



# FlashAlert Sign Up Instructions

Albany Christian School (ACS) uses FlashAlert, an Internet-based system for delivering important schedule changes (such as snow closures), and other messages *directly to the public* through FlashAlert Messenger. If you would like follow ACS emergency information posts, you will need to self-register using your primary email address. You may wish to add two additional home or office email addresses and receive emergency information to all three addresses moments after we post it, at no cost to you. FlashAlert also uses an “app” process by which the same emailed information is pushed immediately to your smart phone through an application that, you the user, download to your phone. Choose which best fits your lifestyle or both to better ensure you “get the memo.”

**EMAIL/TEXT:** You must use an internet browser other than Internet Explorer/Internet Explorer is not compatible with this web-service. To get started, follow these easy steps.

1. Go to <http://flashalert.net/regions.html> and click on our region on the map, Eugene/Spring/Rose/Alb/Corv.
2. Next click on our organization category, ***Private & Charter Schools*** and
3. Then click on our name, ***Albany Christian School***.

You will start the subscription process by filling in your email address. Make sure the “Emergency Alerts” box is checked and then hit “Subscribe”.

## Abbreviated Instructions

You may enter one or two more email addresses. After entering them, you will launch a validation message to each email address you just entered. Obtain the two-letter code in the message and post it back into your account to validate that address (or click on the provided link in the email message). This is done to make sure that your messages will reach you.

## Step-by-Step Instructions

4. (Continued from above.) Confirm your email address and create a password.
5. Click on “Create an Account”.
6. On the current validation page, click on “click here to send validation message”. FlashAlert will send a validation email to your email address.
7. Next login to your email account and open the validation message that FlashAlert just sent.
8. Click on the link provided to validate your new account. OR you may go back to the Flashalert validation page and enter the code from the validation email message.
9. Back on FlashAlert page, click “Update”.
10. Repeat this process for each email address you enter.

**FLASHALERT MESSENGER:** An even better option than email/text messaging is a new, free iOS/Android app, **FlashAlert Messenger**, that lets you receive emergency messages through Push Notification. FlashAlert is moving away from text messages, which need to be accepted into your carrier’s text message channel and screened for spam. During crunches, cell companies have taken an hour or longer to deliver some messages. Push Notification, on the other hand, travels a non-stop path from FlashAlert to the app on your phone. And the app will allow you to see all of the recent news posted in your region.

The app process is simple. iOS (Apple phones) and Android (Samsung, Nexus, Motorola etc.) users download and open the free *FlashAlert Messenger* app. Enter the email address and password you just created for your FlashAlert account above and the app will link to it. The app may ask permission to send you Push Notifications. Allow it to do so. That’s it. You can make changes to your free account (i.e. adding schools or orgs you want to hear from or changing an email address) at

[www.FlashAlertMessenger.net/login.html](http://www.FlashAlertMessenger.net/login.html)

All addresses registered on FlashAlert will remain confidential. Once a year, you will receive an email from FlashAlert at your registered email address asking if you wish to continue your free subscription.

Any questions, please call the school office at 541.928.1110.