

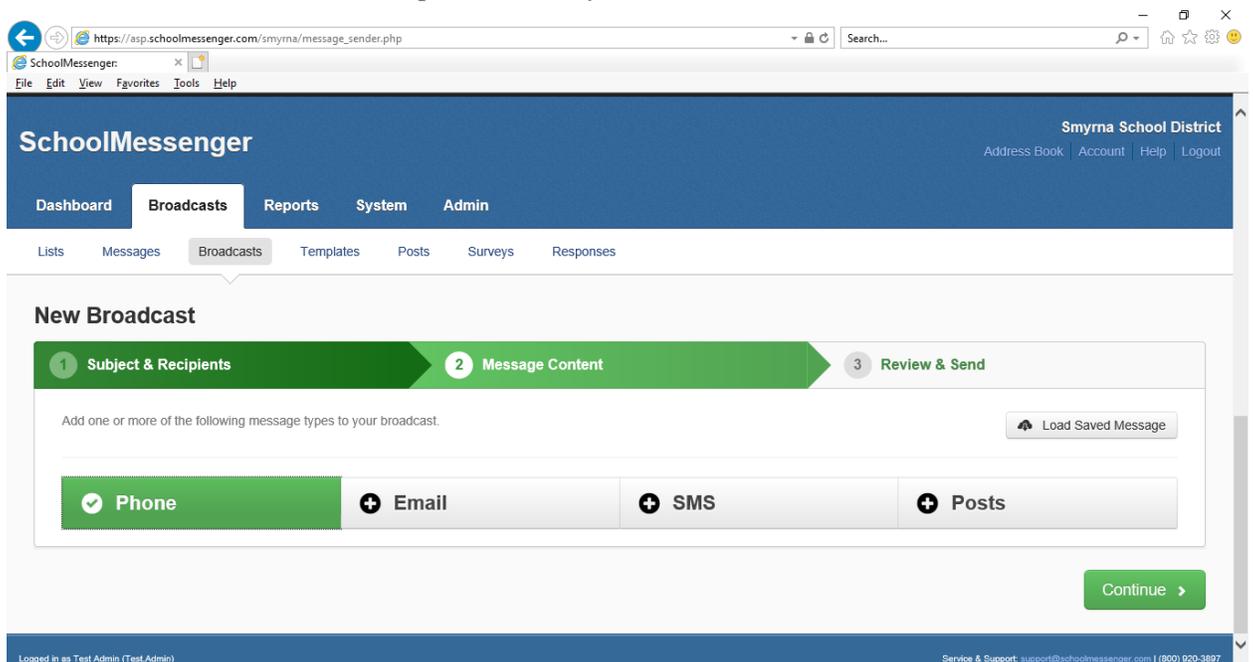
The screenshot shows the 'New Broadcast' interface at Step 2: Message Content. The progress bar indicates three steps: 1. Subject & Recipients, 2. Message Content (active), and 3. Review & Send. The main area contains a 'Load Saved Message' button. Below this are four tabs: '+ Phone' (selected), '+ Email', '+ SMS', and '+ Posts'. Under the '+ Phone' tab, there are checkboxes for 'Voice Type' (checked), 'Call Me to Record' (checked), and 'Text-to-Speech'. A 'Settings' button is also present. Below the checkboxes is a prompt: 'Enter the phone number to call to record your voice message.' This is followed by a 'Recording' section with a 'Number to Call' field, an 'Optional: Extension' field, and a 'Call Now to Record' button. At the bottom, there is a 'Scratch Pad' section with a note: '(optional): Use the area below to write notes about what you'd like to say. This information is not saved.'

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- 5.) Once you have successfully saved your message, the screen will look as follows; choose to listen to the audio and choose the Save icon or you can re-record the message.

