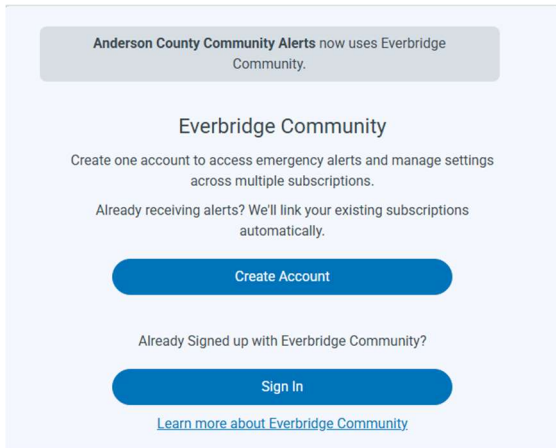


How to Register for the Everbridge Community

1. Creating Account



Anderson County Community Alerts now uses Everbridge Community.

Everbridge Community

Create one account to access emergency alerts and manage settings across multiple subscriptions.

Already receiving alerts? We'll link your existing subscriptions automatically.

[Create Account](#)

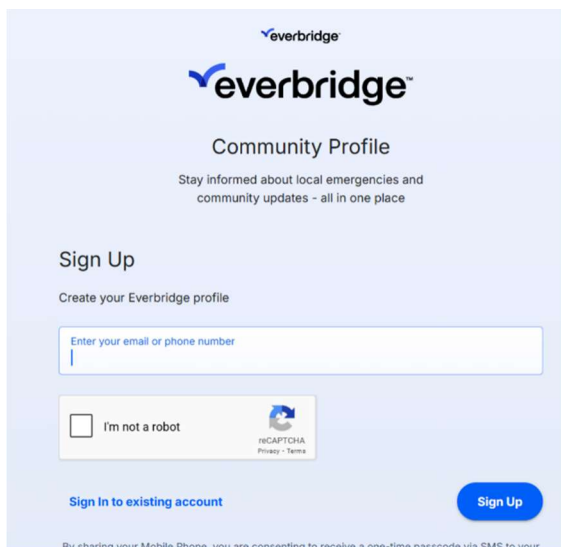
Already Signed up with Everbridge Community?

[Sign In](#)

[Learn more about Everbridge Community](#)

From the main Everbridge Community page, click “CREATE ACCOUNT”.

2. Sign Up Option



everbridge

Community Profile

Stay informed about local emergencies and community updates - all in one place

Sign Up

Create your Everbridge profile

Enter your email or phone number

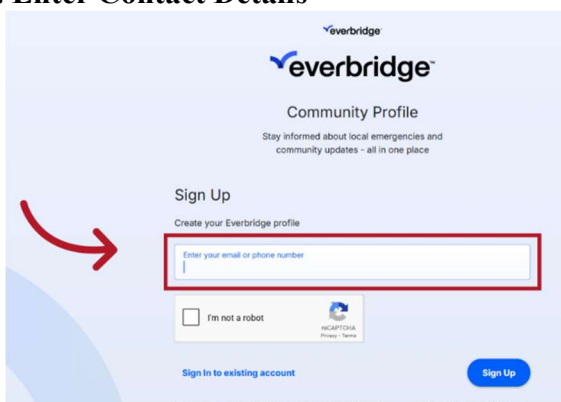
☐ I'm not a robot

[Sign In to existing account](#) [Sign Up](#)

By sharing your Mobile Phone, you are consenting to receive a one-time passcode via SMS to your

The page will then redirect to the Everbridge Community sign-up page.

3. Enter Contact Details



everbridge

Community Profile

Stay informed about local emergencies and community updates - all in one place

Sign Up

Create your Everbridge profile

Enter your email or phone number

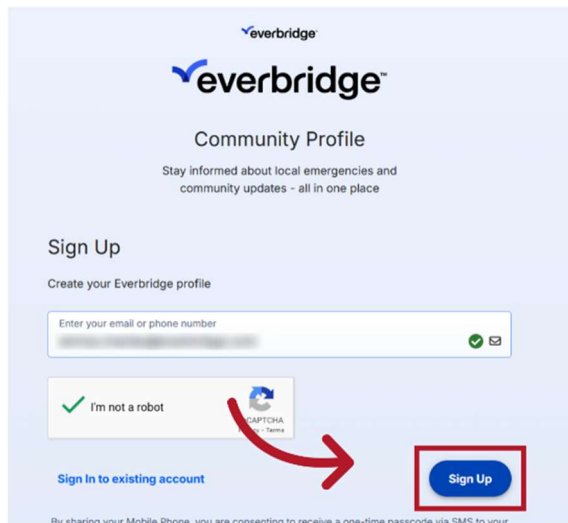
☐ I'm not a robot

[Sign In to existing account](#) [Sign Up](#)

By sharing your Mobile Phone, you are consenting to receive a one-time passcode via SMS to your

Provide your email address **OR** phone number in the Create your Everbridge profile field. In this example, we will start with phone number

