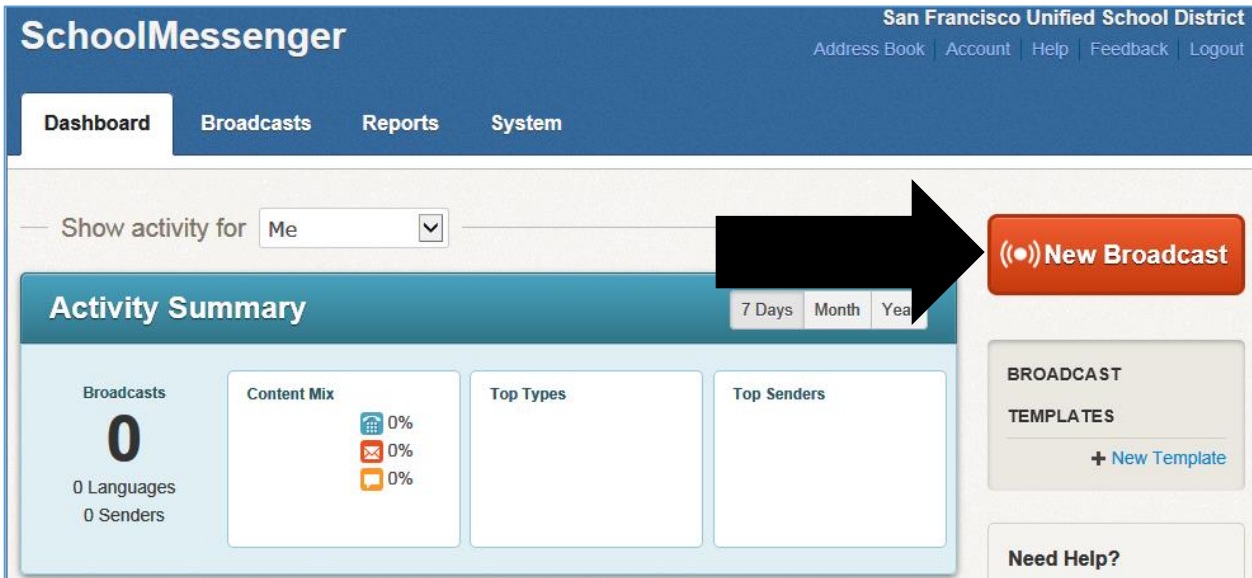


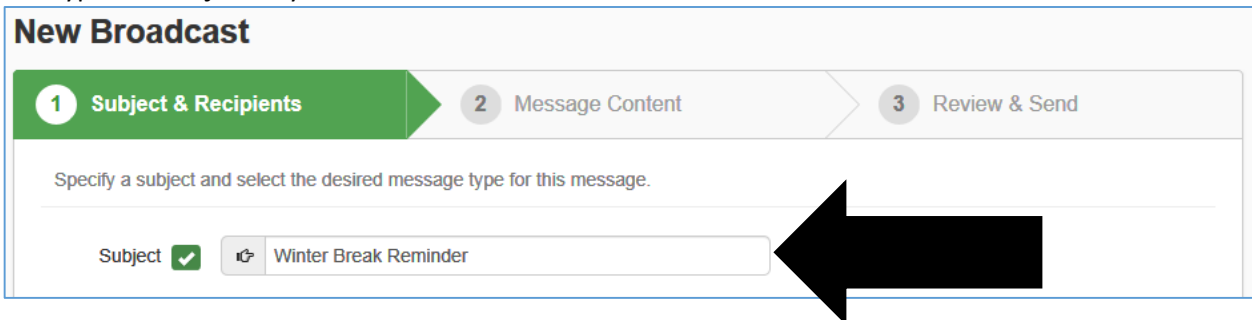
Login to SchoolMessenger: <https://asp.schoolmessenger.com/sfud>

