



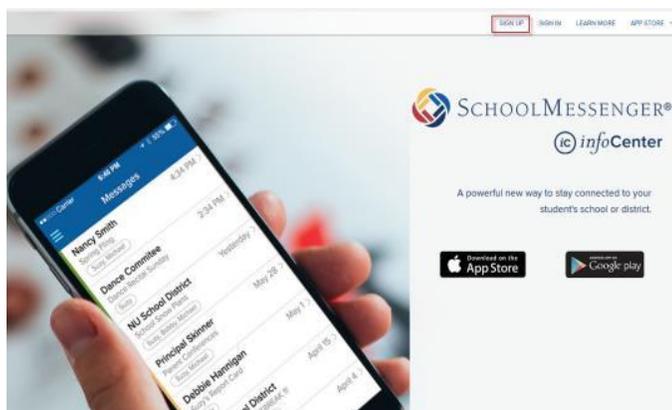
SchoolMessenger InfoCenter - Parent/Guardian

SchoolMessenger is the mass notification system used by the Watkins Glen School District. Created by SchoolMessenger, InfoCenter is a free and easy way to stay connected with what's happening at your child's school. With InfoCenter, you can review recent voice, text, and e-mail messages sent by the school/district, manage your contact preferences, and set your phone and mobile devices to display notices when new communications arrive. You can also select which phone numbers the automated system can call in **non-emergency situations**.

You will need a valid email address associated with your child's record in school.

From a computer with Internet access:

Step 1 - Simply enter the following URL in your web browser – infocenter.schoolmessenger.com



Step 2 - Click on **Sign Up** menu on the right side of the screen.

Step 3 - Enter your email address registered at your child's school and create a password. An email will be sent to that address with a secure token. If you get any errors such as "No Associations Found" while signing up, please contact the school to get your email address updated.

Step 4 - After authenticating via the token sent to your email, return to InfoCenter & **Sign In** using your email & password.

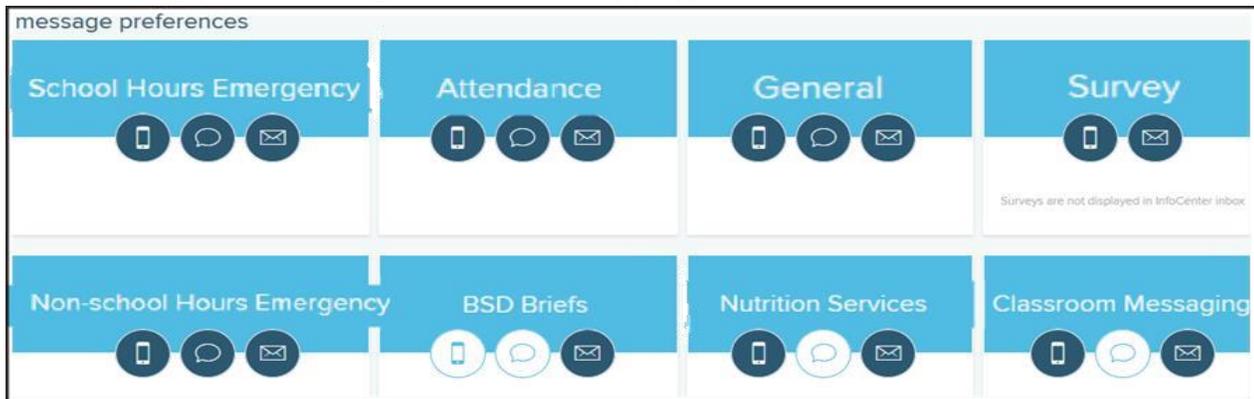
From a smartphone or tablet: Search for SchoolMessenger InfoCenter app and download it to your Android or iPhone device. Once downloaded, please follow steps 2-4 from above.

After signing in, the **Inbox** menu is displayed which shows all the messages that you have received in the last 30 days. Next, please navigate to the **Preferences** menu. This allows you to choose the notification preferences (email, phone, text) for the various types of broadcasts (such as General, Emergency, Attendance, BSD Briefs, Nutrition Services for negative balances, etc.). Click on the specific message preference to modify (check/uncheck) any contact preference and save the changes. For **School Hours Emergency, Non School Hours Emergency and Attendance** types, **at least one phone number is required for these notifications**.

Note: *If you've customized your notification preference to be SMS for all types of broadcasts and the District/School sends an email or phone call only, then you will not get that message since you've only requested to receive those notifications that are sent via SMS. The type of notification method (Email, Phone or SMS) could vary depending on the purpose and urgency of the communication.*

Note: *To update your email address and phone numbers, please work with your child's school office to make those changes in the District's Student Information System (Synergy).*

Customizing your Message Preferences || Types of Broadcasts & Contact Details



- **School Hours Emergency**
Emergency notifications sent during school hours.
Contacts - all phone numbers (home, work and cell), all email addresses and text.
- **Non-school Hours Emergency**
Emergency notifications sent before or after school hours. This includes **inclement weather alerts**.
Contacts - one primary phone number, all email addresses and text. (*Note: Additional phone numbers can be selected if desired.*)
- **Attendance (Considered High Priority Call)**
Daily notification to parents/guardians of their child's unexcused absence.
Contacts - all phone numbers (home, work and cell) and one email address.
- **General**
Announcements to inform parents/staff of upcoming events, reminders, school newsletters, etc. Contacts - primary phone, email and SMS.
- **Nutrition Services**
Notification sent to parents/guardians with low/negative meal balances. Contacts - primary phone and email address.
- **Classroom Messaging**
Classroom Messaging allows teachers to quickly send parents an update about their student's behavior and progress in school.
Contacts - primary phone number and email address.

For more information, please contact your child's school office.