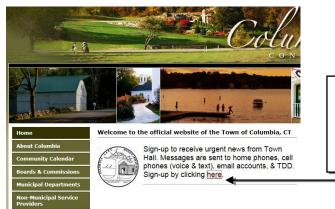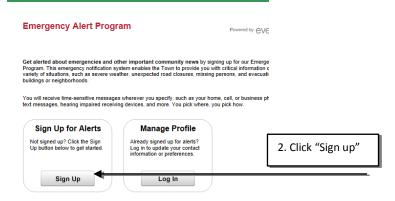# Everbridge Notification System Instructions

START: Go to: WWW.COLUMBIACT.ORG

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

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"

3. Fill out form

New User Sign-Up

Powered by everbridge

① ⟶ **②** ⟶ ③

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

Powered by everbric

① ⟶ ② ⟶ **③**

How to Contact You

		Contact preferences ❓
		Emergencies / **Community alerts**
Home Phone:	860-228-8513	N/A ▼ / 1 ▼
Mobile Phone:	8601111111	N/A ▼ / 2 ▼
Mobile Phone:		N/A ▼ / N/A ▼
Mobile Phone:		N/A ▼ / N/A ▼
Business Phone:	Ext	N/A ▼ / N/A ▼
TEXT (10 Digit #):		N/A ▼ / N/A ▼
Primary Email:	recreation@columbiact.org	N/A ▼ / 3 ▼
Secondary Email:		N/A ▼ / N/A ▼
Other Phone:		N/A ▼ / N/A ▼
TTY / TDD Device:		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

Powered by everl

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).