1. Click the **New Broadcast** button:



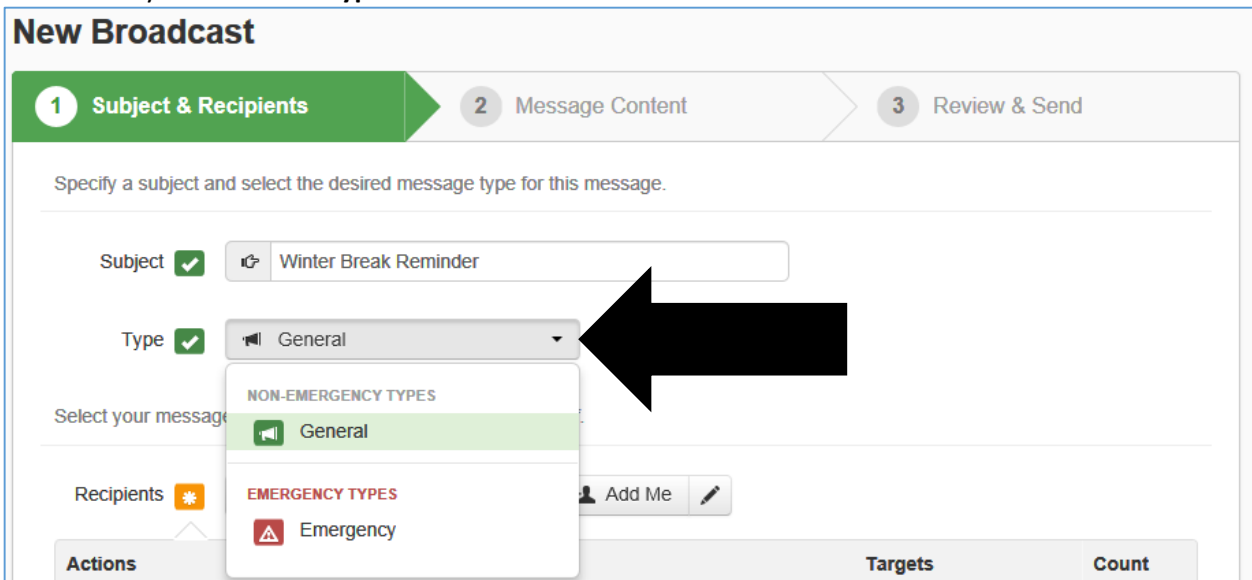
The screenshot shows the SchoolMessenger dashboard for San Francisco Unified School District. The navigation bar includes 'Dashboard', 'Broadcasts', 'Reports', and 'System'. A dropdown menu shows 'Show activity for Me'. A large black arrow points to the orange 'New Broadcast' button. Below this are several activity summary cards for Broadcasts, Content Mix, Top Types, and Top Senders. On the right, there is a 'BROADCAST TEMPLATES' section with a '+ New Template' link and a 'Need Help?' button.

2. Type the **Subject** of your broadcast:



The screenshot shows the 'New Broadcast' form with a progress bar at the top: 1 Subject & Recipients (active), 2 Message Content, and 3 Review & Send. Below the progress bar, it says 'Specify a subject and select the desired message type for this message.' The 'Subject' field is checked and contains the text 'Winter Break Reminder'. A large black arrow points to this field.

3. Choose your broadcast **type**:



The screenshot shows the 'New Broadcast' form with the 'Type' dropdown menu open. The progress bar remains the same. The 'Subject' field is still 'Winter Break Reminder'. The 'Type' dropdown is checked and shows 'General' selected. The dropdown menu lists 'NON-EMERGENCY TYPES' with 'General' highlighted, and 'EMERGENCY TYPES' with 'Emergency'. A large black arrow points to the 'General' option in the dropdown.

