

SCHOOLMESSENGER GUIDE

CONTENTS

I need to record a message	2
I am using a computer	2
Logging in	2
Change the caller ID	2
Create a broadcast	3
Add a phone message	7
Add an email	9
Add a text message (SMS).....	12
Send the broadcast	13
I am using the phone app	15
Logging in	15
Create a broadcast	16
Add a phone message	19
Add an email	22
Add a text message (SMS).....	23
Send the broadcast	24
I have a pre-recorded message	28
Logging in	28
Change the caller ID	29
Create a message	30
Add a phone message	32
Add an email	34
Add a text message	36
Create and send a broadcast	38

I NEED TO RECORD A MESSAGE

If you have access to a computer, **use a computer instead of the phone app**, as the computer will give you more options.

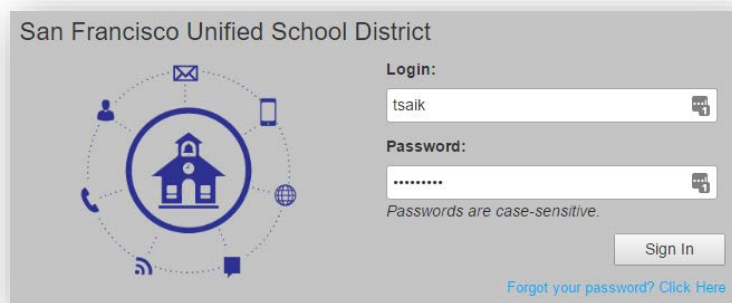
I AM USING A COMPUTER

This will use SchoolMessenger's "Call Me to Record" feature. To use this, **you will need a phone**. Currently, it can't use our office extensions, so either use the main phone (415-241-6565) or your cell phone.

LOGGING IN

Login to SchoolMessenger at:

[HTTPS://ASP.SCHOOLMESSENGER.COM/SFUSD](https://asp.schoolmessenger.com/sfUSD)

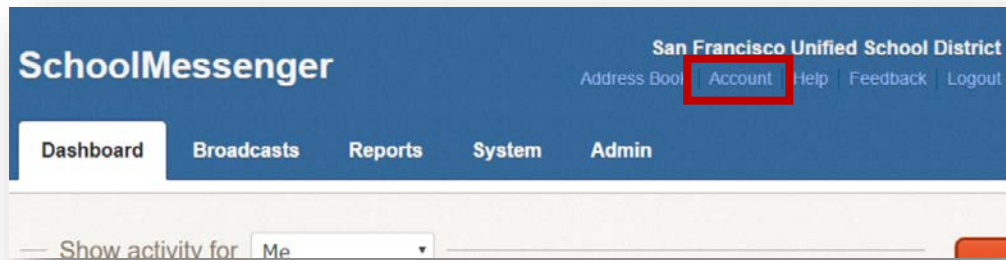


Use your SFUSD username and password (what you use to login to the intranet or your computer). Make sure you use **your username** (lastname + initial) and **not your email address**.

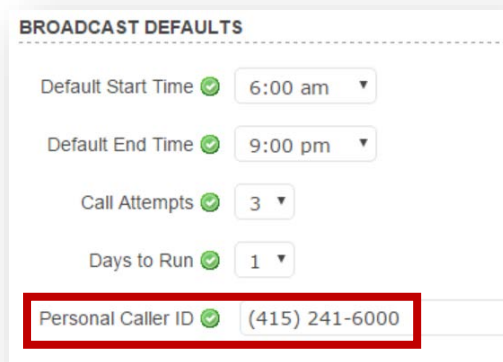
CHANGE THE CALLER ID

If you are sending a message for a specific school, you can use the school's phone number as the caller ID so families will be able to call the school back. **Let the school know they should expect calls if you do this!**

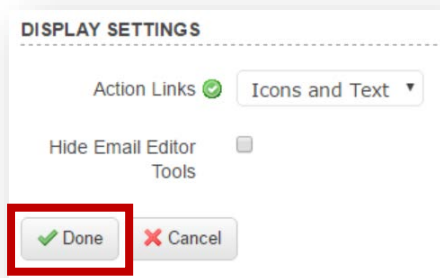
1. Click on **Account** in the upper-right-hand corner



2. Go to **Personal Caller ID** under **Broadcast Defaults** and change the phone number to the school's phone number. [Look up school phone numbers.](#)

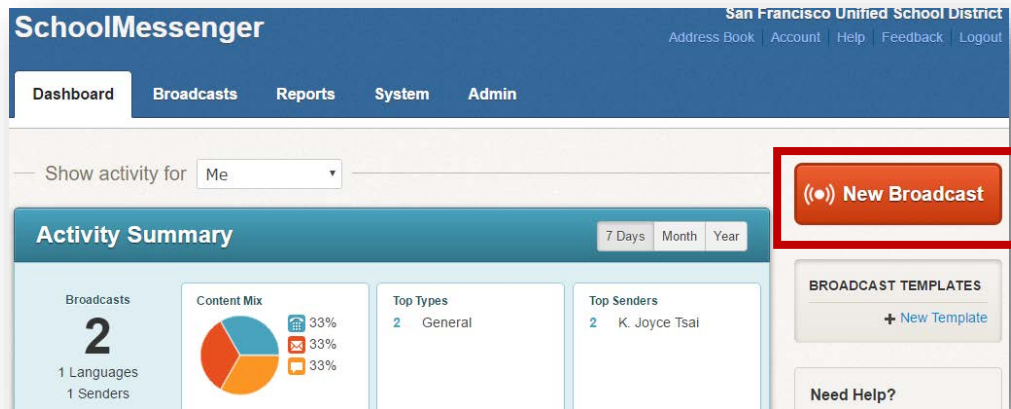


3. Click **Done** to save your changes



CREATE A BROADCAST

1. Click on the **New Broadcast** button in orange on the left side of the **Dashboard**



2. Create a subject

New Broadcast

1 Subject & Recipients

2 Message Content

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
  	No Recipients Specified

New Broadcast

1 Subject & Recipients

2 Message Content



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

Subject 

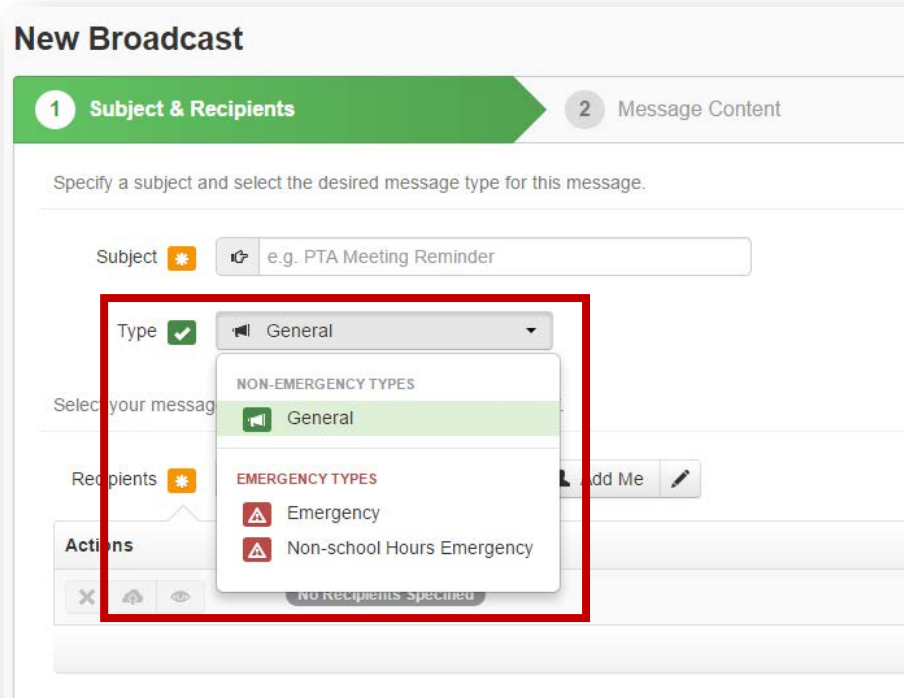
Type 

Select your message recipients. You can also include yourself.

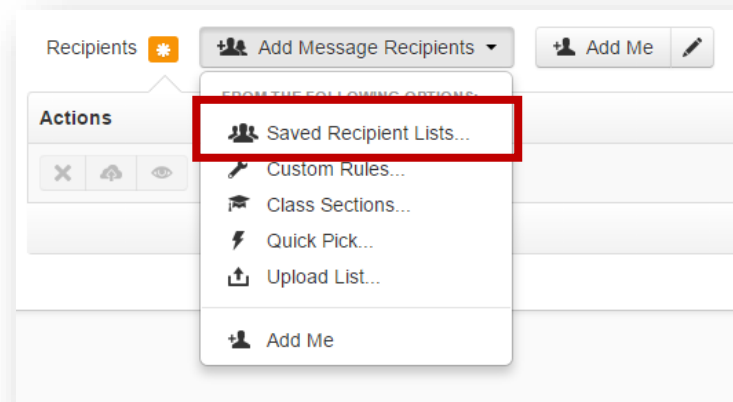
Recipients 

Actions	Recipient/List Name
  	No Recipients Specified

3. Select a message type. Selecting **Emergency** means your message will get priority and that it will call all phone lines if more than one is listed.



4. Select the recipients of your message.
 - a. Choose **Add Message Recipients**, then select **Saved Recipient Lists**



- b. Check all lists that apply, then select **Add Recipients**
IF IT IS AN **EMERGENCY**, MAKE SURE YOU INCLUDE THE **EMERGENCY RESPONSE TEAM, SLT, LEAD ADMIN ASSISTANTS, AND OFFICE OF FAMILY VOICE AS RECIPIENTS**

Add Recipients Using Your 'Saved Recipient Lists'

Select 1 or more 'Saved Recipient Lists' below to add those corresponding recipients to your message.