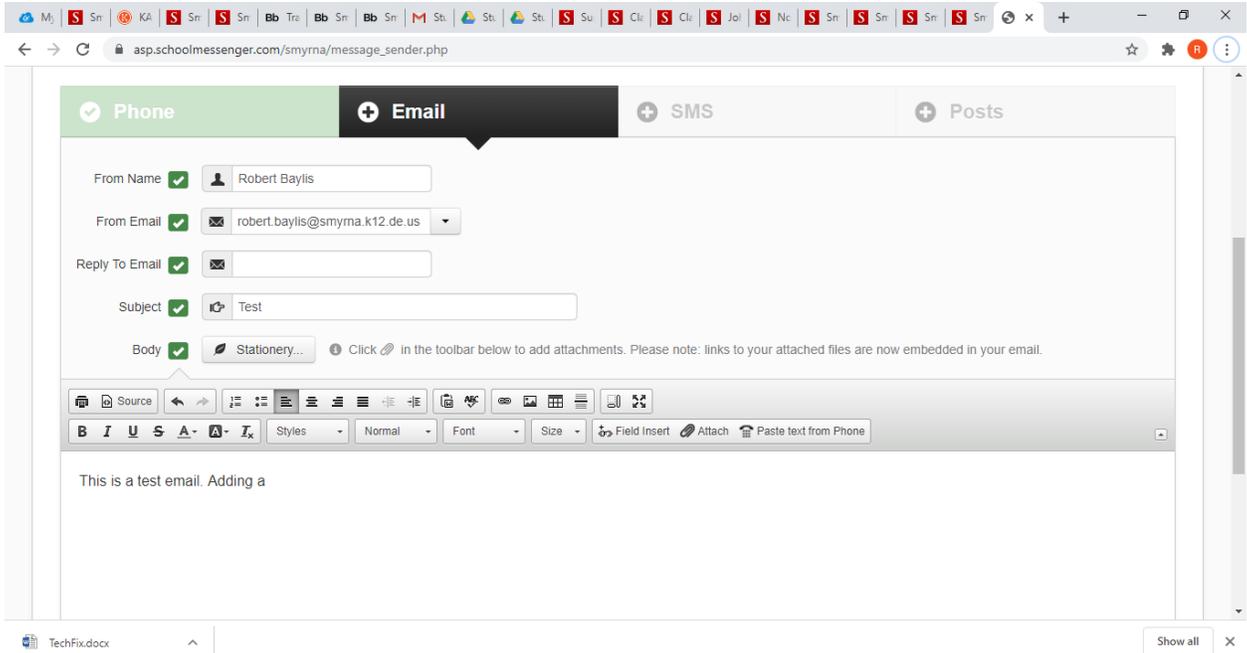


- 6.) Once you have saved the message, the screen will look as follows. (Note: With a phone option only, an audio message will send to the audience on Phone, Email, and SMS Text (for those that opt-in) by default. You can choose to include a personalized email communication that includes links to attachments or move to Step 9 to finalize your communication.