4. Choose your broadcast recipients. Click **Add Message Recipients**:

New Broadcast

1 Subject & Recipients 2 Message Content 3 Review & Send

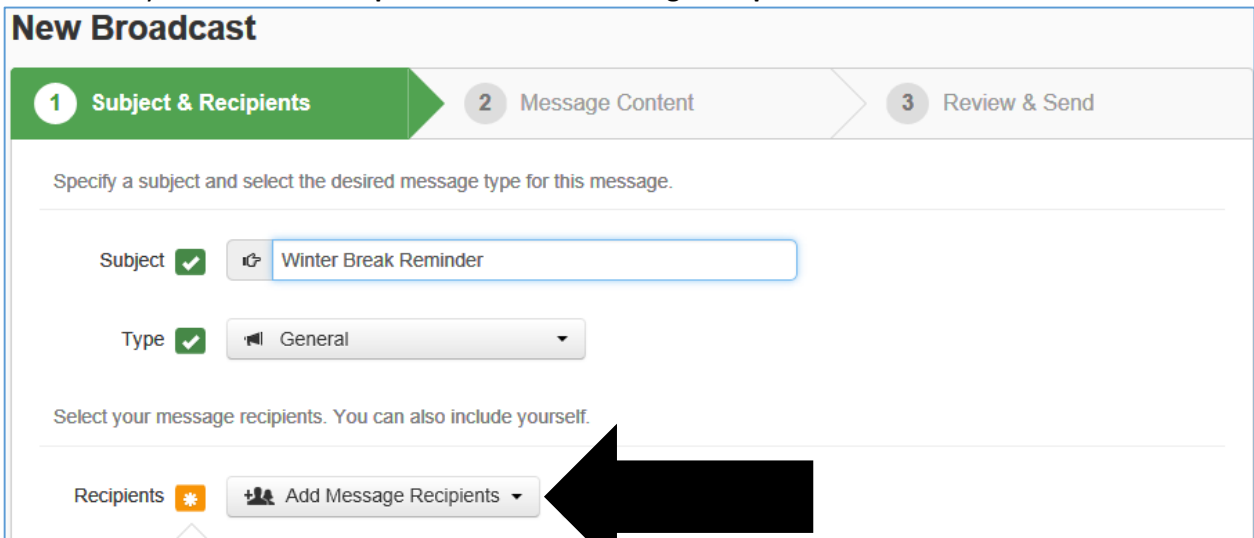
Specify a subject and select the desired message type for this message.

Subject

Type

Select your message recipients. You can also include yourself.

Recipients



5. Then click **Custom Rules...**:

New Broadcast

1 Subject & Recipients 2 Message Content 3 Review & Send

Specify a subject and select the desired message type for this message.

