# Configuring Self-Signup

SchoolMessenger's *Self-Signup* feature allows users (which we refer to as *subscribers*) to subscribe to your messages and control the ways in which they prefer to be contacted using a convenient on-line account that they create and manage.

Settings

Configuring Self-Signup Settings

If you prefer to limit who may subscribe to receive your notifications, you may optionally configure Self-Signup to only allow subscribers who fulfill certain requirements, such as having an email address from a specific domain or requiring the entry of a special site access code.
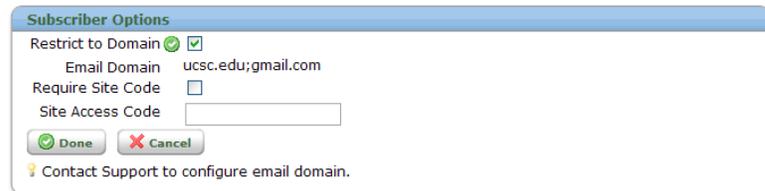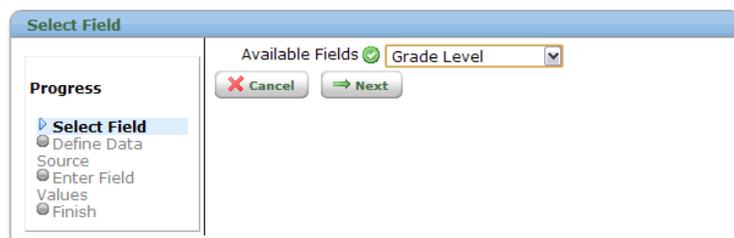
1. Navigate to Admin → Settings →Self-Signup Settings

2. If you would like subscribers to sign up only with email addresses from specific domains, use the "Restrict to Domain" option. Domain restrictions can only be added or removed by SchoolMessenger support. Contact support@schoolmessenger.com to add or remove restricted email domains to your account.

3. To restrict subscribers by requiring a *Site Access Code*, check the "Require Site Code" checkbox and enter a code, a word or a phrase in the *Site Access Code* field. Only subscribers who know the code may sign up for your messages.

Creating Self-Signup Fields

Self-Signup fields let you choose what information a subscriber must enter in the form when subscribing. When you create a notification list, the fields that your subscribers choose when configuring their notification preferences will determine whether or not they are included on your list.

These fields are selected from the fields that were already defined in your account under the Admin → Settings menu. Available fields are defined in the *Field Definitions* and *Group Field Definitions* menus and will be of the "List" or "Text" type.

1. Navigate to Admin → Settings →Self-Signup Fields.

2. Click the *Add Field* button.

3. Choose an available field from the drop down menu.

4. Click *Next*.

5. Depending on the type of field selected, there are multiple ways for the data to be populated.

    A.) For fields of the *List* type, you may choose to manually enter a list of possible values, or you can allow the list to auto-populate with the data values that you mapped in your data imports (Admin → Imports).

    B.) Fields of the *Text* type may be populated with a default value by selecting *Set by Admin*. Alternatively, you may select *Set by Subscriber* which allows the subscriber to enter the data themselves.
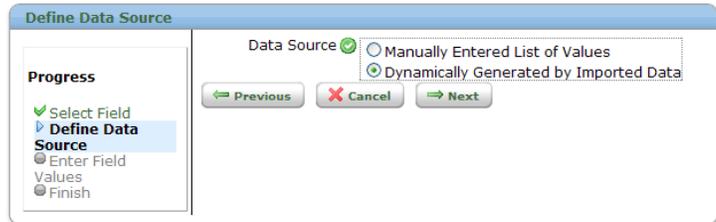
Editing Static Self-Signup Field Values

If you would like to change the field values for a field you've created, just navigate to Admin→Settings→Self-Signup Fields and click "Edit Values" for the field you wish to edit.

Note: Whenever you add a new organization or other value generated by imported data, and you want that data to be available to subscribers to select, make sure to edit the relevant self-signup field and check the box to include the new data items in your subscriber's accounts. It will not be automatically enabled by default.

Notifying Your Subscribers

Once you've configured *Self-Signup*, you will need to let your potential subscribers know how to sign up.

One way to do this is through sending a letter or email. We've created a letter template on the following page, which you can use as a guide to notify potential subscribers. You will need to change this template based on how you've configured Self-Signup.

Using the Template

1. Change the URL so that it matches your customer URL. Remove the X's and enter your account URL.

2. If you've chosen a Site Code, put it in the "Site Code" section, otherwise make sure to delete this line.

Dear «First_Name» «Last_Name»:

We use the SchoolMessenger Notification System to provide timely communication to students and staff members on matters such as admissions, general interest activities and campus emergencies.

In order to enhance our ability to accurately deliver that information we kindly request that you create your own contact preference profile using SchoolMessenger's web site. This allows you to control the ways in which you prefer to be contacted. It also works like a mailbox, giving you a place to review messages you may have missed.

In order to utilize this feature simply follow the steps below to create an account through the secure web site provided by SchoolMessenger.

Steps for setting up your account:

1. Enter the following URL into your web browser:
https://asp.schoolmessenger.com/XXXXXXX/subscriber/

2. Click the *Sign Up Now* link near the bottom of the page.

3. You will be taken to the Sign Up page where you will need to confirm the encrypted image, your name, a valid email address and a password. You'll use your email address and the password you enter here to sign in later. Review and accept the *Terms of Service*. Click *Create Account* when you are done.

    Site Access Code: <Access Code>

    [**Note:** SchoolMessenger has a strict privacy policy and does not sell or distribute your contact information to any 3rd party.]

4. Check your email. There will be an *Account Activation* email from support@schoolmessenger.com with the subject *Account Activation*, which contains a link to activate your account; activation codes are valid for 24 hours. This link will take you to a confirmation page where you must enter your password in order to activate your account.

5. Once you've activated your account, you're ready to select your notification preferences.

6. Simply select the type(s) of notifications you wish to receive and the groups to which you belong.

7. When you have finished making selections click *Save*.

8. Follow the instructions to add additional contact information, such as additional email and phone numbers, to your account.

Thank you for signing up and we hope you enjoy the SchoolMessenger system!