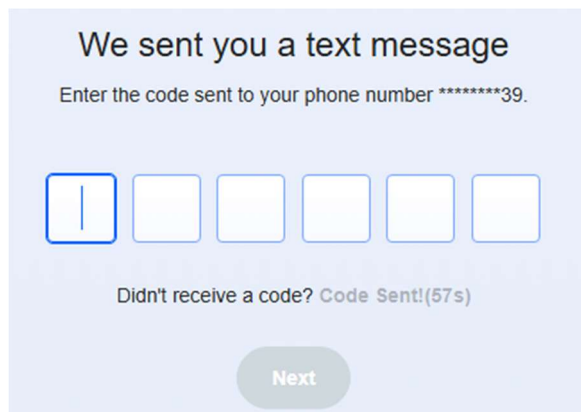
4. Click "Sign Up"

The screenshot shows the Everbridge 'Community Profile' sign-up page. At the top, it says 'everbridge' and 'Community Profile' with the tagline 'Stay informed about local emergencies and community updates - all in one place'. Below this is a 'Sign Up' section with the subtext 'Create your Everbridge profile'. There is a text input field for 'Enter your email or phone number' with a green checkmark icon to its right. Below the input field is a CAPTCHA box with a green checkmark and the text 'I'm not a robot'. A red arrow points from the CAPTCHA box to a blue 'Sign Up' button, which is also enclosed in a red rectangular box. At the bottom left, there is a link that says 'Sign In to existing account'. A small disclaimer at the very bottom reads: 'By sharing your Mobile Phone, you are consenting to receive a one-time passcode via SMS to your'.

Click the sign-up option to continue with registration steps.

**** Make sure you check the "I'm not a robot" box as well**

5. Verify

The screenshot shows the Everbridge verification screen. It has a light blue background. At the top, it says 'We sent you a text message' in bold. Below that, it says 'Enter the code sent to your phone number *****39.' There are six empty input boxes for the code, with the first box containing a vertical line. Below the input boxes, there is a link that says 'Didn't receive a code? Code Sent!(57s)'. At the bottom, there is a grey button with the word 'Next' in white.

Verify your phone by entering the code sent to you and then clicking "NEXT".

If you are using an email and you don't receive your verification code email, try these steps:

1. Check your spam or junk folder
2. Confirm that Everbridge email domains (like noreply@everbridge.net) are added to your permit list/allow list in your email system
3. Contact your IT department to ensure there are no email filtering issues
4. Request a new verification code if the original has expired

If you are using a landline select to receive a call instead of a text. You will get a call from 925-492-7005. Enter the code that you are given in the call.

6. Additional Information

The screenshot shows a registration form titled "Link Existing Accounts". Below the title is a sub-header "Fill out the fields below and we'll automatically link any existing accounts that you have already created." The form contains several input fields: "First Name", "Last Name", "Email Address (Optional)", "Phone Number" (with a US flag icon and a placeholder "(785) 433-9035"), and "Preferred Language" (a dropdown menu currently showing "English (United States)"). Below the language dropdown is a small note: "Messages sent in your preferred language may use AI translation and may be inaccurate." At the bottom left is a checkbox labeled "Check the box to indicate that you understand and agree to the [Everbridge Terms of Use](#) and the [Everbridge Global Privacy Policy](#)". At the bottom right is a green "Create Account" button.

Enter your name – Required

Enter your email address - OPTIONAL

*Make sure you check the box for the terms and conditions

If you added an email, you will be asked to verify that email in the same manner you did your phone by retrieving code. After you select “VERIFY EMAIL” at the bottom of the screen

If you DID NOT enter an email you can select “CREATE ACCOUNT” and you can add your email later.

7. Complete Alert Setup

The screenshot shows a confirmation screen with the text: "Your Everbridge Community account is ready. Now you can easily find and add free subscriptions informing you about local emergencies and community updates. First, let's complete your registration with **Anderson County Community Alerts.**" At the bottom is a blue "Continue" button.

Review the alert pop up, and click "CONTINUE"

8. Complete Your Registration

The screenshot shows a registration form titled "Complete Your Registration". Below the title is a sub-header "Register to Receive Communications". A note says "All fields marked with * are required." The form has two columns for "First Name *" and "Last Name *". Below these is a "Location Information" section with a note "Please enter your primary location information. Additional locations can be added in a later step." It includes fields for "Location Name *" and "Address *".

Fields with a * are required during registration. Everything else is optional

- Location Name = Home/Work/School
 - Whatever you call the address you are listing
 - Make sure and click “VERIFY THIS ADDRESS”
 - Check the plotting point and move it if necessary
- When point is in the correct location click “THIS IS MY LOCATION”
- Cell Text 1 will be your primary texting phone number where you want to receive notification text
- Phone Call 1 will be your primary number where you want to receive notification calls

When finished click “REGISTER”

9. Complete Profile

Complete Profile

Profile Information

Profile information will help us customize the notifications we deliver to you.
All fields marked with * are required.