<input type="checkbox"/>	All staff	9951
<input type="checkbox"/>	All students/parents/guardians	58079
<input type="checkbox"/>	LANG - Cantonese	11300
<input type="checkbox"/>	LANG - English	29961
<input type="checkbox"/>	LANG - Mandarin	1014
<input type="checkbox"/>	LANG - Spanish	11646
<input type="checkbox"/>	SCH - Academy of Arts and Sciences	324
<input checked="" type="checkbox"/>	SCH - Alamo ES	537
<input type="checkbox"/>	SCH - Alvarado ES	505
<input type="checkbox"/>	SCH - Aptos MS	1000

- Click **Continue**. If the Continue button is greyed out, make sure you filled in the subject, selected the type of message and added recipients.

1 Subject & Recipients 2 Message Content 3 Review & Send

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

Subject

Type

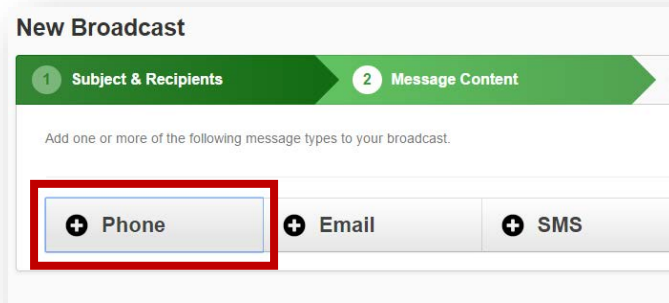
Select your message recipients. You can also include yourself.

Recipients

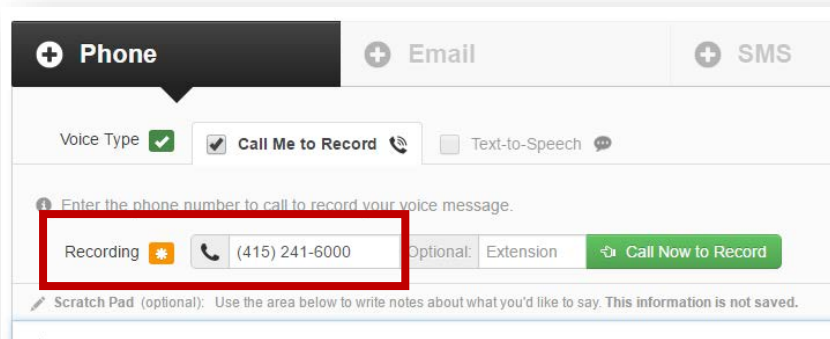
Actions	Recipient/List Name	Targets	Count
<input type="button" value="X"/> <input type="button" value="Eye"/>	<input type="button" value="Add"/> SCH - Argonne ES	Contacts & Guardians	424
Total			424

ADD A PHONE MESSAGE

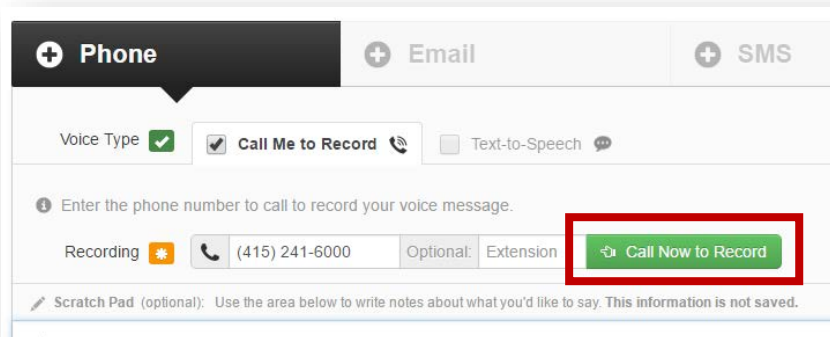
- Click **Phone** to add a phone message



2. Make sure **Call Me to Record** is checked, then enter the phone number you want to use. Make sure this phone number **does not use an extension**, as this does not work in the Comms office.

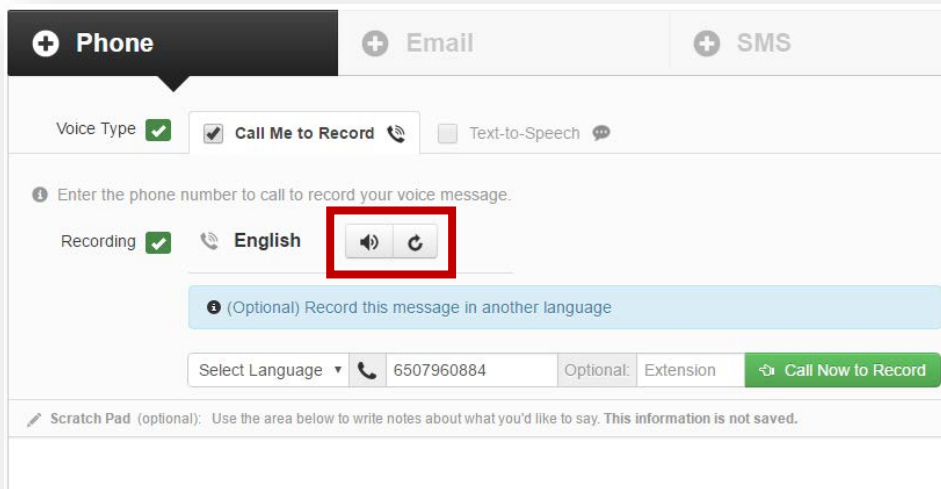


3. Go over your message and make sure it specifies **who the call is from** and how people can get more information. Add "To repeat this message, press the star key" to the end of the message.
4. Click **Call Now to Record** when you're ready to record. You will be prompted to dial **1** to begin recording, then instructed to begin recording after the beep. Remember to **speak slowly**.



5. **Press any key to stop recording.** You will be prompted to review the message, then save it by pressing **1**.

- Once you are happy with your recording, hang up. The recording should upload to the website, which will now look like this:



Phone | Email | SMS

Voice Type Call Me to Record Text-to-Speech

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

Recording English 🔊 ↻

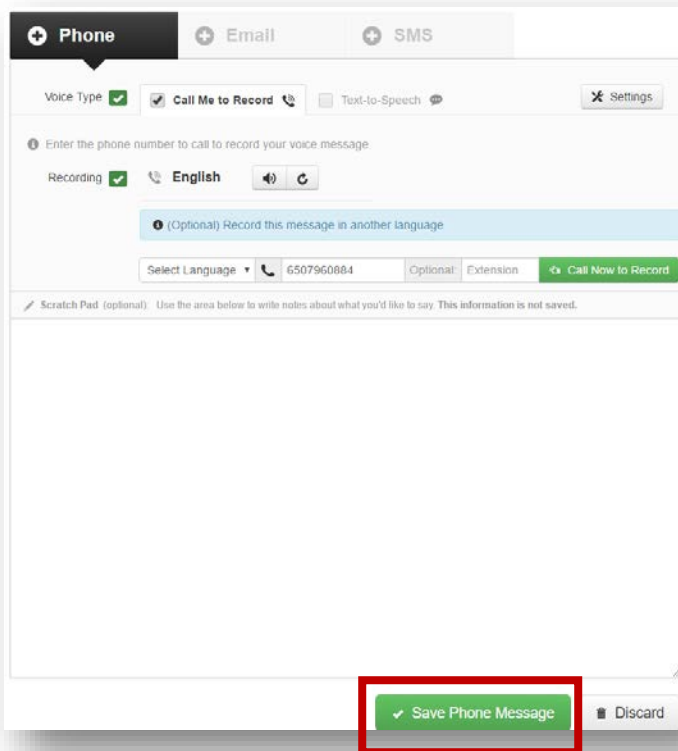
(Optional) Record this message in another language

Select Language Optional: Extension

Scratch Pad (optional): Use the area below to write notes about what you'd like to say. This information is not saved.

Click the speaker icon to listen to your recording, or click the circle with an arrow to re-record.

- Click **Save Phone Message**



Phone | Email | SMS

Voice Type Call Me to Record Text-to-Speech

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

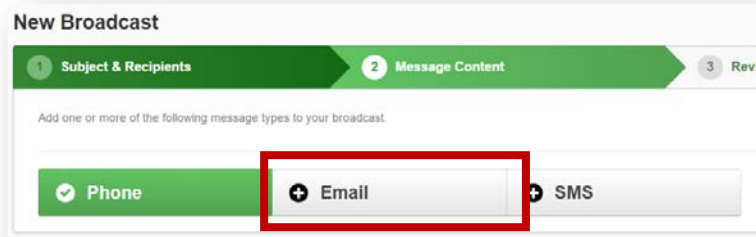
Recording English 🔊 ↻

(Optional) Record this message in another language

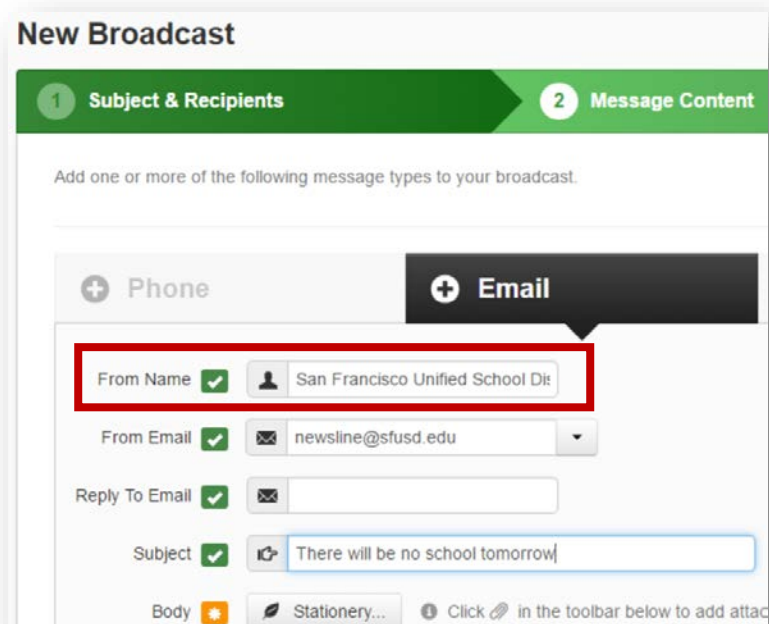
Select Language Optional: Extension

Scratch Pad (optional): Use the area below to write notes about what you'd like to say. This information is not saved.

