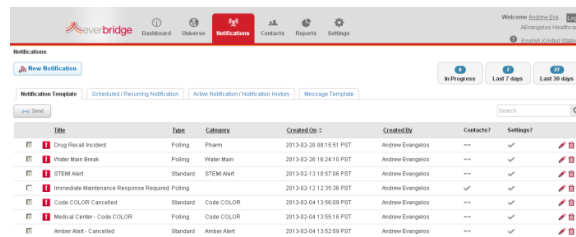
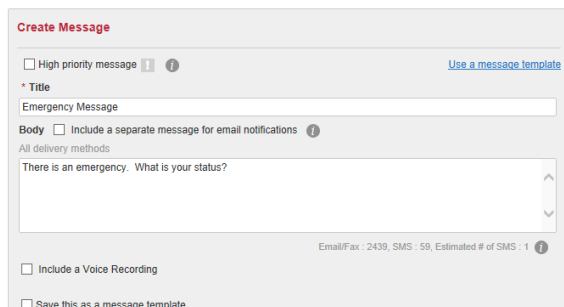


## Quick Sheet MN: Creating a Notification Template

To create a Notification Template in the Everbridge platform, go to the notifications tab and click new notification. You can also select an existing message template and click the pencil icon to edit it. This brings you into the message creation workflow and allows you to begin creating your notification. Templates can be given message content and preselected individuals, groups and rules for notification targeting.



Title	Type	Category	Created On	Created By	Contacts?	Settings?
Drop/Facel Incident	Poling	Pharm	2013-02-20 08:15:51 PST	Andrew Evangelos	---	✓
Water Main Break	Poling	Water Main	2013-02-20 16:24:10 PST	Andrew Evangelos	---	✓
STEM Alert	Standard	STEM Alert	2013-02-13 16:57:08 PST	Andrew Evangelos	---	✓
Immediate Maintenance Response Requested Poling	Poling		2013-02-12 12:35:36 PST	Andrew Evangelos	✓	✓
Code COLOR Cancelled	Standard	Code COLOR	2013-02-04 11:00:00 PST	Andrew Evangelos	---	✓
Medical Center - Code COLOR	Poling	Code COLOR	2013-02-04 11:00:16 PST	Andrew Evangelos	---	✓
Amber Alert - Cancelled	Standard	Amber Alert	2013-02-04 11:02:00 PST	Andrew Evangelos	---	✓



**Create Message**

☐ High priority message [Use a message template](#)

\* Title  
Emergency Message

Body ☐ Include a separate message for email notifications

All delivery methods  
There is an emergency. What is your status?

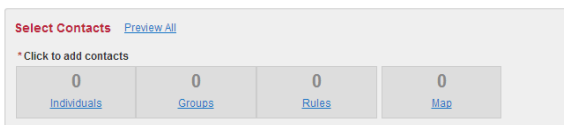
Email/Fax: 2439, SMS: 59, Estimated # of SMS: 1

☐ Include a Voice Recording

☐ Save this as a message template

### Step 1: Create Message (optional)

A notification template can have the full message, or just a part of the message included. You may include message templates that include voice recordings or uploaded audio files. Everbridge supports the ability to include attachments to notifications which can be deployed to email accounts or mobile member recipients. A notification template can be any type: standard, polling, or conference notification.



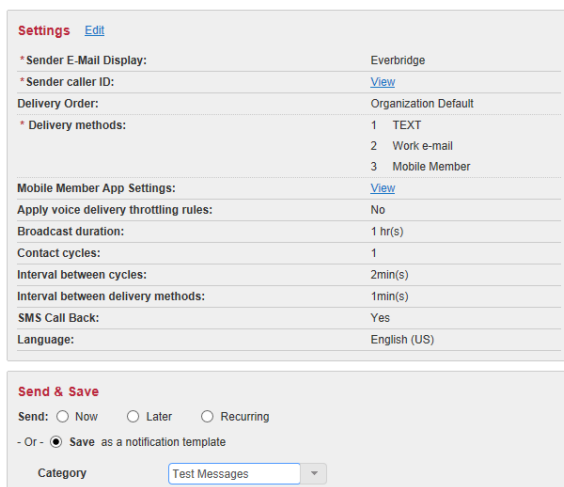
**Select Contacts** [Preview All](#)

\* Click to add contacts

0 Individuals 0 Groups 0 Rules 0 Map

### Step 2: Select Contacts

You may select a combination of Individual Members, Groups, Rules, or use the map to target members. To see a list of selected contacts, click Preview All.



**Settings** [Edit](#)

\* Sender E-Mail Display: Everbridge

\* Sender caller ID: [View](#)

Delivery Order: Organization Default

\* Delivery methods: 1 TEXT 2 Work e-mail 3 Mobile Member

Mobile Member App Settings: [View](#)

Apply voice delivery throttling rules: No

Broadcast duration: 1 hr(s)

Contact cycles: 1

Interval between cycles: 2min(s)

Interval between delivery methods: 1min(s)

SMS Call Back: Yes

Language: English (US)

**Send & Save**

Send: ☐ Now ☐ Later ☐ Recurring

- Or - ☒ Save as a notification template

Category: Test Messages

☐ Include as part of an event

[Save](#) [Cancel](#)

### Step 3: Settings, Send & Save

On the final step of the notification creation process, use the default options or adjust any options that you wish including caller ID, email address, delivery methods, delivery order, throttling and delivery options. These settings will be saved as part of the template.

Instead of sending the notification, you will be saving the notification as a template. Select Save as a notification template, and click the save button below. The template can be given a category which will help with sorting when selecting it from the list of templates. It can also be included as part of an event.