

Send Finalsite Connect Notifications

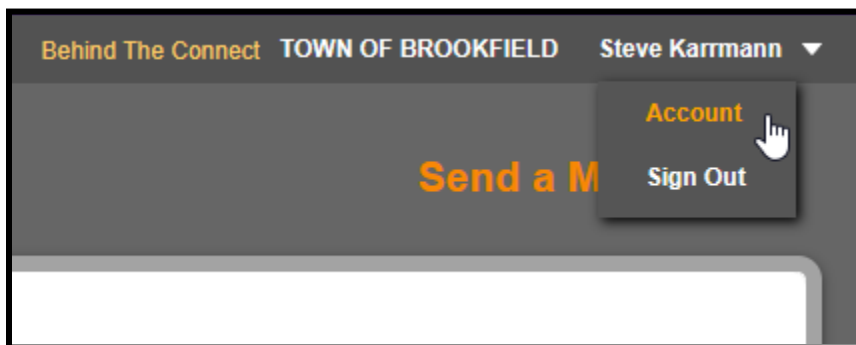
Finalsite Connect notifications can be sent by either the dial-in number or the website notification center. Both options are outlined below.

Option 1: Dial-In Message

Prerequisite: Dial-In Card

In order to make dial-in notifications, you first need to **create your dial-in messaging card**:

1. Login to www.finalsiteconnect.com
2. In the top-right, click **[Your Name] > Account**



3. Near the top of the form, set a five-digit **Dial-In PIN**.
Remember this number, it is your password for the dial-in system!

A screenshot of the 'TOWN OF BROOKFIELD - skarmann' login form. At the top, it says 'TOWN OF BROOKFIELD - skarmann' in orange and 'Contract Expiration: 30 Jun 2025' in gray. Below this is a form with two columns. The left column has a 'Connect Username' field with 'skarmann' entered and a 'Dial-In PIN (0-9)' field with five dots. The right column has a 'Password' field with '*****' entered and a 'Change Password' link. At the bottom right, there is a link that says 'Click here to have your Dial-In Messaging Card emailed to you.'

4. Near the top of the form, click **Click here to have your Dial-In Messaging Card emailed to you**.
5. Near the bottom of the form, click **Save**.
6. After a few minutes, you will receive an email with your dial-in card. Print this card and keep it with you.

Send a Dial-In Notification!

1. Call the number on your Dial-In Messaging Card.
2. When prompted, dial your 6-digit User ID Number.
3. When prompted, dial your 5-digit PIN Number.
4. Dial the appropriate option for recording your message, then record your message.
5. Dial the appropriate option to send the message as either an **Outreach** or **Emergency** message:
 - **Emergency**: Notifications are sent with highest priority. Typically used for time-sensitive matters, and the notification is sent to all members in the group.
 - **Outreach**: Notifications are sent with lower priority. Users may opt out of outreach messages.

Option 2: Website Message Center

1. Login to www.finalsiteconnect.com
2. At the top navigation bar, click **Message Center**.
3. Click either **Emergency** or **Outreach**.
4. Fill in the following message details:
 - **Title**: Description for your message
 - **To...**: Optionally select specific recipients
 - **Delivery Modes**: Use these tabs to set phone voice message, text message, and/or email content:



Delivery Modes

Phone 1 Email 1 SMS 1 Voice Mail 0 Facebook 0 Twitter 0 RSS 0

Phone

Caller ID TOWN OF BROOKFIELD 508-867-2930

Delivery Options ☐ TTY ☐ Call phones one time only

- **When**: Specify the date and time that the message is sent
5. Click **Next**.
 6. Review the message summary. If everything is correct, then click **Send**.

For details, refer to the Send a message with Connect documentation:

<https://cesupport.finalsite.com/hc/en-us/articles/33437671969037-Send-a-message-with-Connect>