1. Click **Email** to add an email to the message content



2. Create your email. Make sure your **From Name** is from someone recognizable to parents, such as “San Francisco Unified School District” for a districtwide call or “Hoover Middle School” if the call is for Hoover Middle School parents and students.



3. Use newsline@sfusd.edu as the **From Email** by default
4. If you would like to prevent people from replying to the email, use noreplysfusd@sfusd.edu as the **Reply To Email**

New Broadcast

1 Subject & Recipients 2 Message Content

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


+ Phone **+ Email**

From Name

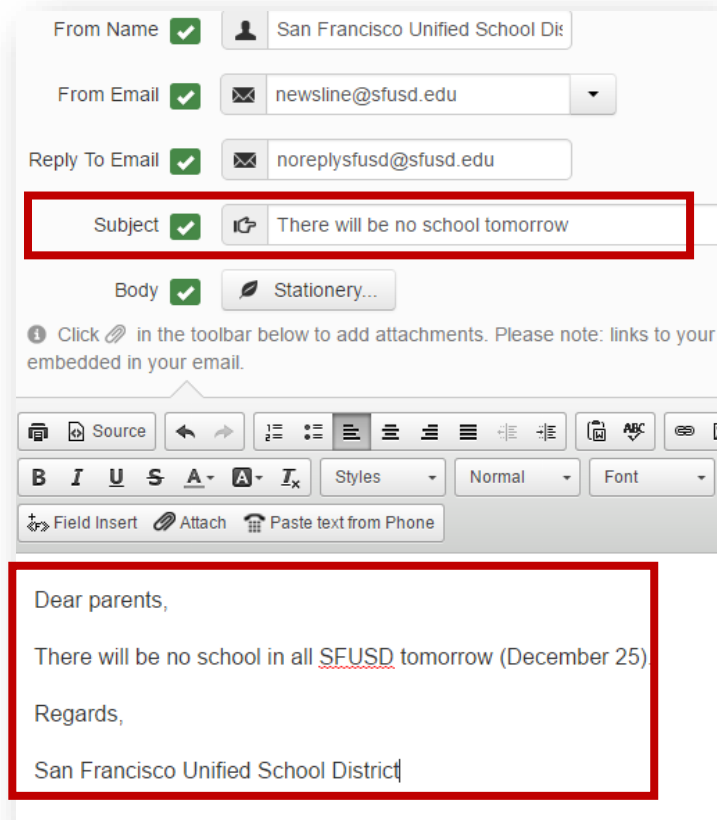
From Email

Reply To Email

Subject

Body Stationery... Click  in the toolbar below to add attac

5. Compose a **Subject** and **message**



From Name San Francisco Unified School District

From Email newsline@sfusd.edu

Reply To Email noreplysfusd@sfusd.edu

Subject There will be no school tomorrow

Body Stationery...

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

Field Insert Attach Paste text from Phone

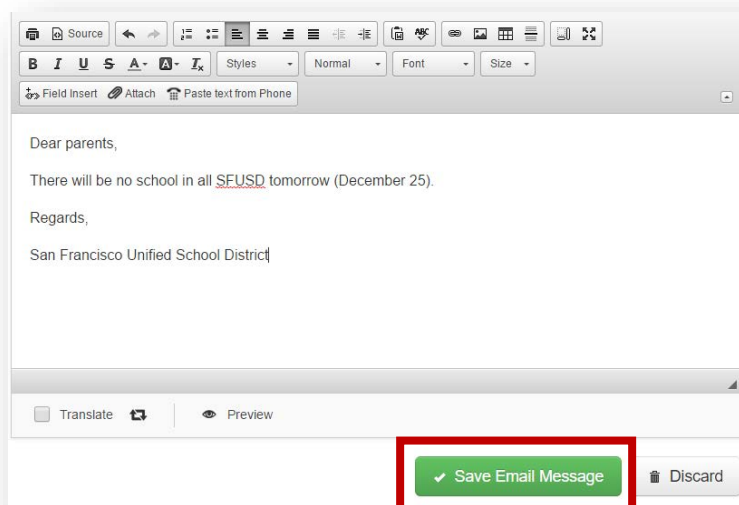
Dear parents,

There will be no school in all SFUSD tomorrow (December 25)

Regards,

San Francisco Unified School District

6. When you are finished, click **Save Email Message**



Field Insert Attach Paste text from Phone

Dear parents,

There will be no school in all SFUSD tomorrow (December 25).

Regards,

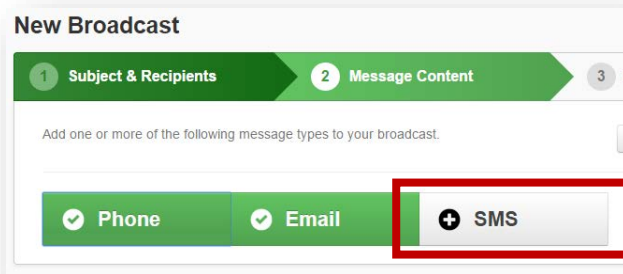
San Francisco Unified School District

Translate Preview

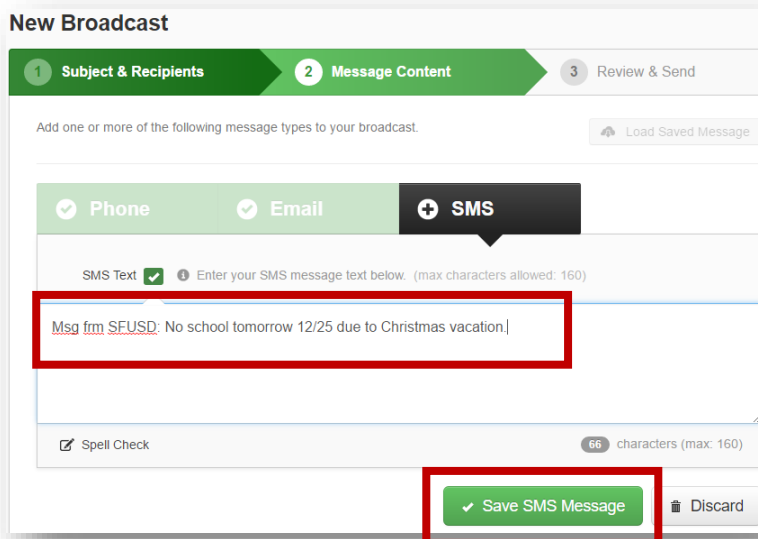
Discard

ADD A TEXT MESSAGE (SMS)

1. Click **SMS** to add a text message.



2. Type your text message, which must be **160 characters or less**. Don't forget to mention who the text message is from! Then click **Save SMS Message**.



SEND THE BROADCAST

1. When you are finished, all three buttons (**Phone**, **Email**, and **SMS**) will be green. 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.

Phone Email SMS

2. Double check the **Recipient Count** to make sure you aren't accidentally messaging the entire district if you don't intend to

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: **Testing**

Broadcast Type: **General**

Recipient Count: **1**

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

3. Click **Send Now**. Congratulations!
IF YOU CHANGED YOUR CALLER ID, DON'T FORGET TO [CHANGE IT BACK](#) TO THE GENERIC SFUSD NUMBER.

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: **Testing**

Broadcast Type: **General**

Recipient Count: **1**

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

Message Options:

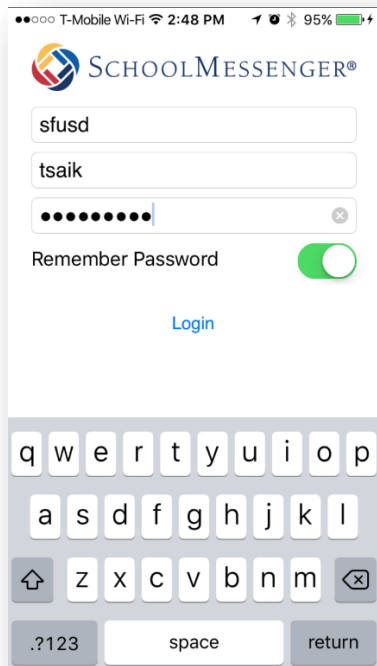
- Email me report of this job upon its completion
- Skip duplicate email/phone recipients
- Save Message Content

I AM USING THE **PHONE APP**

You can download the SchoolMessenger phone app from the App Store for iOS or from Google Play for Android. Make sure you download the app called “SchoolMessenger,” **not** the one called “SchoolMessenger InfoCenter.”