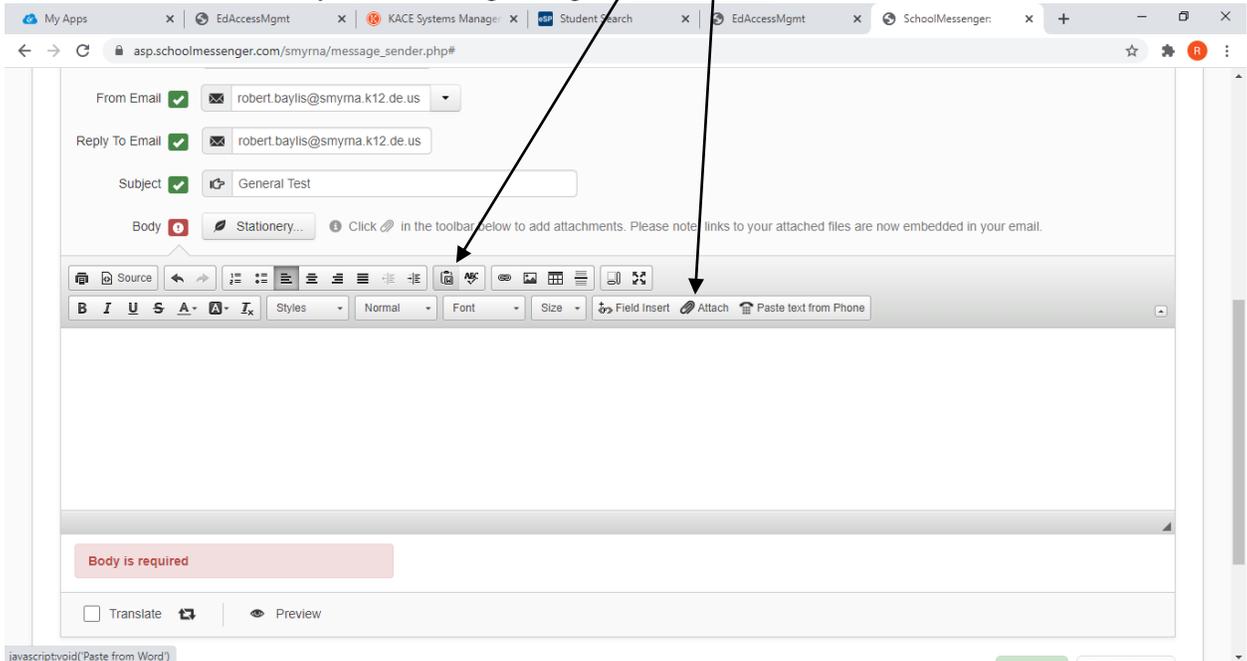


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- 7.) Email Communication: We have the ability to include or only send an email to the guardians and staff or to students only depending on the Communication Type from Step 3. After pressing the +Email, you have the option to provide a Name, Email, or the Reply To Email or change it to the individual you want sharing the content and the original Subject presented in Step 3.



- 8.) Body of Email: You can copy and paste the using the Paste from Word icon and attachments are viewed as a link in the body of the message using the Attach icon.

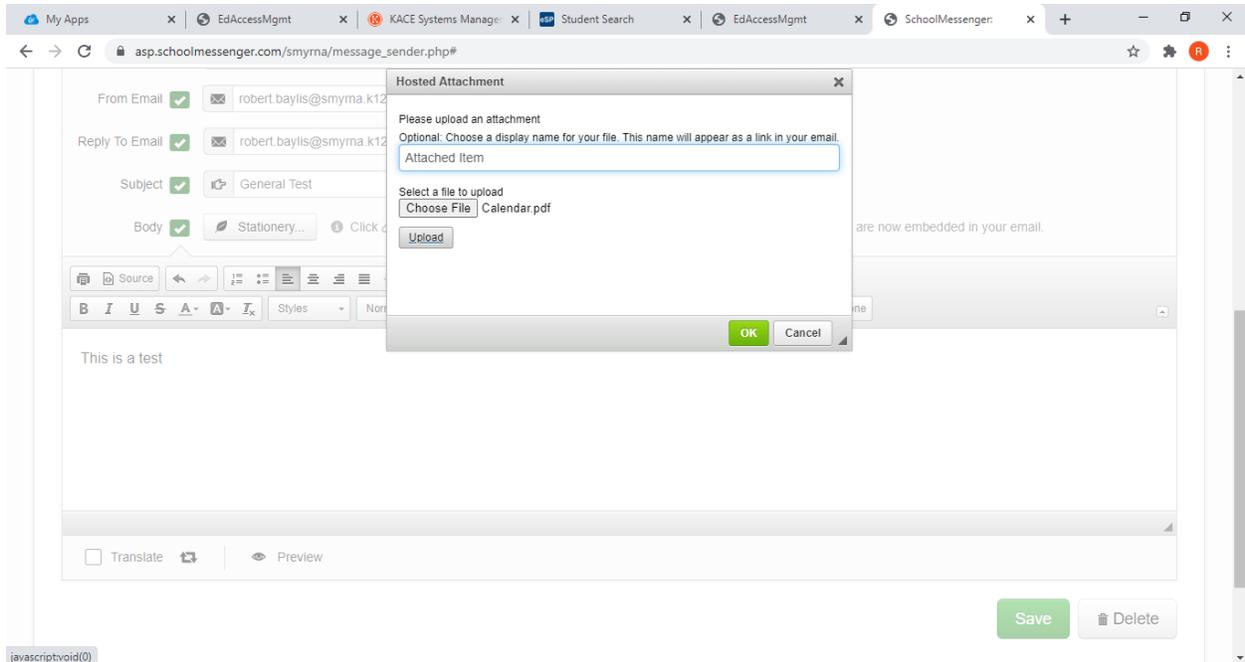


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- 9.) Paste from Word: When choosing the Paste from Word icon, you are provided the following screen that provides instruction on how you can copy and paste content from an existing word document.

