

## **FlashAlert.net Notification Service**

The Philomath School District has subscribed to an Internet-based system for delivering changes in schedule (such as delays or snow closures) to the news media.

Message delivery is being extended directly to the public through a system called FlashAlert. You are now able to self-register and manage up to three home or office email and/or cell phone text message addresses and receive emergency information just minutes after the school district posts it, at no cost to you.

To receive a text or email message, go to **www.FlashAlert.net**

On the top menu bar, select **“Manage Your Messages”**

You may either update your current account, or scroll down and click on **“Set Up a New Flash Alert Account”**

- Enter your primary email address, and create a password
- Re-enter the address and password, then Create your Account.
- Add an Organization (Eugene, Springfield, Roseburg, Albany, Corvallis)
- Select our Organization (Benton County Schools).
- Select our Organization (Philomath School District)
- Subscribe
- Scroll down to **Manage Your Email/Cell Text Message Addresses:**
- Check the primary email address again, enter any cell phone numbers to receive a text message, and the carrier plan. ADD each.
- Click below the email or text number to send a trial message
- Log Out (top right).

Please be aware that with the proliferation of spam and the resulting spam filters, it is impossible to completely guarantee message delivery, since different filters block different messages. After adding or changing email addresses, have test messages sent to verify they will pass through your mail server's filters.

All addresses registered on FlashAlert will remain confidential and shall not be released to any person or organization.

Once a year, you will receive an email at your primary address asking if you wish to continue your subscription.