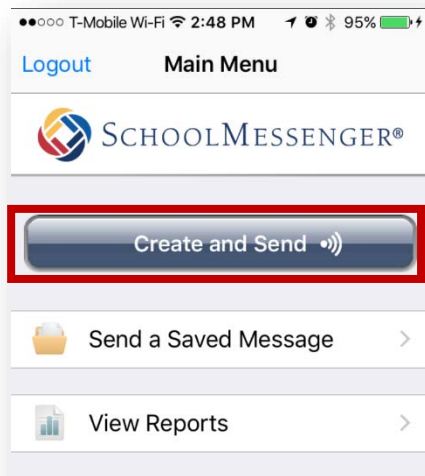
LOGGING IN

If you are logging in for the first time, **use “sfusd” as the Customer ID.** Login with your SFUSD username and password (what you use to login to the intranet or your computer). Make sure you use **your username** (lastname + initial) and **not your email address.**

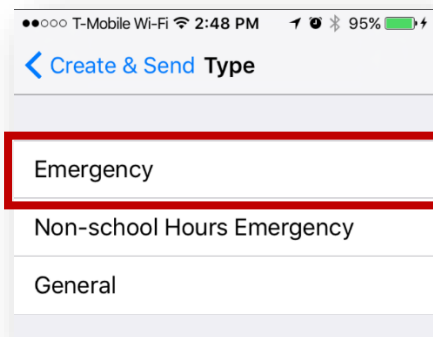
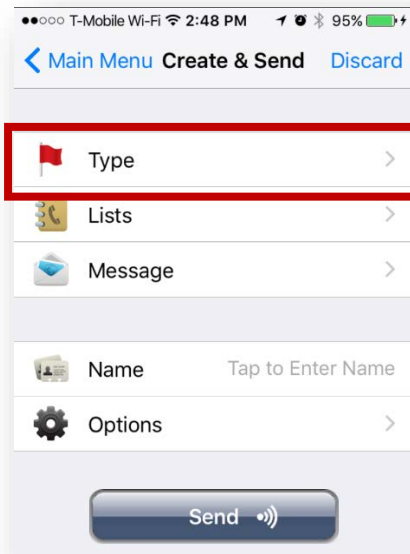


CREATE A BROADCAST

1. Click the **Create and Send** button to create a broadcast:

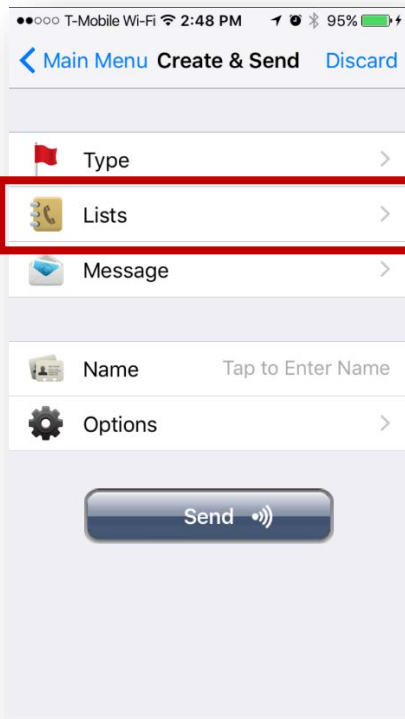


2. Select the type of message:

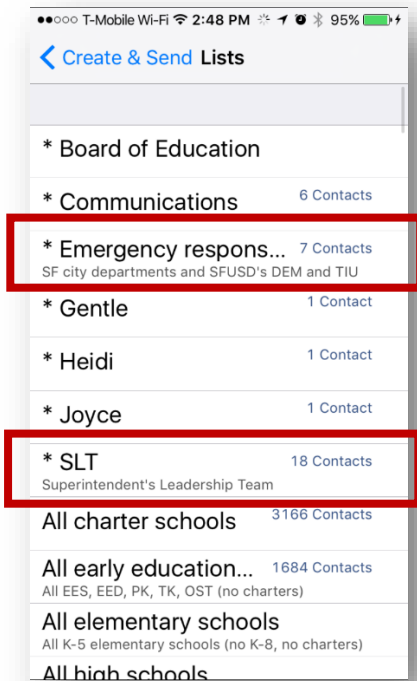


Selecting **Emergency** means your message will get priority and that it will call all phone lines if more than one is listed.

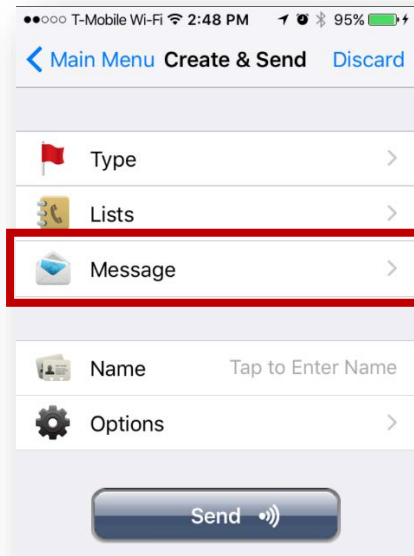
3. Select your recipients by clicking **Lists**:



IF IT IS AN **EMERGENCY**, MAKE SURE YOU INCLUDE THE **EMERGENCY RESPONSE TEAM, SLT, LEAD ADMIN ASSISTANTS, AND OFFICE OF FAMILY VOICE** AS RECIPIENTS:

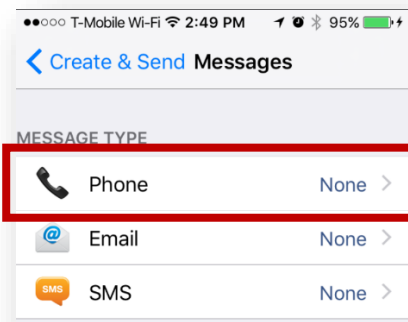


4. Click **Message** to create your message.



ADD A PHONE MESSAGE

5. Click **Phone** to record your message.



6. Click the **red circle** to begin recording. For the best audio quality, hold your phone up to your ear like you would normally use it when you are recording.



7. Go over your message and make sure it specifies **who the call is from** and how people can get more information. Add “To repeat this message, press the star key” to the end of the message. Remember to **speak slowly**. Press the **square button** to finish recording.

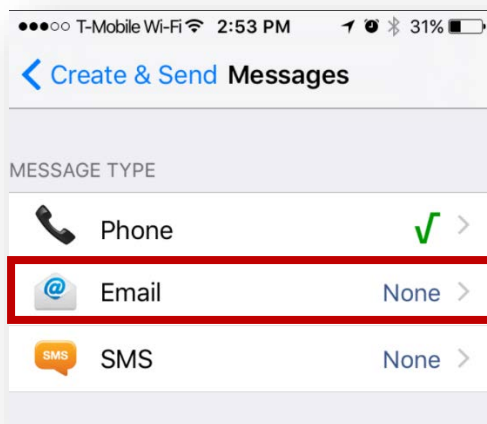


8. Press the **play button** if you would like to review your recorded message. If you would like to keep the message, go back to the main menu by clicking **Messages**.

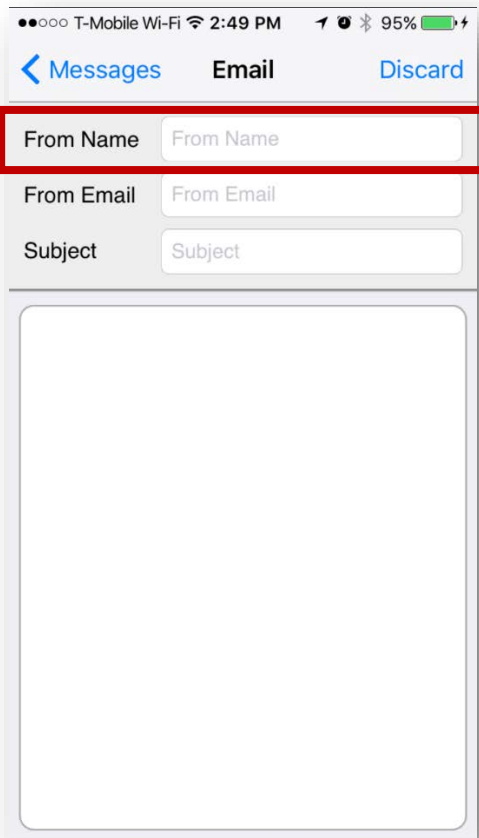


ADD AN EMAIL

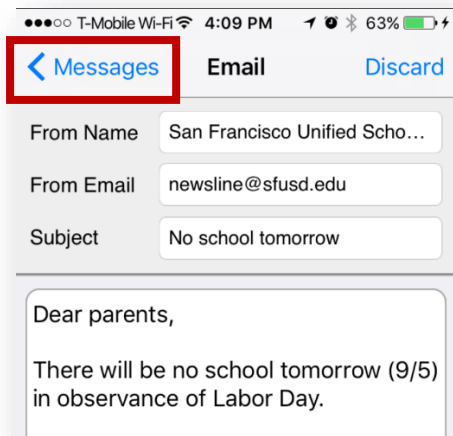
1. Click **Email** to add an email to your broadcast



2. Create your email. Don't forget to include a **From Name** that will be recognizable to parents, such as "Hoover Middle School" or "San Francisco Unified School District."