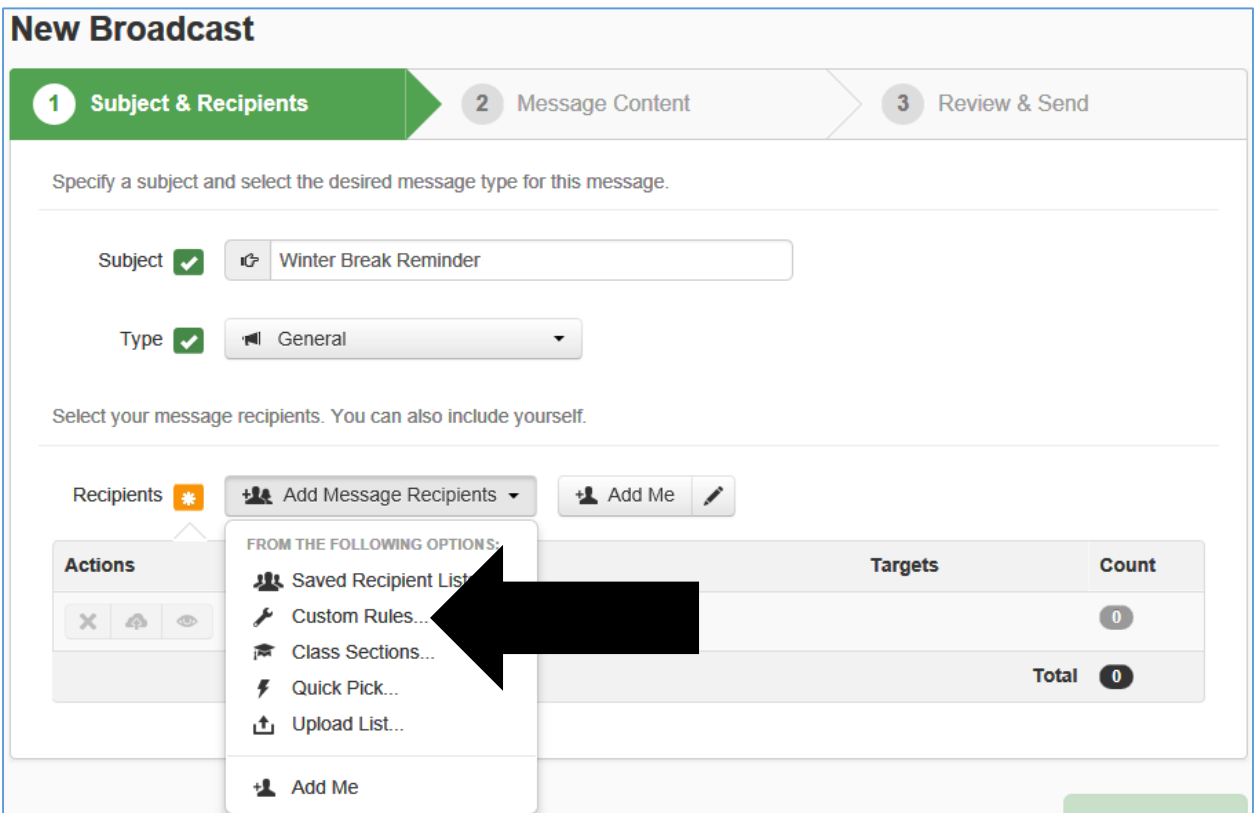
Subject

Type

Select your message recipients. You can also include yourself.

Recipients

Actions	FROM THE FOLLOWING OPTIONS:	Targets	Count
<input type="button" value="X"/> <input type="button" value="Refresh"/> <input type="button" value="Eye"/>	<input checked="" type="checkbox"/> Saved Recipient List		0
	<input checked="" type="checkbox"/> Custom Rules...		0
	<input type="checkbox"/> Class Sections...		
	<input type="checkbox"/> Quick Pick...		
	<input type="checkbox"/> Upload List...		
	<input type="checkbox"/> Add Me		
		Total	0

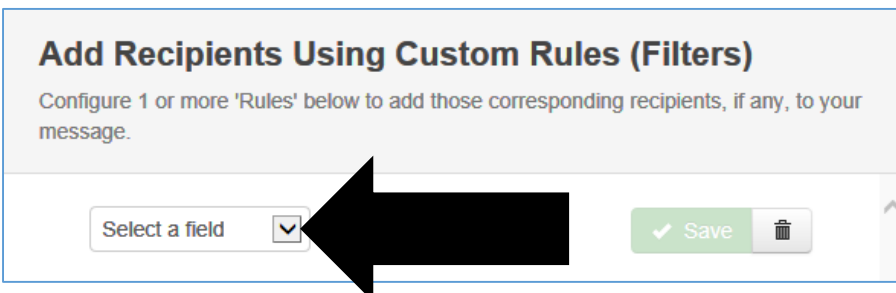


6. Click **Select a field**:

Add Recipients Using Custom Rules (Filters)

Configure 1 or more 'Rules' below to add those corresponding recipients, if any, to your message.

Select a field



7. Click **Contact Type**:

Add Recipients Using Custom Rules (Filters)
Configure 1 or more 'Rules' below to add those corresponding recipients, if any, to your message.

Select a field
First Name
Last Name
Language
Contact Type
Grade Level
Gender
Staff Description
Absent Date
School

✓ Save

✓ Add Recipients Cancel

8. Click check box next to **Student** and then click **Save**:

Add Recipients Using Custom Rules (Filters)
Configure 1 or more 'Rules' below to add those corresponding recipients, if any, to your message.

Contact Type is in
 Staff
 Student

✓ Save

✓ Add Recipients Cancel

9. Click **Add New Rule** if you want additional filters (like grade level) or click **Add Recipients (xxx)**:

Configure 1 or more 'Rules' below to add those corresponding recipients, if any, to your message.

✕ Contact Type is in Student

+ Add New Rule

✓ Add Recipients (513) Cancel

10. If you want to receive the broadcast message like parents/guardians do, click **Add Me**:

New Broadcast

1 Subject & Recipients 2 Message Content 3 Review & Send

Specify a subject and select the desired message type for this message.

Subject

Type

Select your message recipients. You can also include yourself.

