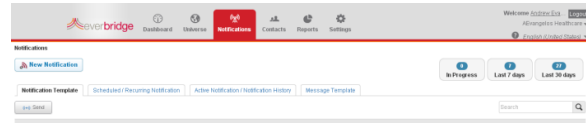


Quick Sheet MN: Sending a Polling Notification

To create a Polling Notification in the Everbridge platform, simply go to the notification tab and click new notification or edit an existing template. This will bring you into the message creation workflow and allow you to begin creating your notification.



Update Message

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

Title
Medical Center - Code COLOR

Body ☐ Include a separate message for email notifications
All delivery methods
Code COLOR issued. Active shooter in [facility name]. Follow lock down procedure.

Email/Fax : 2390, SMS : 10, Estimated # of SMS : 1

☐ Include a Voice Recording

☐ Save this as a message template

Message type:
☐ Standard ☒ Polling ☐ Conference Bridge

*** Text Response** ☐ Use Quotas

1 I am onsite and in a safe location.

2 I am offsite. I know not to report until an all-clear is given.

3 I need immediate assistance. Please contact me.

[Add Another](#)

[Attach Files](#)

Step 1: Create Message

You may either create the message content on the fly or choose from message templates. The message templates may already include voice recordings. You can use plain text, or choose to include content text for email notification. Record a message for voice paths. If no voice is recorded, our text-to-speech engine will convert your message. Do not include the polling responses in the body of the message; prompts will automatically be inserted. Everbridge supports attachments to notifications, which will be sent to email, mobile app and fax delivery methods. Select polling as the message type and enter the polling responses.

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 Individuals, Groups, Rules, or use the Map to target members. To see a list of selected contacts, click Preview contacts.

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

☐ Include as part of an event

[Send](#) [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. Note that polling responses can be recorded from phone calls, text message, email, and through the mobile application. If SMS Call Back is selected, text message recipients will call a number to record their responses. Otherwise, their response will be recorded directly from the device.

To send the notification select Send: Now and include as part of an event if many broadcasts are going to be grouped together. Click the send button and the message will be sent to the target recipients.