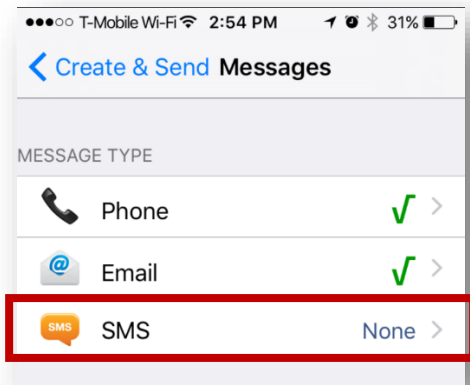


3. Once you've finished your email, click **Messages** to return to the menu.

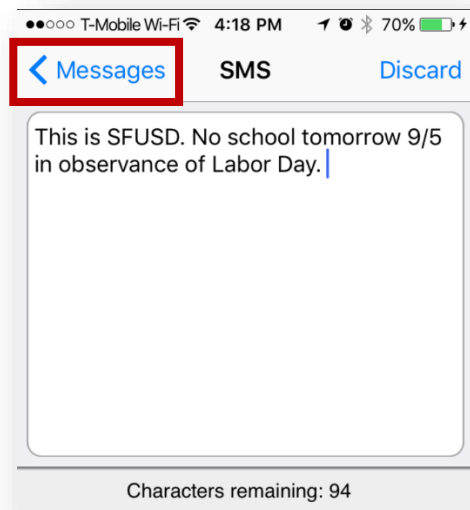


ADD A TEXT MESSAGE (SMS)

1. Click **SMS** to add a text message to your broadcast.

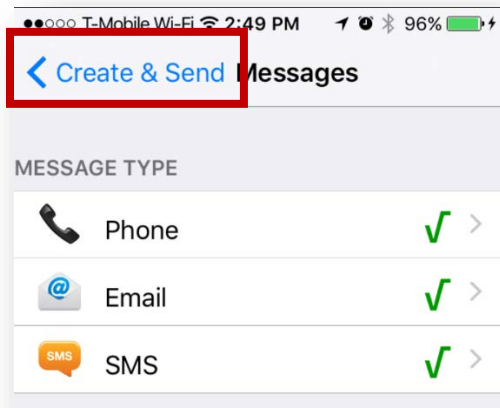


2. Type your text message, which must be **160 characters or less**. Don't forget to mention who the text message is from! Then click **Messages** to return to the menu.

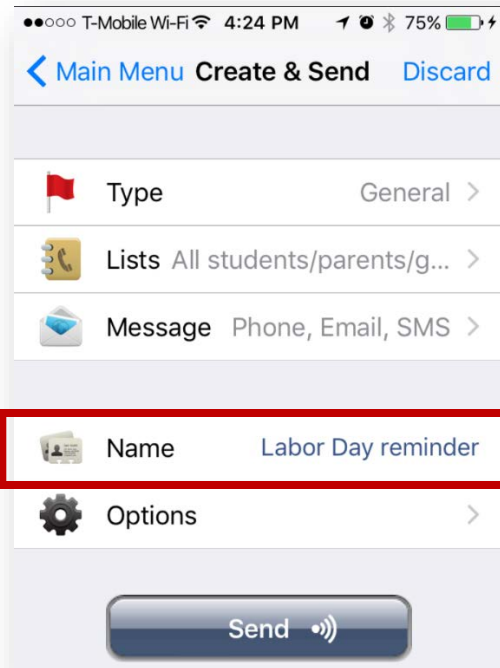


SEND THE BROADCAST

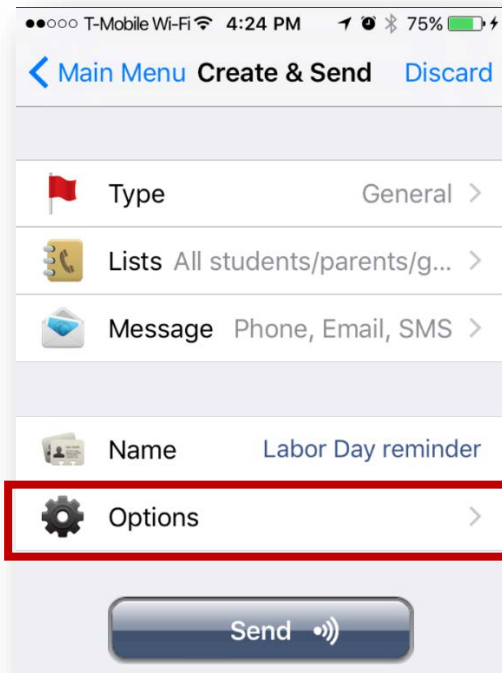
1. When you are finished, all three items (**Phone**, **Email**, and **SMS**) will have a green checkmark next to them. Click **Create & Send**.



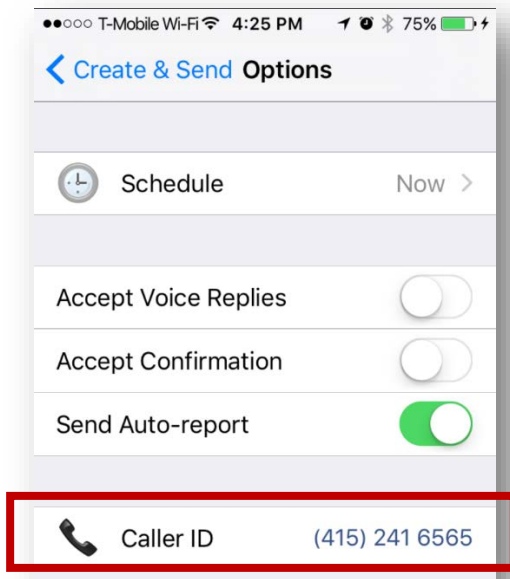
2. Add a name for your broadcast.



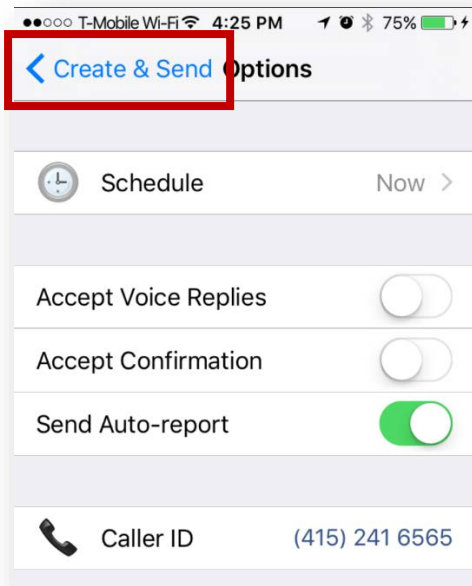
3. Click **Options** if you would like to change the caller ID



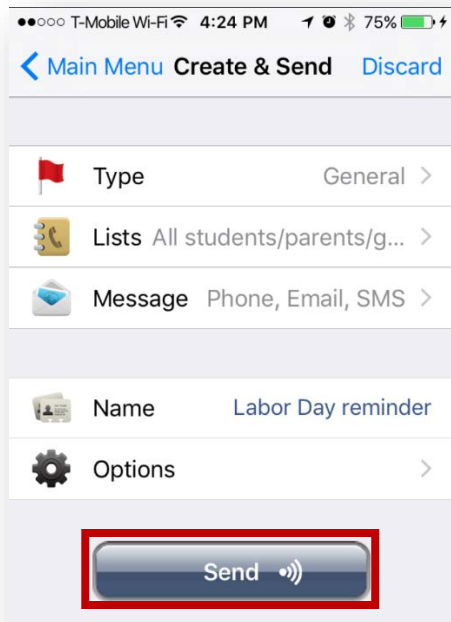
4. Make sure the **Caller ID** displays the correct phone number. If you are sending a message for a specific school, you can use the school's phone number as the caller ID so families will be able to call the school back. **Let the school know they should expect calls if you do this!**



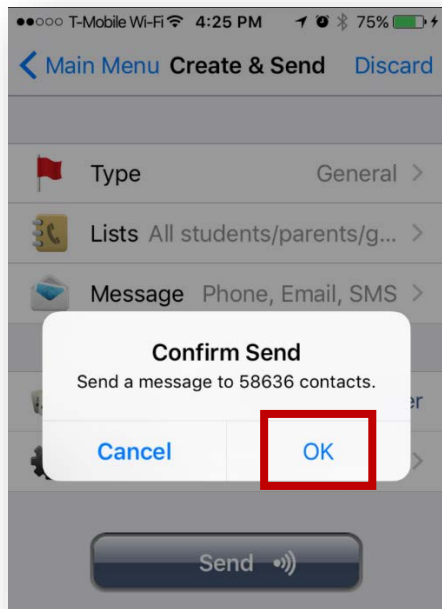
5. Click **Create & Send** to return to the menu.



6. Once you are ready, click **Send**.



7. A pop-up will appear. Double check the **Recipient Count** to make sure you aren't accidentally messaging the entire district if you don't intend to. Click **OK** if everything looks right.



8. Congratulations! You're done!

I HAVE A PRE-RECORDED MESSAGE

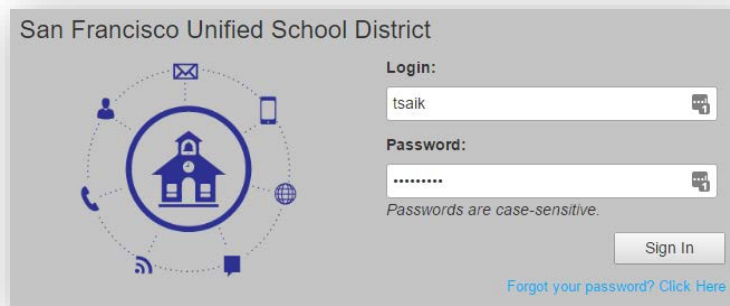
Use this method if someone has sent you the file for a pre-recorded message or if you have already recorded a message on your phone and downloaded the file.

PRE-RECORDED MESSAGES CAN ONLY BE UPLOADED USING THE **WEB INTERFACE** AND NOT WITH THE PHONE APP.

LOGGING IN

Login to SchoolMessenger at:

[HTTPS://ASP.SCHOOLMESSENGER.COM/SFUSD](https://asp.schoolmessenger.com/sfUSD)



San Francisco Unified School District

Login:
tsaik

Password:
.....
Passwords are case-sensitive.

