



www.activityalert.com

ActivityAlert is the most effective communication management system available for teams. 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 Team to ActivityAlert. First register with ActivityAlert – it's **FREE!** Once you have set up your account follow the steps to setting up your team.

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

How do I setup my team?

Once you have registered with ActivityAlert you may setup your team (we call it an activity). You will need to know the start and end dates of your season and how many members will be in your team (players, coaches and team managers). Go to the *Create Activity* tab and follow the steps to set up your team. Your team will now appear on your ActivityAlert home page. If you click on the team name, it will take you to the Activity Home page. You may now invite your members and set up your schedule.

How do I invite my team members?

Once you have created a team you need to invite your activity 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 Team 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 team. 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 Team members?

Go to your team's 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 team. 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.