SDSBVI Everbridge Dispatcher Cheat Sheet

1. Log into system using https://manager.everbridge.net/login. If you don't remember your username or password, use "Forgot my username" or "Forgot my password" links on the logon screen to recover your credentials.

2. Select **Proceed** to agree to the terms at the Welcome screen

3. In the **Notifications** tab, select **New Notification** to create an alert from scratch or **Notification Templates** to select from previously created messages.
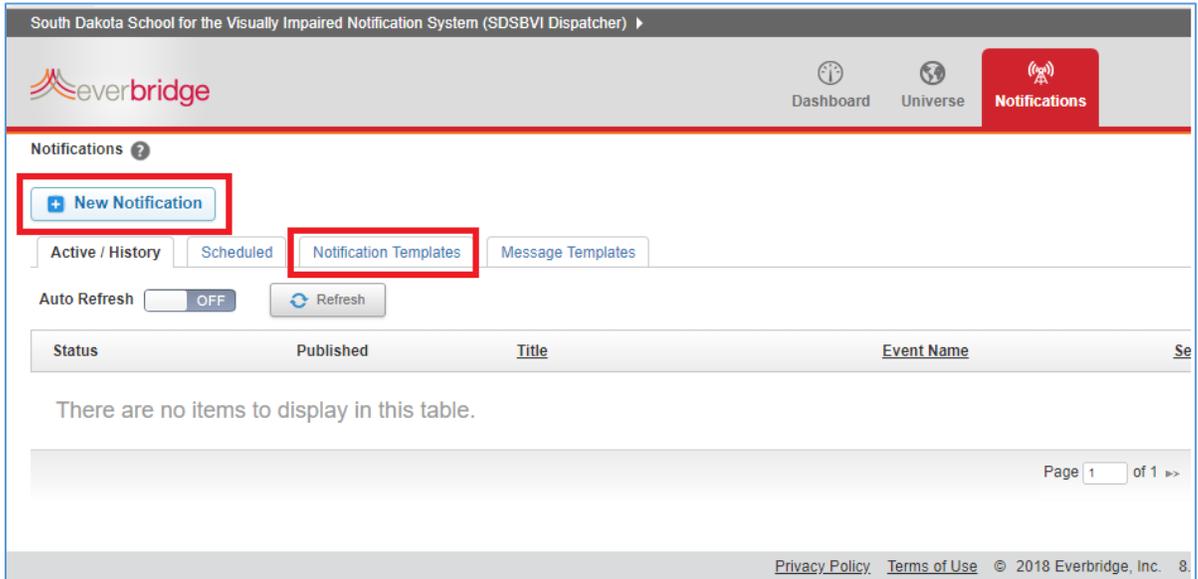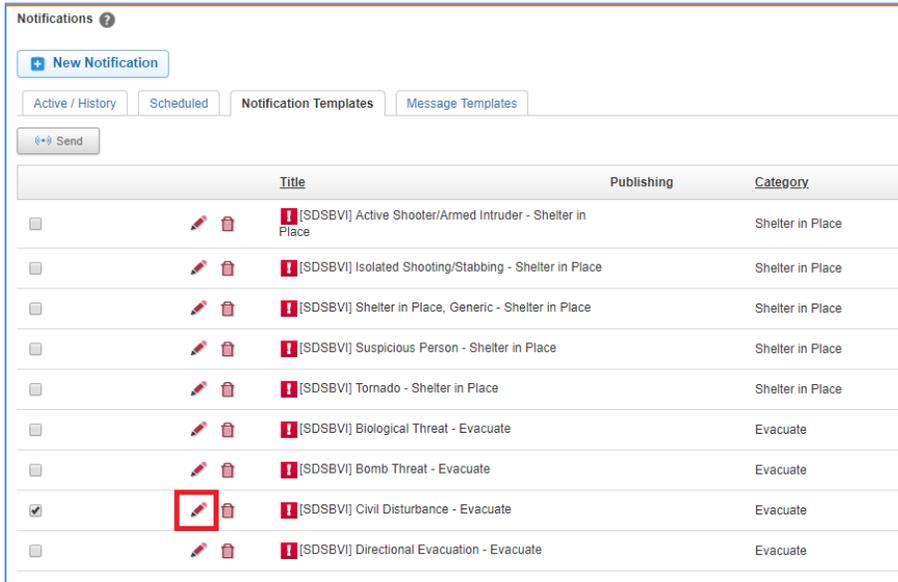