Sign In

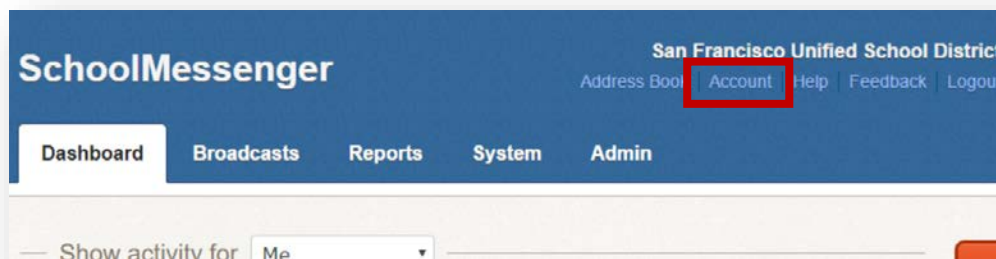
[Forgot your password? Click Here](#)

Use your SFUSD username and password (what you use to login to the intranet or your computer). Make sure you use **your username** (lastname + initial) and **not your email address**.

CHANGE THE CALLER ID

If you are sending a message for a specific school, you can use the school's phone number as the caller ID so families will be able to call the school back. **Let the school know they should expect calls if you do this!**

1. Click on **Account** in the upper-right-hand corner



2. Go to **Personal Caller ID** under **Broadcast Defaults** and change the phone number to the school's phone number. [Look up school phone numbers.](#)

BROADCAST DEFAULTS

Default Start Time 6:00 am ▾

Default End Time 9:00 pm ▾

Call Attempts 3 ▾

Days to Run 1 ▾

Personal Caller ID (415) 241-6000

3. Click **Done** to save your changes

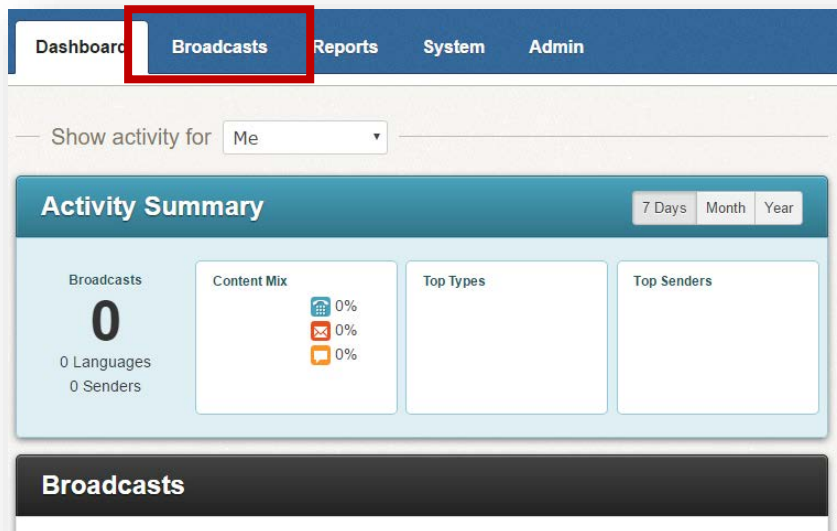
DISPLAY SETTINGS

Action Links Icons and Text ▾

Hide Email Editor Tools

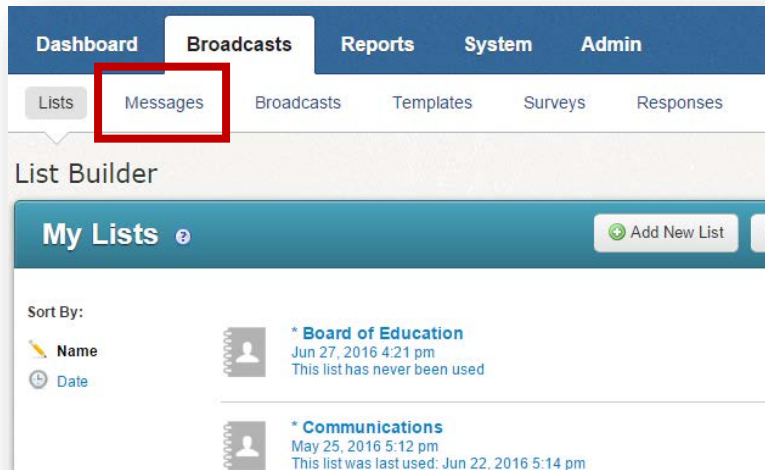
CREATE A MESSAGE

1. Click on the **Broadcasts** tab

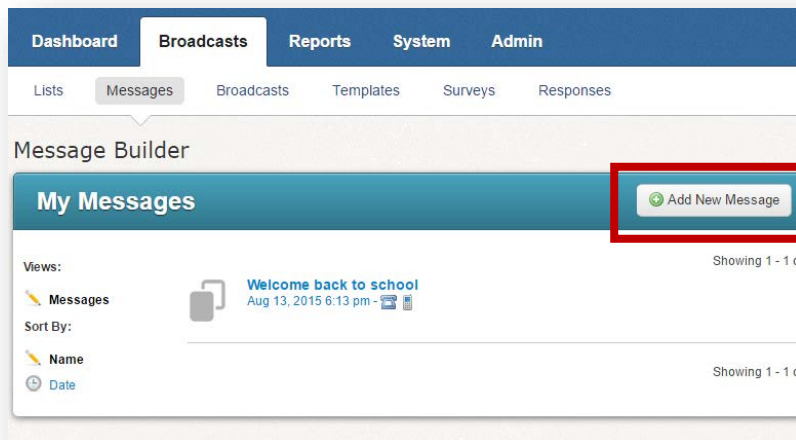


The screenshot shows the SFUSD dashboard with the **Broadcasts** tab selected. The dashboard includes a navigation bar with **Dashboard**, **Broadcasts**, **Reports**, **System**, and **Admin**. Below the navigation bar, there is a filter for "Show activity for" set to "Me". The main content area features an **Activity Summary** section with a "7 Days" filter and a "Broadcasts" card showing 0 Languages and 0 Senders. To the right of the "Broadcasts" card are three charts: "Content Mix" (0% for each icon), "Top Types", and "Top Senders". At the bottom of the dashboard is a **Broadcasts** section header.

2. Click on **Messages**




3. Click on **Add New Message**





4. Fill out the **Message Name** and **Description**, then click **Next**

Message Editor

Message Settings

Message Name  McLaren EES evacuated











Description  McLaren EES evacuated due to nearby gra:



ADD A PHONE MESSAGE

1. Find the language your message is in, then click the dropdown under the **Phone** column. Then click **Write**.

Message Content


	Phone 		Plain Email 
English			
Arabic			
Burmese			
Central Khmer			
Chinese			
Filipino			
French			
Hindi			

2. Go to the **Audio Upload** section and choose the downloaded file on your computer

Advanced Phone Message Editor

McLaren EES evacuated

MCLAREN EES EVACUATED (ENGLISH)

Advanced  Text to speech
Message

Data Fields
Default Value:

































































Data Field:
-- Select a File

Voice Recording
 (415) 241-6000 Extension

Audio Upload
 No file chosen

3. Repeat for every language that has a voice recording.
4. Once you are done, each language you have uploaded should be **green**.

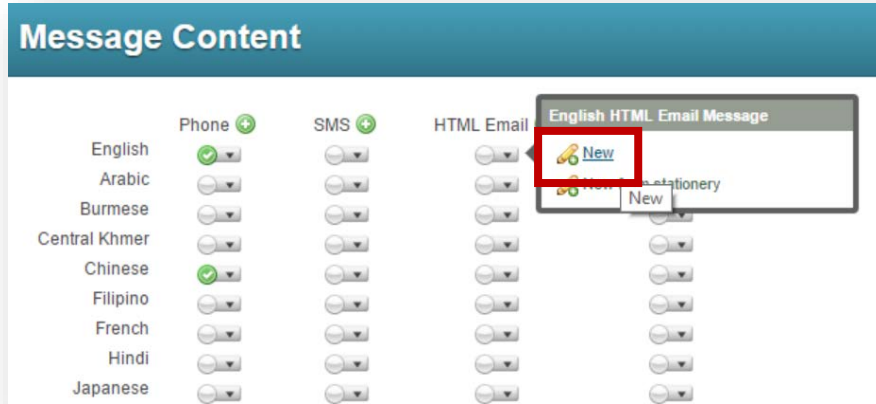
Message Content

	Phone 	SMS 	HTML Email 	Plain Email 
English				
Arabic				
Burmese				
Central Khmer				
Chinese				
Filipino				
French				
Hindi				
Japanese				
Korean				
Mandarin Chinese				
Russian				
Samoan				
Spanish				
Vietnamese				

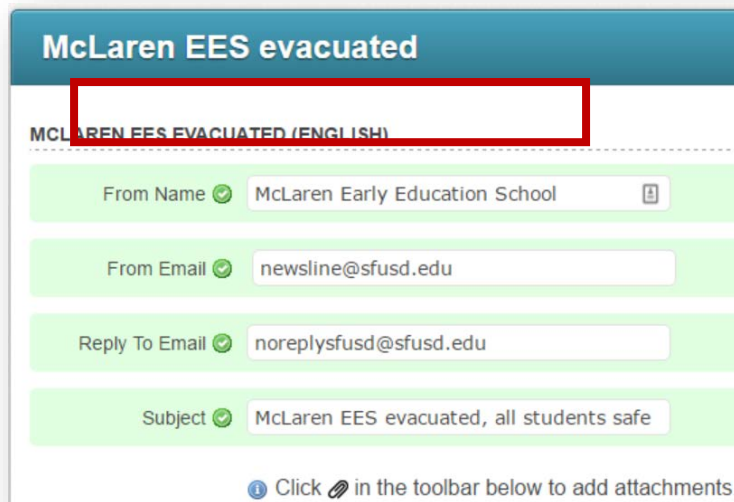
5. If you are finished, scroll to the top of the page and click **Done**. If you need to add text messages or emails, **stay on this page**.

