

Everbridge Notification System Instructions

START: Go to: WWW.COLUMBIACT.ORG



1. Click on
"here"
from
the Town of
Columbia
homepage.

Town of Columbia, CT Emergency Notification System

Emergency Alert Program

Powered by eVE

Get alerted about emergencies and other important community news by signing up for our Emergency Alert Program. This emergency notification system enables the Town to provide you with critical information in a variety of situations, such as severe weather, unexpected road closures, missing persons, and evacuated buildings or neighborhoods.

You will receive time-sensitive messages wherever you specify, such as your home, cell, or business phone. Text messages, hearing impaired receiving devices, and more. You pick where, you pick how.

Sign Up for Alerts
Not signed up? Click the Sign Up button below to get started.
Sign Up

Manage Profile
Already signed up for alerts? Log in to update your contact information or preferences.
Log In

2. Click "Sign up"

*When entering information,
please use the following names
for routes.*

"Route 87" = "Jonathan Trumbull Hwy"

"Route 66" = "Middletown Rd"

"Route 6" = "Willimantic Rd"

Town of Columbia, CT Emergency Notification System

New User Sign-Up

Powered by everbr

1 → 2 → 3

Please create a username and password so you can edit your contact information and preferences at a later date.

Fields marked with * are mandatory

Username

Username: *

Password: *

Confirm Password: *

Email: *

Confirm Email: *

Security Question

Questions: *

Answer: *

☐ I accept the [Terms of Use](#).

3. Fill out form

New User Sign-Up

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Fields marked with * are mandatory

Alerts You Want to Receive

☒ Emergency Alerts

Important Community Alerts

☐ Utilities, Roads, Traffic ☐ Senior Activities ☐ Town Hall Announcements
☐ Voting, Boards/Commissions ☒ Recreation Activities
☐ Transfer Station ☐ Library Activities

About You

☒ I am a resident ☐ I am registering a business

First Name: * Testing Middle: Last Name: * Resident Suffix: *

Language preference: English (US)

Town of Columbia Locations You Care About

Location Name: School
 (e.g., Home, Work, School)
 Street Address: * 3 Schoolhouse Rd.
 (e.g., 123 Main Street)
 Apt/Suite/Unit: (e.g., 2)
 City: * Columbia
 State/Province: * Connecticut
 Postal Code: * 06237

[View on Map](#)
 (you must have Microsoft Silverlight plug-in installed)

Save Location

Clear Location Fields

4. **Choose "Recreation

Activities." You may choose any others, but activity delays/closures will only be sent if you choose "Recreation Activities."

When entering information,
please use the following names
for routes.

"Route 87" = "Jonathan Trumbull Hwy"

"Route 66" = "Middletown Rd"

"Route 6" = "Willimantic Rd"

5. Fill out form. The location here is the school. Click "Save Location." When you have finished adding all locations you are interested in, click

Next

At the bottom of the page.

New User Sign-Up

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How to Contact You

Contact preferences

Emergencies

Community alerts

Home Phone: 860-228-8513
 Mobile Phone: 8601111111
 Mobile Phone:
 Mobile Phone:
 Business Phone: Ext:
 TEXT (10 Digit #):
 Primary Email: recreation@columbiact.org
 Secondary Email:
 Other Phone:
 TTY / TDD Device:

N/A
 N/A
 N/A
 N/A
 N/A
 N/A
 N/A
 N/A
 N/A

1
 2
 N/A
 N/A
 N/A
 N/A
 3
 N/A
 N/A
 N/A

Submit

6. Choose how you would like to be contacted. You may supply as many contacts as you'd like.

**Be sure to rank each in the order you would like the system to contact you.

Click "Submit" when finished.

New User Sign-Up

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Congratulations!

You have successfully signed up to receive alerts.

Welcome, **Testing** (Log out)

Please take a moment to confirm you entered your information correctly.

My Subscriptions

Edit

Emergencies Community alerts
 Emergency Alerts Recreation Activities

About Me

Edit

Resident
 First Name: Testing
 Last Name: Resident
 Language preference: English (US)
 Special Needs: No
 Volunteer: No

Locations I Care About

School 3 Schoolhouse Rd., Columbia, CT 06237 Edit

How to Contact Me

Edit

Emergencies
 Community Alerts
 1 - Home Phone: 8602288513
 2 - Mobile Phone: 8602288513
 3 - Primary Email: recreation@columbiact.org

CONGRATULATIONS!

You are finished! You can now receive messages on Recreation Activities (and any other's that you chose).