Recipients

Actions	Recipient/List Name	Targets	Count
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Contact Type is Student	<input type="button" value="Contacts & Guardians"/>	<input type="button" value="513"/>
Total			<input type="button" value="513"/>

11. If your contact information needs to be changed, click the **Pencil** icon to edit your information then click **Save** when done:

New Broadcast

1 Subject & Recipients 2 Message Content 3 Review & Send

Specify a subject and select the desired message type for this message.

Subject

Type

Select your message recipients. You can also include yourself.

Recipients

Actions	Recipient/List Name	Targets	Count
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Jim Doe <input type="checkbox"/> (Me) <input type="checkbox"/> Phone: <input type="checkbox"/> DoeJ@sfusd.edu <input type="checkbox"/>	N/A	<input type="button" value="1"/>
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Contact Type is Student	<input type="button" value="Contacts & Guardians"/>	<input type="button" value="513"/>

- ❖ THIS IS NOT THE NUMBER THAT YOU WILL USE TO RECORD YOUR PHONE MESSAGE.
- ❖ THIS IS NOT THE NUMBER THAT WILL APPEAR ON THE CALLER ID WHEN CALLS GO OUT.

12. Scroll to the bottom of the page and click **Continue**:

New Broadcast

1 Subject & Recipients 2 Message Content 3 Review & Send

Specify a subject and select the desired message type for this message.

Subject

Type

Select your message recipients. You can also include yourself.

Recipients

Actions	Recipient/List Name	Targets	Count
<input type="button" value="X"/> <input type="button" value="✎"/>	Jim Doe i (Me) Phone: DoeJ@sfusd.edu	N/A	1
<input type="button" value="X"/> <input type="button" value="🔍"/> <input type="button" value="👁"/>	Contact Type is Student	<input type="button" value="Contacts & Guardians"/>	513
Total			514

13. Click **Phone**:

New Broadcast

1 Subject & Recipients 2 Message Content 3 Review & Send

Add one of the following message types to your broadcast.

14. To record your message, you will have SchoolMessenger phone you. Enter the phone number that you want called so that you can record your message in English (other languages can be recorded later) and then click **Call Now to Record**:

New Broadcast

1 Subject & Recipients 2 Message Content 3 Review & Send

Add one or more of the following message types to your broadcast. [Load Saved Message](#)

+ Phone + Email + SMS

Voice Type **Call Now to Record** Text-to-Speech [Settings](#)

Enter the phone number to call to record your voice message.

Recording Optional: Extension [Call Now to Record](#)

+ Phone + Email + SMS

Voice Type **Call Me to Record** Text-to-Speech [Settings](#)

Enter the phone number to call to record your voice message.

Recording **English** [Calling...](#)

In a moment you will receive a phone call with instructions to record your message. When you answer, follow the prompts:

- **Press 1** to Record your message.
- **Press ANY KEY** on phone to stop your recording. Your recording will automatically playback.

After playback:

- **Press 1** to save your recording if you like it. You must hear, “Your message has been saved, thank you, good bye.”
- **Press 2** if you want to hear your recording again.
- **Press 3** if you want to re-record your message and then press any button to stop recording. Repeat above steps if you do not like your message and want to re-record it.

After you have recorded your message in English, you can record your message in another language.

Click **Select Language** for the next language you want to record then click **Call Now to Record**. If the person who will record the additional language is not near you, you may enter their phone number before clicking **Call Now to Record**:

+ Phone **+ Email** **+ SMS**

Voice Type **Call Me to Record** Text-to-Speech Settings

i Enter the phone number to call to record your voice message.

Recording **English**

i (Optional) Record this message in another language

Spanish

415-241-6003 **Optional:** Extension **Call Now to Record**

Follow the same process as used for recording the message in English in the prior step. Repeat the above steps to record in another language:

+ Phone **+ Email** **+ SMS**

Voice Type **Call Me to Record** Text-to-Speech Settings

i Enter the phone number to call to record your voice message.

Recording **English**

Spanish

i (Optional) Record this message in another language

Chinese

415-241-6005 **Optional:** Extension **Call Now to Record**

15. Check your Caller ID number by clicking the **Settings** button:

Phone Email SMS

Voice Type Call Me to Record **Settings**

i Enter the phone number to call to record your voice message.

