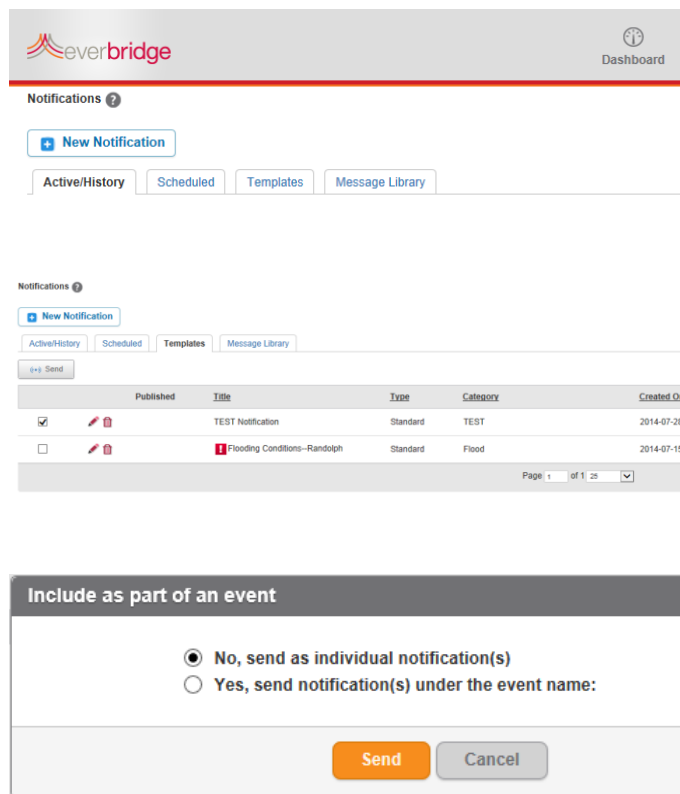


Quick Sheet MN: Operator Station Reference Sheet



Notifications ?

[New Notification](#)

[Active/History](#) [Scheduled](#) [Templates](#) [Message Library](#)

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[New Notification](#)

[Active/History](#) [Scheduled](#) [Templates](#) [Message Library](#)

[Send](#)

Published	Title	Type	Category	Created On
<input checked="" type="checkbox"/>	TEST Notification	Standard	TEST	2014-07-21
<input type="checkbox"/>	Flooding Conditions-Randolph	Standard	Flood	2014-07-15

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Include as part of an event

☒ No, send as individual notification(s)
☐ Yes, send notification(s) under the event name:

[Send](#) [Cancel](#)

To Send a Message

- Log in to Everbridge MN at <https://manager.everbridge.net/login> or access the mobile manager application on your smart phone or tablet
- Go to the Notifications Tab:
- Click Templates
- Check the box next to the template you want
- Click **send**
- The system will ask you if you want to include the notification as part of an event (a group of related notifications) or as an individual broadcast. If it should be part of an event, just include the event name. You can either select it from the drop down that will appear or type in the name if it doesn't exist.

Training

For training, go to: <http://everbridge.force.com/clientportal>

If you do not have access to the client portal, please follow the directions on the login screen to register.

Support

For support, go to:

- <http://everbridge.force.com/clientportal>
- e-mail support@everbridge.com

Telephone

- US/Canada 818.230.9798 or 1.866.436.4911
- UK 0800-098-8031
- Germany 0800-184-4301