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SCHOOL MESSENGER
For Coaches and Advisors

Follow the directions sent to you via email to set up your SchoolMessenger account. Log into School Messenger at:
https://asp.schoolmessenger.com/bathwildcats

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CREATING YOUR TEXT GROUP: Groups MUST set up on a computer initially at https://asp.schoolmessenger.com/bathwildcats ,then you can use the app (Apple Users use the Gold School Messenger App – Android Users use the SM Sender App) to send out text alerts to the group list you created if you prefer the app over the website.

1. Select "**BROADCASTS**" from the tool bar heading, then "**LISTS**" and then "**ADD NEW LIST**."

2. **List Name**: Name your list (ie: 7th Grade Football 22-23 SY)
    - **List Content: skip this**
    - **Target Recipients**: choose both. Contacts is the student. Associated guardian is the parents/guardians they provided us on the student EMA form in OneView. Both will give you both the student and parent/guardians listed on the EMA form.
    - **Guardian Category**: skip this – don't check any boxes.
    - **Additional List Tools**: Choose "QUICK PICK." This will take you to search options. Search by person, by entering in the student's last name. Type in student last name and click the box next to student you want to add to you list. This automatically adds the student AND the associated parent/guardian we have on file for that student. Repeat step searching student last name until all students are added to your list. Then click DONE. Be sure to add yourself to the list! You can preview your list as well.
    - Under additional list tools, you can choose "enter contacts" if you need to enter someone that is not the student or their associated parent/guardian (ie your assistant coach, a grandparent, etc).
    - Choose DONE and you will see your newly created list. Feel free to PREVIEW your list here to double check everyone is added to your list. You also want to make sure SMS (text messaging) does not have a zero next to it. If so, they need to opt into text alerts by texting YES to 67587.
    - You can share your list with other coaches by publishing your list.

SENDING A TEXT ALERT TO YOUR GROUP *FROM YOUR COMPUTER*:

- At the top blue bar, choose "DASHBOARD" then choose the big orange button "NEW BROADCAST"
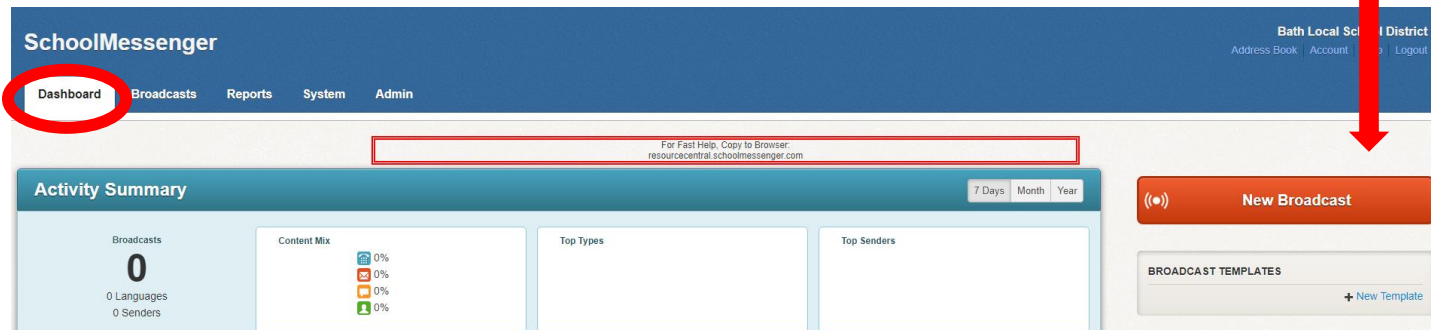
- **Subject** : Enter subject of your message. Note: the subject you enter does <u>not</u> show on a text message, only an email.
- **Type**: Type is always General.
- **Recipients:** In the "Add message recipients" drop down, you will select SAVED RECIPIENT LISTS" and check mark your list. Then click on the green "add recipients" button.
- **Click CONTINUE**
- **SMS** is your text alert option, limited to 148 characters. You can also send an email in addition to your SMS. Remember, recipient cannot see your subject in a SMS (text) message, so we highly recommend you include your group name in the text body (ie: 7VB: no practice tonight.. otherwise "no practice tonight" could be confusing if a parent has multiple children in sports – they don't know which sport sent the "no practice" text)
- After typing your text message, choose **SAVE** then **CONTINUE**
- Then choose **"SEND NOW"** or **"SCHEDULE to SEND LATER."**

SENDING A TEXT ALERT TO YOUR GROUP *FROM YOUR iPHONE*:

1. Download the GOLD SchoolMessenger Admin App
2. Customer ID: bathwildcats
3. Enter your username and password
4. Choose Create and Send
   - Type: General
   - Lists: select your list, then "back" at top
   - Message: select SMS (or email) and enter your message, then "back"
   - Back again to get to main screen.
   - Name and Options can be left blank
   - "SEND"

SENDING A TEXT ALERT TO YOUR GROUP *FROM YOUR ANDROID*:

1. Download the SM SENDER App
2. Customer ID: bathwildcats
3. Enter your username and password
4. On the Dashboard, select CREATE NEW BROADCAST FROM SCRATCH
   - Settings: skip
   - Broadcast Name: your group name
   - Broadcast Type: General
   - Options: check those boxes, choose "next"
   - Recipients: choose your list
   - Message Types: select SMS to send a text. You can also send an email in addition to a text; "next"
   - Write your message; "next"

NOTES:

- All student and parent phone numbers and email are pulled from our student database (DASL). If we do not have the correct student cell or parent cell in DASL, then you will not have the correct student or parent number in SchoolMessenger. For them to correct this, they need to go into their OneView account and update their student EMA form with the correct info.
- Everyone must grant permission to receive text messages from SchoolMessenger. Most have already, but if not, they can opt themselves in by texting Y to 67587
- For anyone else not listed in DASL (grandparents, babysitters, one of your coaches, etc) that want to receive your text alerts, you can manually add them as a contact to your list (see step 2 under creating your text group).