Recording English

Spanish

i (Optional) Record this message in another language

Chinese

415-241-6005 Optional: Extension

Enter the phone number you want to appear on the parents'/guardians' phones when the broadcast goes out and then click the **Save** button.

Phone Call Options
Specify the phone call options for this message

Caller ID (415)

Days to run 1 2

Allow Recipients to Record a voice response
Make sure that the message instructs recipients to press '0' to record a response.

Confirm call by pressing '1' for Yes or '2' for No
You will need to instruct recipients to do this in your message.

16. When recording is completed and caller ID is set, scroll to the bottom of the screen and click **Save Phone Message**:

17. Click **Continue**:

New Broadcast

1 Subject & Recipients 2 Message Content 3 Review & Send

Add one or more of the following message types to your broadcast. Load Saved Message

Phone Email SMS

Continue >

18. Check settings then click **Send Now** or **Schedule to Send Later**:



Non-emergency broadcasts should be scheduled for delivery after school hours. Sending a broadcast during school hours may alarm parents and **WILL result in lots of phone calls to your school.**

New Broadcast

1 Subject & Recipients 2 Message Content 3 Review & Send

Congratulations! This message is ready for submission.

The following is a brief summary of this message.

Subject: **Winter Break Reminder**

Broadcast Type: **General**

Recipient Count: **514**

Message Content:

Phone	Email	SMS	Social
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Message Options:

- Email me report of this job upon its completion
- Skip duplicate email/phone recipients
- Save Message Content

Send Now Schedule to Send Later

19. To **Schedule to Send Later**, click the **Start Date** field then click the date on the calendar that you want the call to begin going out.

Then use the slider to set your **Start Time** and **End Time**:

Schedule This Message to be Sent at a Later Time

The following timeline shows the allowable time range to send messages (in green) as set by your organization.

1. Select the Start Date to send this message.

Start Date

2. Specify the Start and End Time by dragging the 2 handles to set the corresponding time.

Start Time End Time

20. Click **Submit Scheduled Message** to submit your broadcast.

SUPPORT

Telephone support is available from the DOT Help Desk at 415-241-6476, option 2. After business hours, the SchoolMessenger Support Center may be reached at 800-920-3897.

RECOMMENDED SETTINGS FOR EMAIL BROADCAST

New Broadcast

1 Subject & Recipients 2 Message Content 3 Review & Send

Add one or more of the following message types to your broadcast. Load Saved Message

+ Phone **+ Email** **+ SMS**


From Name Type your school name or the name of a person known to parents/guardians.

From Email Type **no_reply@sfusd.edu** if you do not want to receive replies. Otherwise, enter the email address of the person who will receive replies and answer them. *The address must be an @sfusd.edu email address.*

Reply To Email

Subject Clearly indicate the subject of the message.

Body

Click  in the toolbar below to add attachments. Please note: links to your a

Field Insert **Attach** **Paste text from Phone**

Greetings Jack Tarr School Parents & Guardians,

We want to remind you that our school is closed on Tuesday, July 4, 2017, in observance of Independence Day. Regular school hours resume on Wednesday, July 5.

Monday, July 3, is not a school holiday; classes will be in session.

Thank you and warm regards,

JACK TARR EARLY EDUCATION SCHOOL
SAN FRANCISCO UNIFIED SCHOOL DISTRICT You can type the principal's name for a more personal touch.

RECOMMENDED SETTINGS FOR SMS TEST MESSAGE BROADCAST

New Broadcast

1 Subject & Recipients 2 Message Content 3 Review & Send

Always start with your school name. Parents/Guardians may have children at other schools. You must be specific.

Phone Email **SMS**

SMS Text Enter your SMS message text below. (max characters allowed: 160)

JACK TARR EARLY EDUCATION SCHOOL: Fire at school. All students accounted for and safe at Harding Library @ 9985 Fulton St. Fire Dept. is on the scene.

Translate Monitor your character count as you type. Text message may be 160-characters maximum 150 characters (max: 160)

Save Delete