4. Prepare your message using
   a. **Notification Templates** – Quick Send
   Check the box on the appropriate title and select **Send**. This is the fastest way to get a message out; you cannot edit the message or recipient groups.
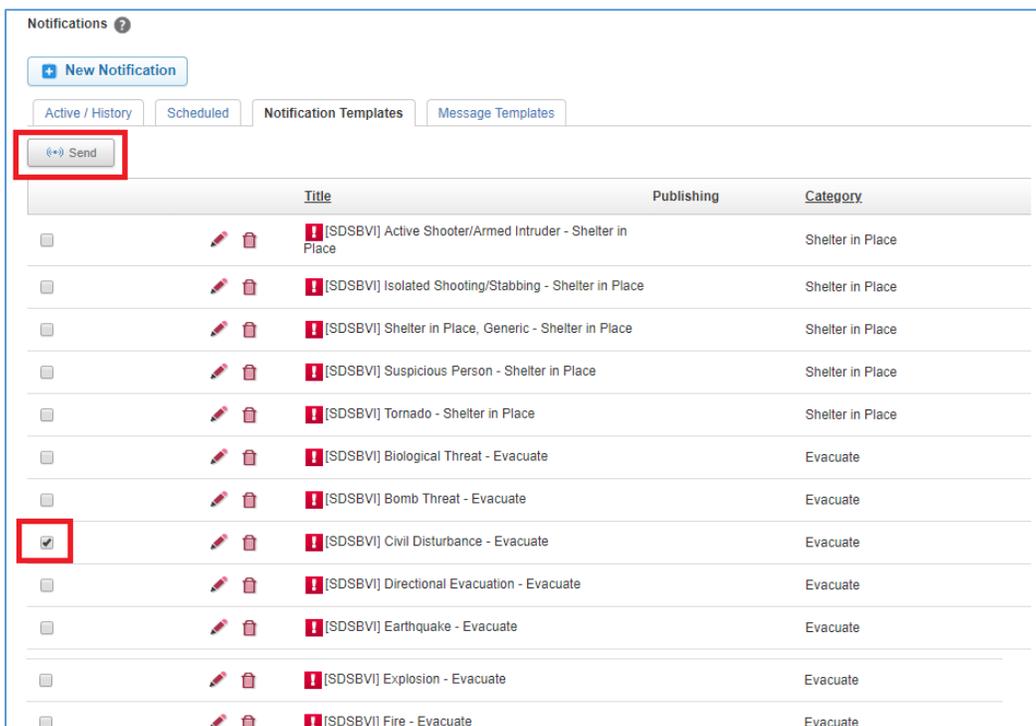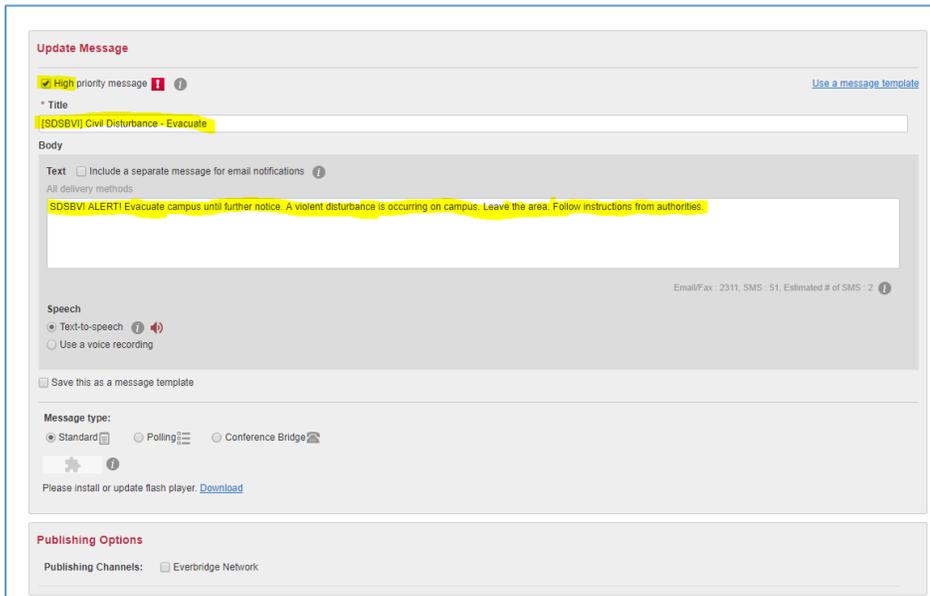
b. **Notification Templates** – Edit & Send
To edit the message or recipient groups, select the **Pencil Icon** instead.

You can now update the message, e.g. priority level, title, text, contact groups, etc.

Please be sure to read the message body, as some templates expect you to add locations or directions:

All delivery methods

SDSBVI ALERT! Evacuate campus until further notice. Officers are responding to an incident. Avoid [LOCATION]. Go to [DIRECTION/LANDMARK].

<u>Please do not save your changes</u>; this will change the template permanently.

Groups: **Alert** category event templates are set up to only go to SDSBVI staff; templates addressing events requiring to **Evacuate** or **Shelter in Place** also include the NSU Response Team. The NSU Response Team will determine the need to send an alert for the NSU campus. Please do not include the NSU Response Team in alerts concerning events that do not have the potential to impact the NSU campus.

Settings: Select **Edit** to make any changes. The default Sender Email Display is SDSBVI_ALERT@sdsbvi.northern.edu; the default Sender Caller ID is 605-626-2580.

After you have updated your message, select **Send: Now** and **Send** to dispatch the alert immediately; select **Later** or **Recurring** to schedule messages ahead of time.
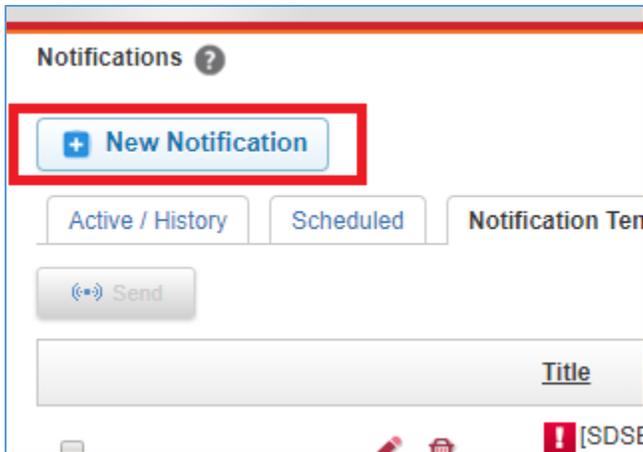

This method takes more time than the Quick Send, but allows you to customize the text and groups before sending.

c.   **New Notification**

Select **New Notification** to create a message from scratch. You will need to populate all areas, such as title, text, contact groups, then follow the **Notification Template** Edit & Send process (4b).

This method takes the longest to complete.

As a dispatcher of the Everbridge Campus Alert System, please take the time to familiarize yourself with all the existing templates and all three sending processes.