



www.activityalert.com

ActivityAlert is the most effective communication management system available. Not only does it automate the tedious and manual task of contacting each participant, but also it provides confirmation that the message was received. ActivityAlert saves you hours a month managing all of your communication needs and excels at communicating short-term schedule changes quickly and automatically.

It's fast and easy to add your activity to ActivityAlert. First register with ActivityAlert – it's **FREE!** Once you have set up your account follow the steps to setting up your activity.

Setup your Activity - Invite your Members - Add your Schedule - Send & Track Messages

How do I create my activity?

Once you have registered with ActivityAlert you may create an activity. You will need to know the start and end dates of your activity and how many participants will be in your activity. Go to the *Create Activity* tab and follow the steps. Your new activity will appear on your home page in your Activity List. Your team will now appear on your ActivityAlert home page. If you click on the activity name, it will take you to the Activity Home page. You may now invite for your members and add your activity schedule.

How do I invite my activity members?

Once you have created an activity you need to invite your members to join. Go to Activity Home, by clicking on the activity name on your home page, click on *Invite Members* found in the Roster section. If this is the first time for this activity, only you will be listed in the Activity Members table, to email invitations to your members import or enter their email address, first and last name of each participant in an available row. Click on *Email Invitations* to send your invitations. (Note that if you email invitations it's a good idea to let your members know that they are coming so they do not end up in a spam folder.) To pass out printed invitations, select *Print Invitations*. The invitations will give your participants all the information they need to register with ActivityAlert and join your activity. As your members join the activity, their information will appear in the Roster View and the Activity member's table.

How do I add my activity schedule?

A schedule is made up of a collection of events (games, practice, tournament, etc.). You may use the predefined events or create new ones specific to your activity. On the calendar (day, week or month) click on *add event >>* on the calendar title bar (right side). Enter the event type, description, date, time and duration. If this event occurs on a regular schedule, select the proper frequency and it will be replicated on the calendar. Select or add the event location to use the automatic mapping software links.

How do I send messages to my activity members?

Go to your activities Activity View and click *create notification >>* on the Alert title bar (far right). Select its type based upon importance (Announcements and Messages are FREE), enter the message. Press the Send button to send it to your members. At any time you can click on the message status to see which members have accessed it. Purchase Alerts to use the call tree and use the toll free number to record a message to be sent to your team. Review its status in the alert list. Calls cannot be placed to members that have not registered with ActivityAlert, as they have not provided a phone number.