

# **Configuring the Subscriber Feature Guide**



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# **Configuring the Subscriber Feature**

Important: This feature is only visible if your system includes the Subscriber feature. Subscriber allows your recipients to sign up for messages on a simple web page. For more information regarding the Subscriber feature, please call 1-800-920-3897.

The Subscriber feature allows potential recipients to sign up to receive messages from you by filling in a form on a web page. This feature does not require any preliminary uploads of contact data from your database. All contact information is entered by the subscribers as they sign up for your messages.

## **Configuring the Subscriber Settings**

Dashboard Broad	icasts Reports	System Adm	in	
Users Profiles	Settings Imports			
ettings				
Options				
System	Broadcast		Destination Labels	Features
Systemwide Alert Message	Enable/Disable Re	epeating Broadcasts	Phone Labels Email Labels	Subscriber Settings Subscriber Fields

Click **Subscriber Settings** on the right side of the **Settings** screen. The Settings screen can be accessed by clicking on the **Admin** tab followed by the **Settings** sub-tab. The **Subscriber Settings** link will take you to the **Subscriber Options** screen.

#### Configuring the Subscriber Feature Guide



Dashboard Br	oadcasts	Reports	System	Admin		
sers Profiles Sett	ings Imports					
Subscriber C	ptions					
ACCOUNT CREATION					 	 O Guide
Restrict to Domain						
Email Domain	(no domain confi	gured)				
Require Site Code	•					
Site Access Code	GOSLUGS					
ACCOUNT EXPIRATIO	DN				 	
Expiration Settings	Automatic Close	After				
	180					
	days since last l	ogin				
	101600000000000000000000000000000000000					
	First Reminder					
	First Reminder 30					
	30 days before auto					
	30 days before auto Second Reminde					
	30 days before auto Second Reminde 15	er				
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In the Subscriber Options screen you have a few options:

- **Restrict to Domain**: Select this if you want your subscribers to only use email addresses from a certain domain, ie. '@schoolmessenger.com'
- Email Domain: If you're restricting your subscribers to certain email domains, enter them in this field.
- **Require Site Code**: Check this if you want subscribers to enter a certain code when signing up. This can help you limit who is signing up for messages to only people who know the code. For example, if the code was "gobobcats", subscribers would need to enter that into the web page when they are signing up.
- Site Access Code: This is where you set the site code if you decide to select that option.

Click **Done** once you've finished setting your options.