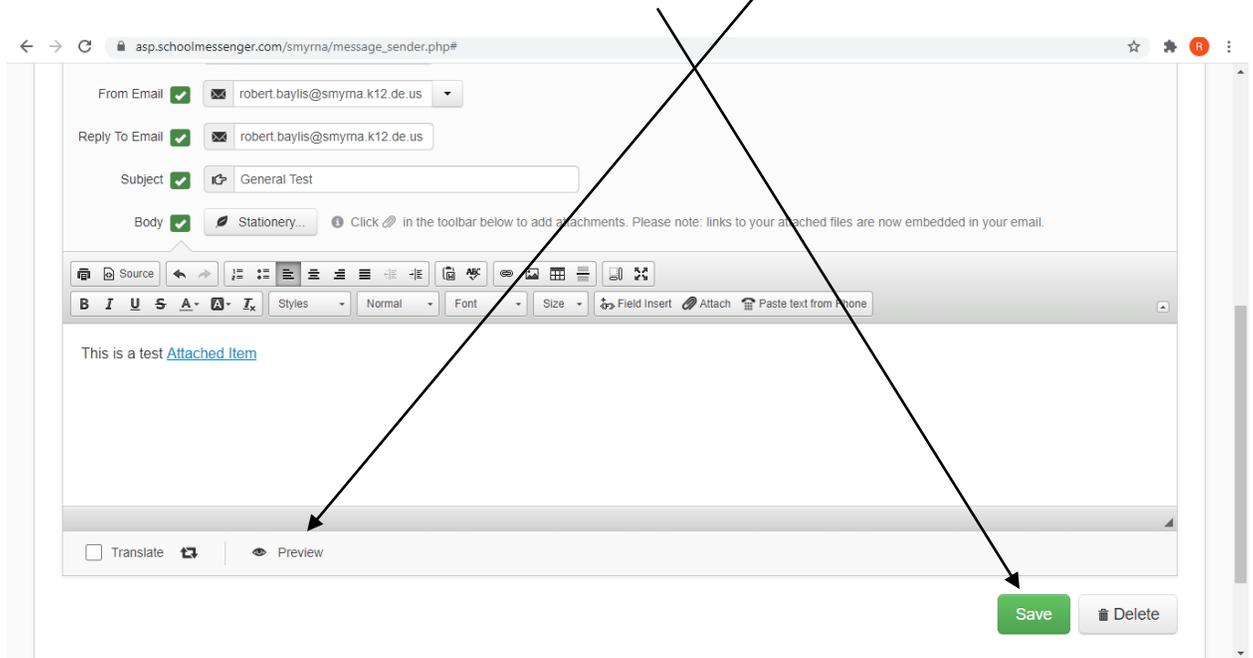


- 10.) Attach a document: When choosing the Attachment option, note that the attachment will show as a hyperlink and not an actual attachment. Choose the file and then hit the Upload icon, you can add an optional text to replace the file name of the document to add a better flow to the message.