ADD AN EMAIL

1. Find the language your message is in, then click the dropdown under the **HTML Email** column. Then click **New**.



2. Create your email. Make sure your **From Name** is from someone recognizable to parents, such as “San Francisco Unified School District” for a districtwide call or “McLaren Early Education School” if the call is for McLaren EES parents and students.



3. Use newsline@sfUSD.edu as the **From Email** by default

McLaren EES evacuated

MCLAREN EES EVACUATED (ENGLISH)

From Name ✓ McLaren Early Education School

From Email ✓ **newslinesf@sfusd.edu**

Reply To Email ✓ noreplysfusd@sfusd.edu

Subject ✓ McLaren EES evacuated, all students safe

Click in the toolbar below to add attachments.

4. If you would like to prevent people from replying to the email, use noreplysfusd@sfusd.edu as the **Reply To Email**

McLaren EES evacuated

MCLAREN EES EVACUATED (ENGLISH)

From Name ✓ McLaren Early Education School

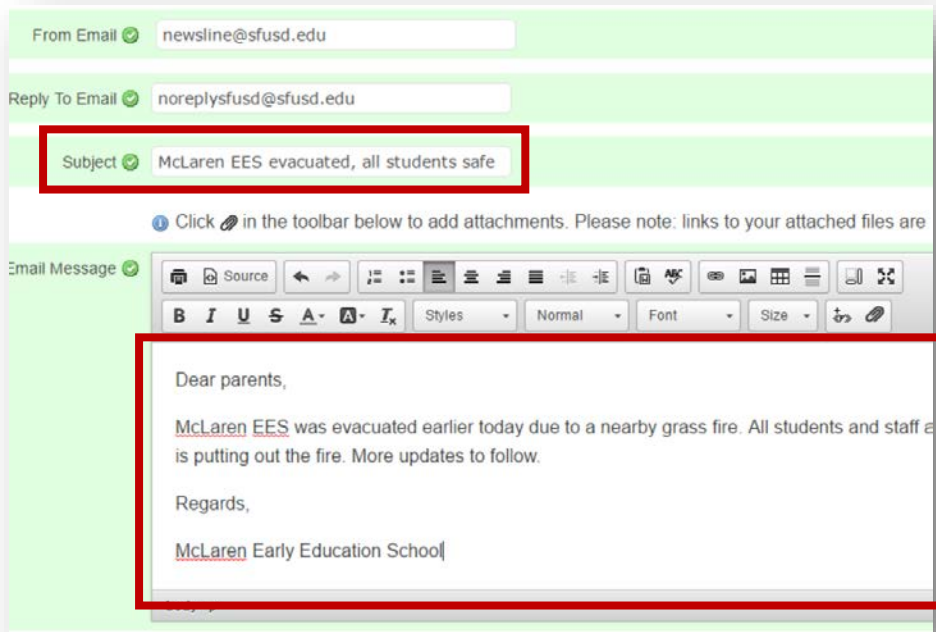
From Email ✓ newslinesf@sfusd.edu

Reply To Email ✓ **noreplysfusd@sfusd.edu**

Subject ✓ McLaren EES evacuated, all students safe

Click in the toolbar below to add attachments.

5. Compose a **Subject** and message



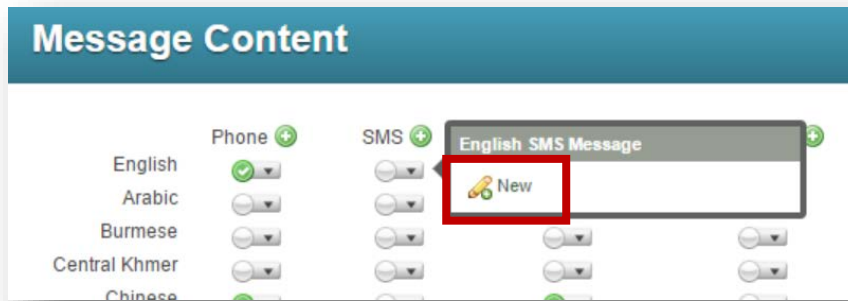
6. When you are finished, click **Done**
7. Repeat for every language that has an email.
8. Once you are done, each language you created an email for should be **green**.

Message Content				
	Phone	SMS	HTML Email	Plain Email
English				
Arabic				
Burmese				
Central Khmer				
Chinese				
Filipino				
French				
Hindi				
Japanese				
Korean				
Mandarin Chinese				
Russian				
Samoa				
Spanish				
Vietnamese				

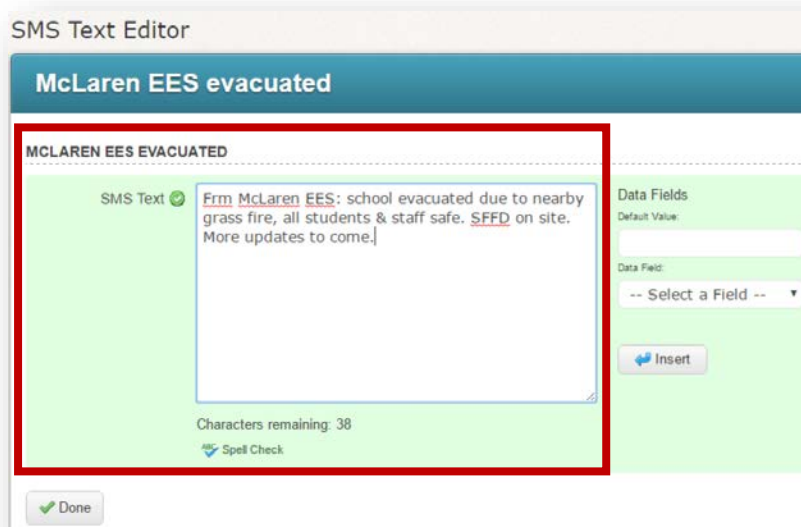
9. If you are finished, scroll to the top of the page and click **Done**. If you need to add text messages, **stay on this page**.

ADD A TEXT MESSAGE

1. For English, click the dropdown under the **SMS** column. Then click **New**.



2. Compose your text message. Text messages must be **under 160 characters**.



3. Click **Done**
4. You will be able to add text messages in additional languages later.
5. Scroll to the top of the page and click **Done**.

Message Editor

✓ Done

Message Settings

Message Name ✓ McLaren EES evacuated

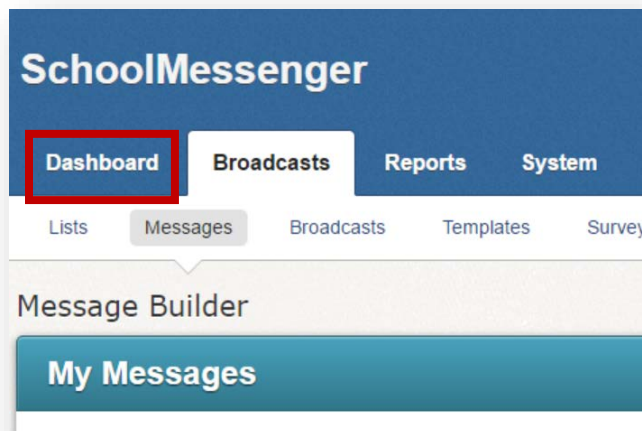
Description ✓ McLaren EES evacuated due to nearby gra:

✓ Save

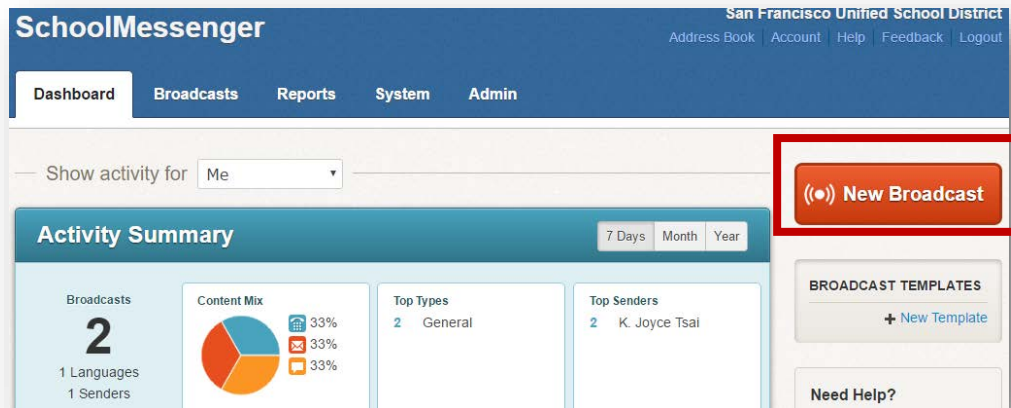
CREATE AND SEND A BROADCAST

Now that your message is saved, you can create a broadcast.