First Name *

Last Name *

Registration Email

Contact Information

Complete at least 1 contact information.

☒ **Cell Text 1**

Country / Region: United States Cell Text 1 Number:

Verify information that you have entered. You now have a chance to add additional text or calling numbers and email address for others that may be in your household such as a spouse.

When you have added all the phone numbers and emails that you want to register under this account.

Click “SAVE & CONTINUE” when done

Complete Profile

Location Information

We will use the location information you provide to inform you about events taking place in your area.

Static Locations

Location Name	Address	Action
Home		Edit View On Map

[Add Another Location](#)

You can now add additional locations such as work or school location.

You will do this by clicking “ADD ANOTHER LOCATION” and following the same steps as above for your primary location.

You can have a total of 5 locations per account

When completed click
“SAVE & CONTINUE”

10. Subscriptions

Subscriptions

Checking or unchecking a subscription will also apply that change to any subgroups within that subscription.

Anderson County Alert Options (All)

- ☐ Anderson County Sheriff's Office
- ☐ Burn Ban - City of Garnett
- ☐ Burn Bans - Anderson County
- ☐ Emergency Management Information
- ☐ Everbridge Updates and News
- ☐ Facility Closures

This next screen is where you will choose what alerts you will receive. Click all the alerts you would like to receive. You can refer to the descriptions in your packet to help you decide which ones you would like to receive. You can add or remove these alerts at anytime by logging back into your account.

I **WOULD** suggest that you make sure and choose alerts for the Everbridge Updates and News. This will be helpful as we continue to build on this system.

Alert Subscriptions

▶ ☐ Weather Alerts

For Weather alerts make sure you click on the arrow to expand the section for more options and then again on the individual categories.

If you just click the box, you will be automatically signed up or all options available.

▼ ☐ Weather Alerts

▼ ☐ Wind (6)

☐ High Wind Advisory

☐ High Wind Warning

☐ High Wind Watch

☐ Wind Advisory

☐ Wind Warning

☐ Wind Watch

▶ ☐ Flood (9)

▶ ☐ Winter (27)

▶ ☐ Non-Precipitation (20)

▶ ☐ Fire (2)

▶ ☐ Other Events (2)

▶ ☐ Severe (6)

Required alerts that **CAN'T** be turned off are:

Flash Flood Warning

Flood warning

Blizzard Warning

Ice Storm Warning

Winter Storm Warning

Severe Thunderstorm Warning

Tornado Warning

All other alerts are optional and up to the discretion of the user. However, I would advise that you NOT choose the “Lightning Alert” unless you like your phone going off about every minuet during a storm.

Once complete click
“SAVE & COMPLETE”

11. Medically Needy Persons

Additional Information

The additional information is used to collect information that is relevant to this organization.

All fields marked with * are required.

Medically Needy Person (Select all that apply)

- ☐ Physical Disability
- ☐ Cognitive Disability
- ☐ Requires 24/7 Oxygen
- ☐ Hearing Impairment
- ☐ Vision Impairment
- ☐ Electric Dependent Medical Equipment
- ☐ ADA Service Animal in the home

Skip this

Save & Continue

If you have a medical condition that we need to be aware of now is the time to tell us. This will help us in the event of an emergency.

If none of these apply to you choose
“SKIP THIS”

Otherwise choose “SAVE & CONTINUE” when you are finished.

****If you have needs that are not addressed here please reach out to our office individually so we can make notes of these needs.**

12. Review your information

Complete Profile

Review

Confirm the information you've provided is accurate. After completing your registration, you will be able to edit this information at any time.

[My Profile \(Edit\)](#)

Review all fields and make edits if needed at this time.

Once complete click “FINISH”

13. Complete

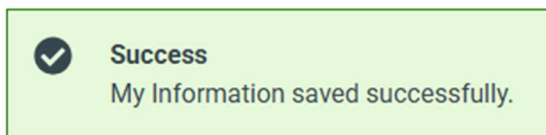
The screenshot shows a user's home page with a 'Home' link at the top left. The page is divided into several sections: 'My Profile (Edit)' with fields for First Name, Last Name, Registration Email, and a 'Delete My Account' button; 'My Subscriptions (Edit)' showing 'Anderson County Alert Options (All)' with checked items for Facility Closures, Facility Closures - Anderson County, and Facility Closures - City of Garnett, along with 'Alert Subscriptions' for 7 Weather Alerts; 'My Group Memberships' listing Facility Closures - City of Garnett, Facility Closures - Anderson County, and Facility Closures; and 'My Locations (Edit)' with a 'Static Locations' section containing Home and Work fields. A 'Delete My Account' button is also present in the profile section.

Your profile is now complete and this is your home page

When you login in the future this is the screen that will appear and where you can make changes to any section by clicking the “EDIT” link in each heading.

If you make any changes, always make sure you choose “SAVE” for your changes to take effect.

All fields marked with * are required.



You will see this when your change has been saved

You may now click “CANCEL” to go back to your home screen and you should see the change there.