



Hicksville Public Schools

Notifications-Contact List Builder

PLEASE TAKE A MOMENT TO SET UP YOUR CONTACT LISTS IN ADVANCE!!!!

In order to send an email, phone, or text in the SchoolMessenger ADMIN app (orange app), contact lists need to be set up in the Dashboard (the SchoolMessenger website) beforehand.

Here's a guide to follow...

1. Go to the main Dashboard website

<https://asp.schoolmessenger.com/hicksvillepublicschools/start.php>

2. Go to the **Broadcast tab**...then the **Lists tabs**

3. This is the **List Builder** section

SchoolMessenger Hicksville Union Free School District
Address Book | Account | Help | Logout

Dashboard | **Broadcasts** | Reports | System | Admin

Lists | Messages | Broadcasts | Templates | Posts | Surveys | Responses | Tips

List Builder

For training go to: www.schoolmessenger.com/training
OR
Email: scheduleme@west.com

My Lists Add New List | Add New List by Section | Subscribe to a List

Sort By:
Name
Date

Name	Date	Action
Burns Avenue Elementary School Feb 13, 2020 9:01 am This list has never been used	Feb 13, 2020 9:01 am	Edit Preview Publish Delete
Dutch Lane Elementary School Feb 13, 2020 9:02 am This list has never been used	Feb 13, 2020 9:02 am	Edit Preview Publish Delete
East Street Elementary School Feb 13, 2020 9:02 am This list has never been used	Feb 13, 2020 9:02 am	Edit Preview Publish Delete
Fork Lane Elementary School Feb 13, 2020 9:04 am This list has never been used	Feb 13, 2020 9:04 am	Edit Preview Publish Delete

Showing 1 - 4 of 4 records on 1 pages Page 1

Showing 1 - 4 of 4 records on 1 pages Page 1

Logged in as Joannee Flucci (jflucci)
Remote phone access # (846) 465-7168
Current system time is February 13th, 2020 09:04 am (US/Eastern)

Service & Support: support@schoolmessenger.com | (800) 800-3867
Use of this system is subject to the [Privacy Policy](#) and [Terms of Service](#).
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4. Go to +Add New List OR +Add New List by Section

5. The next screen will show you the different ways to set up a list. Everyone will use different ways depending on your school and need.

The screenshot shows the SchoolMessenger interface for the 'List Editor' of Lee Avenue Elementary School. The top navigation bar includes 'Dashboard', 'Broadcasts', 'Reports', 'System', and 'Admin'. Below this, there are sub-navigation tabs for 'Lists', 'Messages', 'Broadcasts', 'Templates', 'Posts', 'Surveys', 'Responses', and 'Tips'. The main content area is titled 'List Editor: Lee Avenue Elementary School'. A red box highlights a message: 'For training go to: www.schoolmessenger.com/training OR Email: scharulema@west.com'. Below this, a blue box states 'The rule for School is now added.' The 'List Editor' section shows the 'List Name' as 'Lee Avenue Elementary School' and 'Total' as '477'. A 'Preview' button is visible. The 'LIST CONTENT - USE RULES TO SELECT YOUR CONTACT RECORDS' section shows a 'List Rules' table with one rule: 'School is Lee Avenue Elementary School'. Below this is a section for 'ADDITIONAL LIST TOOLS' with a table of tools: 'Enter Contacts', 'Open Address Book', 'Quick Pick', 'Search by Rules', and 'Upload List'. The bottom of the page contains a footer with login information and system details.

SchoolMessenger
Hicksville Union Free School District
Address Book Account Help Logout

Dashboard Broadcasts Reports System Admin

Lists Messages Broadcasts Templates Posts Surveys Responses Tips

List Editor: Lee Avenue Elementary School

For training go to: www.schoolmessenger.com/training
OR
Email: scharulema@west.com

The rule for School is now added.

List Editor

List Name Lee Avenue Elementary School

Description

Total 477 Preview

LIST CONTENT - USE RULES TO SELECT YOUR CONTACT RECORDS

List Rules

Remove All Rules

Rule #1	School	is	Lee Avenue Elementary School	Edit	Delete

To add another filter rule select a field

Field
Select a Field

ADDITIONAL LIST TOOLS

Tool	Description
Enter Contacts	Manually type in new contacts
Open Address Book	Choose from contacts you manually typed into your personal address book
Quick Pick	Search for people by name, ID#, email, or phone number
Search by Rules	Search the shared system contact database using rules
Upload List	Upload a list of contacts using a CSV file

Refresh Done

Logged in as: Joannee Russel (jorussel)
Remote phone access #: (847) 452-7100
Current system time is February 17th, 2020 09:08 am (EST/Eastern)

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6. To add your students, go to Select a Field, pick your category, and you will the student total under the description on top. You can preview the names by clicking preview. (You can use the additional list tools to best determine how to get the particular list you need)

7. Your saved lists will appear on the ADMIN app ready to use when you cannot get to a desktop.