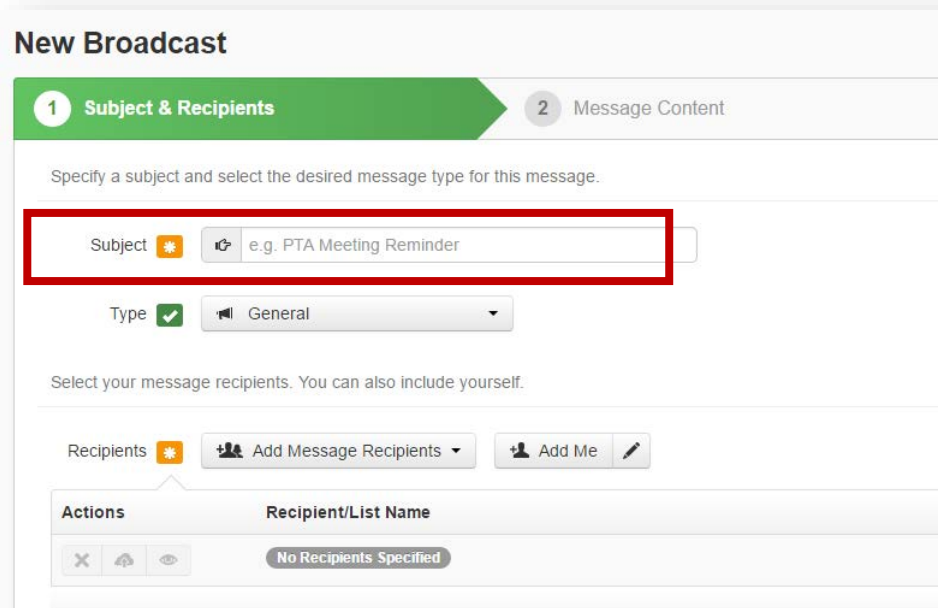
1. Click **Dashboard**



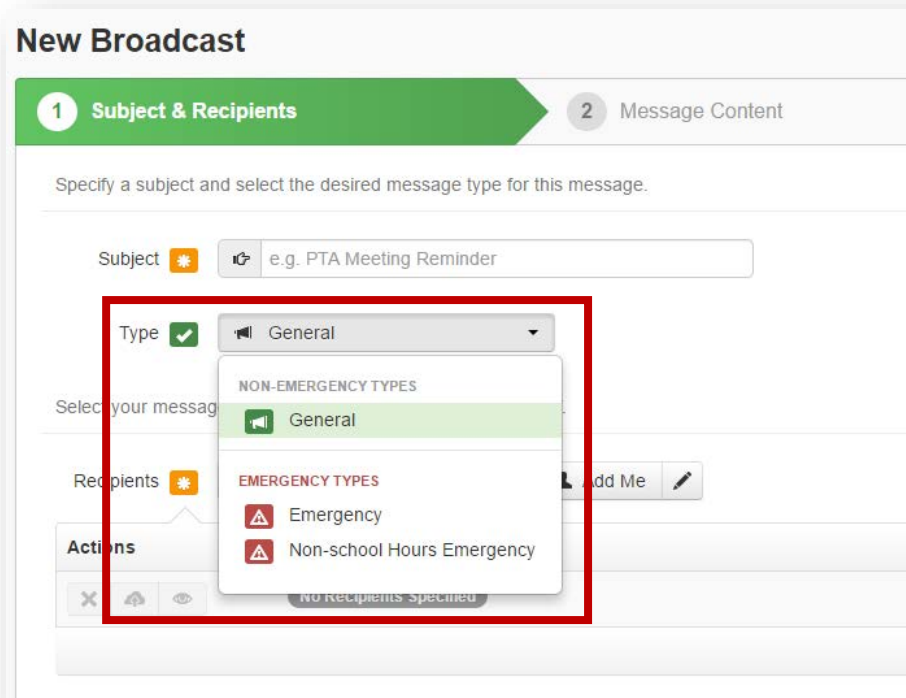
2. Click on the **New Broadcast** button in orange on the left side of the **Dashboard**



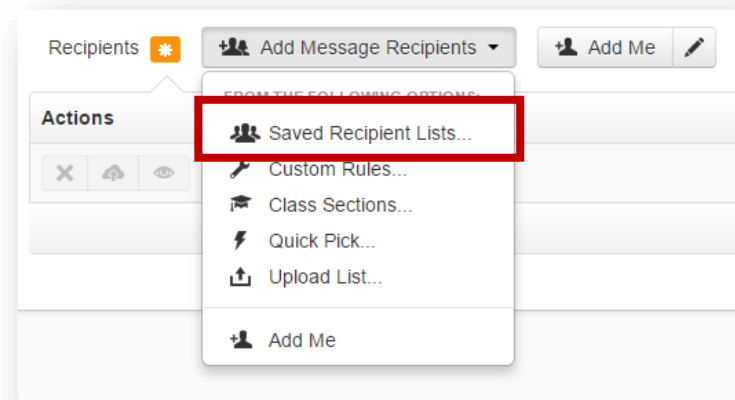
3. Create a subject



4. Select a message type. Selecting **Emergency** means your message will get priority and that it will call all phone lines if more than one is listed.



5. Select the recipients of your message.
 - a. Choose **Add Message Recipients**, then select **Saved Recipient Lists**



- b. Check all lists that apply, then select **Add Recipients**
IF IT IS AN **EMERGENCY**, MAKE SURE YOU INCLUDE THE **EMERGENCY RESPONSE TEAM, SLT, LEAD ADMIN ASSISTANTS, AND OFFICE OF FAMILY VOICE AS RECIPIENTS**

Add Recipients Using Your 'Saved Recipient Lists'

Select 1 or more 'Saved Recipient Lists' below to add those corresponding recipients to your message.

<input type="checkbox"/>	All staff	9951
<input type="checkbox"/>	All students/parents/guardians	58079
<input type="checkbox"/>	LANG - Cantonese	11300
<input type="checkbox"/>	LANG - English	29961
<input type="checkbox"/>	LANG - Mandarin	1014
<input type="checkbox"/>	LANG - Spanish	11646
<input type="checkbox"/>	SCH - Academy of Arts and Sciences	324
<input checked="" type="checkbox"/>	SCH - Alamo ES	537
<input type="checkbox"/>	SCH - Alvarado ES	505
<input type="checkbox"/>	SCH - Aptos MS	1000

6. Click **Continue**. If the Continue button is greyed out, make sure you filled in the subject, selected the type of message and added recipients.

1 Subject & Recipients 2 Message Content 3 Review & Send

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

Subject No school tomorrow

Type General

Select your message recipients. You can also include yourself.

Recipients Add Message Recipients Add Me

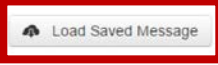
Actions	Recipient/List Name	Targets	Count
<input type="checkbox"/>	SCH - Argonne ES	Contacts & Guardians	424
Total			424

7. Select **Load Saved Message**

New Broadcast

1 Subject & Recipients 2 Message Content 3 Review & Send

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



+ Phone

+ Email

+ SMS


Continue >

- Find and select the message you created, then click **Load Selected Message**

Load the Content of a Saved Message

Select a Saved Message below to load its message content into your message.

<input type="radio"/> Info re: threat to SFUSD (Staff SMS)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12/17/2015 12:08:31
<input type="radio"/> K2C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	11/04/2015 16:17:21
<input type="radio"/> Lincoln HS fight	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10/05/2016 16:49:03
<input type="radio"/> Lincoln HS fight (Cantonese and Arabic)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10/05/2016 17:15:41
<input type="radio"/> Lincoln HS fight (SPA)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10/05/2016 17:47:06
<input type="radio"/> Math Validation Test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	08/18/2016 18:02:59
<input checked="" type="radio"/> McLaren EES evacuated	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10/13/2016 14:12:44
<input type="radio"/> McLaren school evacuation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	06/22/2016 17:03:16
<input type="radio"/> Potrero Hill safety meeting postponed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	04/17/2016 17:39:34
<input type="radio"/> Summer Food Pantry (repeat)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	07/13/2016 11:59:34
<input type="radio"/> Testing mail merge	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	06/06/2016 16:34:15



Close

- If you need to add text messages in additional languages, click **SMS**

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

Message content loaded from: 'McLaren EES evacuated'

Phone Email SMS

Continue >

10. Under the main message, check the **Translate** box

Message content loaded from: 'McLaren EES evacuated'

Phone Email SMS

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

From McLaren EES: students evacuated due to nearby grass fire. All students safe and Fire Dept. investigating.

Translate ↔ Insert Field Spell Check 109 characters (max: 160)

Save Delete

11. Select the languages you want to include, then click **Override** and put in your own translation

Translations (10) ⚙️ Translation Options ▾

Select 1 or more translations below to include these in your message.

Arabic 95 characters

طلاب اخلاء بسبب حريق العشب القريب. جميع الطلاب آمنه والندار قسم التحقيق EES: والملاجئ ماكلارين

Translate to English ↔️ | Insert Field 📄 | Override ✎

Chinese 35 characters

FRM迈凯轮EES: 学生因附近的火草撤离。所有学生安全, 消防部门调查。

Translate to English ↔️ | Insert Field 📄 | Override ✎

12. Click **Save** when you have entered all your translations. If the button is greyed out, you may have to wait a little, or try checking and unchecking the boxes and waiting.

Vietnamese 99 characters

Frm McLaren EES: học sinh sơ tán do cháy cỏ gần đó. Tất cả học sinh và an toàn cháy Phòng điều tra.

Translate to English ↔️ | Insert Field 📄 | Override ✎

Save Delete

13. If you created a phone message, email message and text message, make sure all three selections are **green**. Then 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

Message content loaded from: 'McLaren EES evacuated'

Phone Email SMS

Continue >

14. Double check the **Recipient Count** to make sure you aren't accidentally messaging the entire district if you don't intend to

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: **Testing**

Broadcast Type: **General**

Recipient Count: **1**

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

15. Click **Send Now**. Congratulations!
IF YOU CHANGED YOUR CALLER ID, DON'T FORGET TO [CHANGE IT BACK](#) TO THE GENERIC SFUSD NUMBER.

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: **Testing**

Broadcast Type: **General**

Recipient Count: **1**

Message Content:

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

Message Options:

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