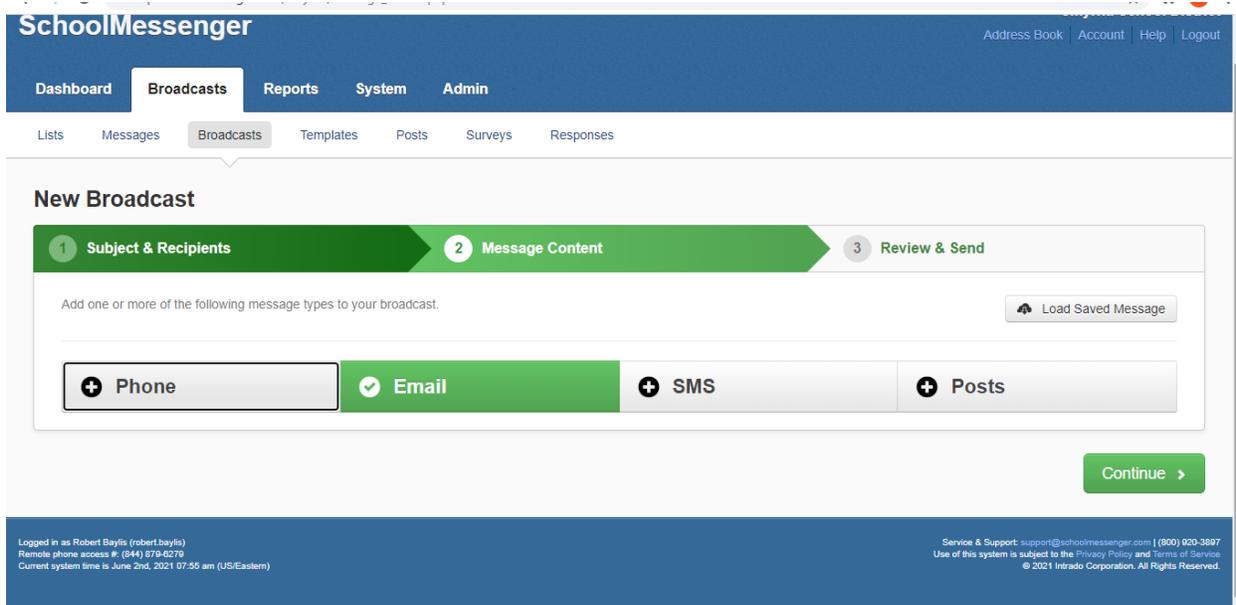


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11.) This is the results of an attached document. You can choose the Preview icon to view the message as a recipient would view it and Choose the Save button once you are completed.

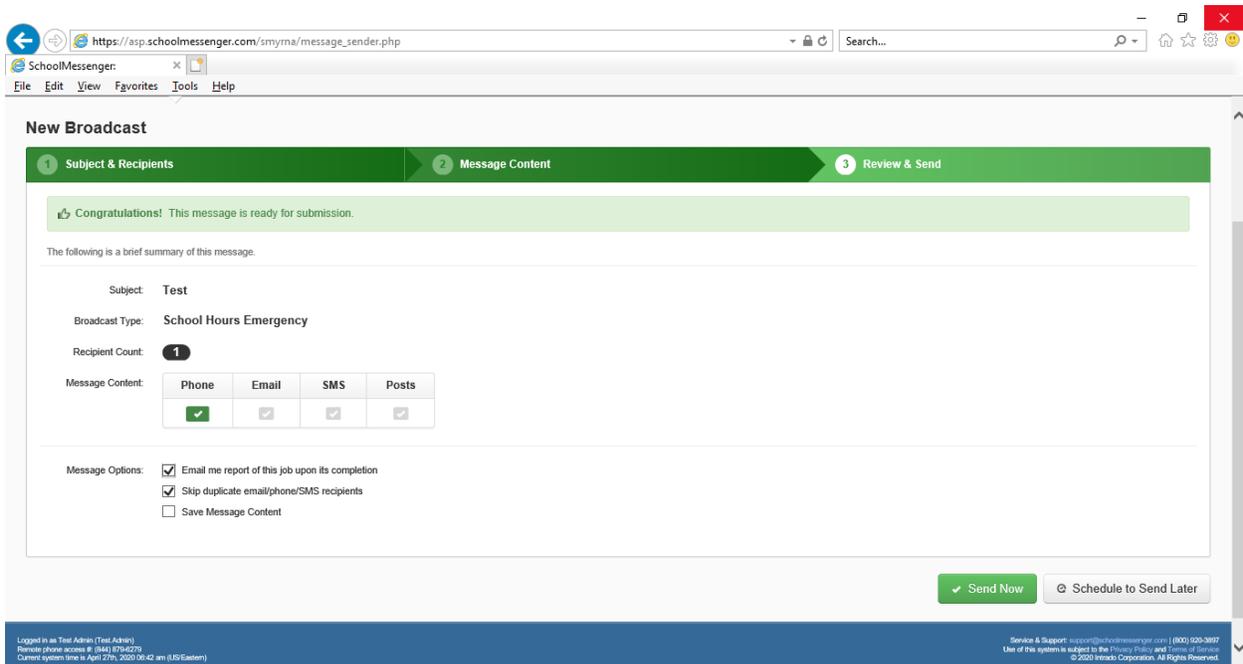


12.) Once you Save the message, the following screen is presented. Choosing Continue allows us to move to the Review and Send and the final step to Send or Scheduling the communication.



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13.) After hitting Continue, you can choose to review the previous information submitted and Send the message immediately by hitting the Send Now button or Schedule to Send Later to define a specific date and time.



14.) Choose to Schedule to Send Later provides the following screen. Choose the start date and start/end times (usually 1 hour between times) Submit Scheduled Message to initiate the scheduled communication. (Use yourself as an example to test the system)

