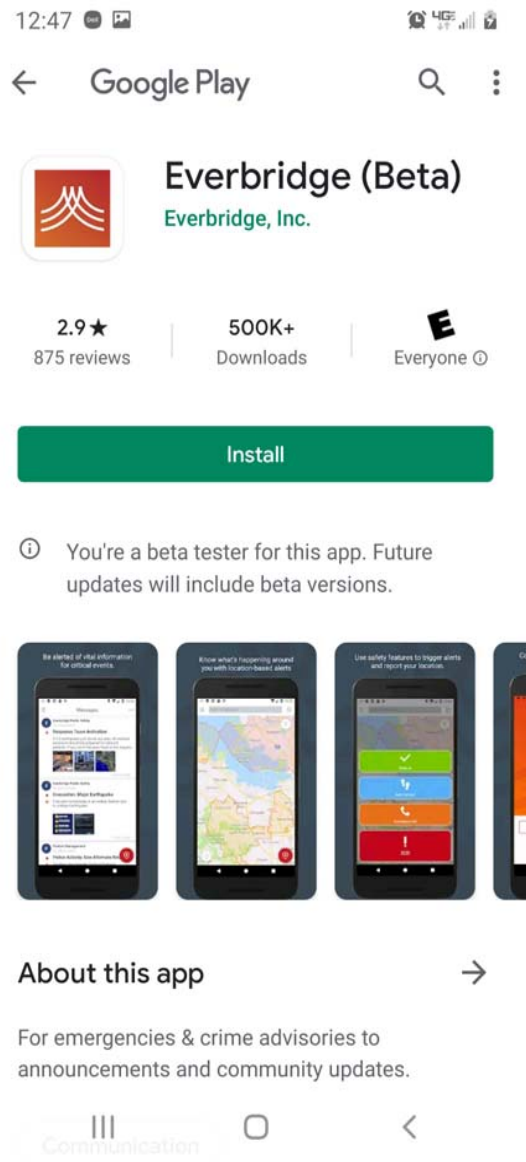# Get Started with the Everbridge App
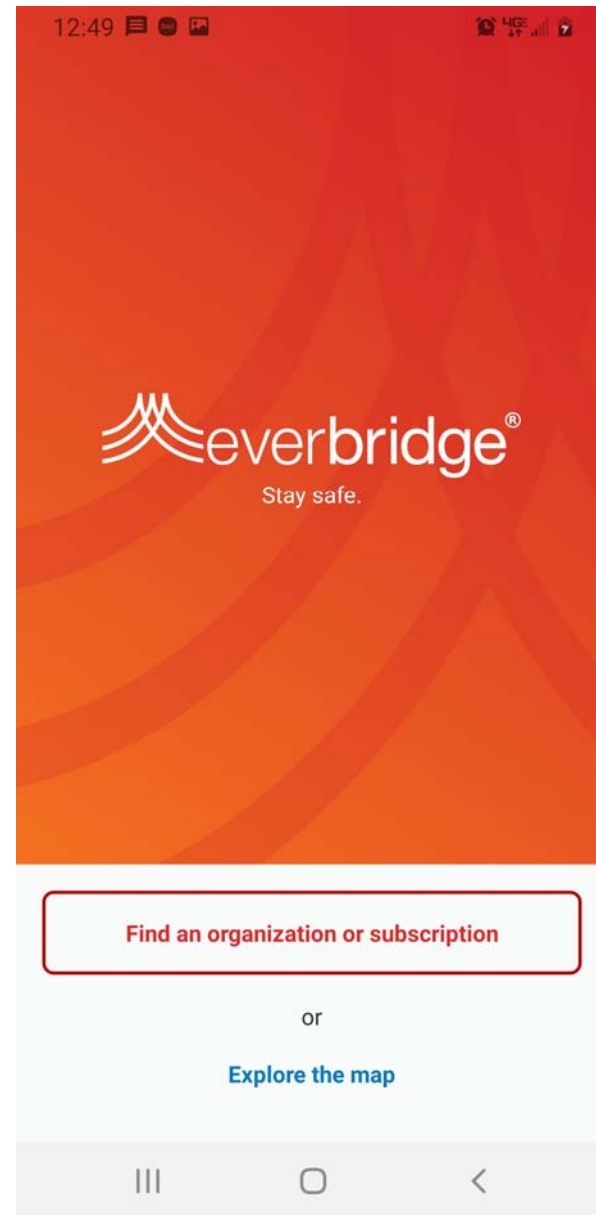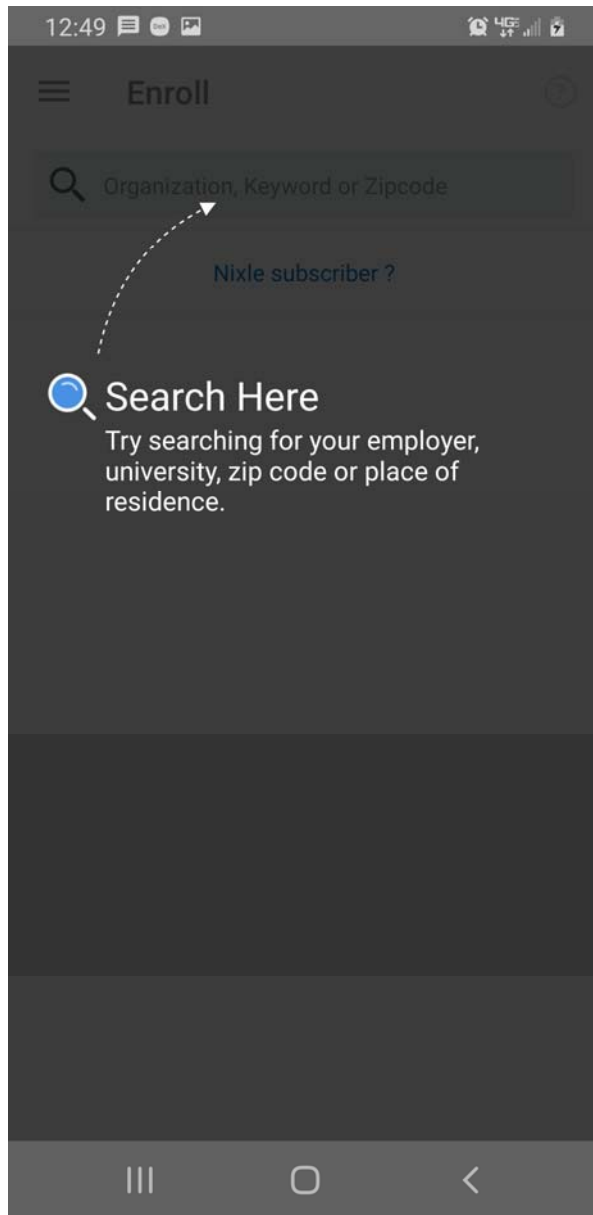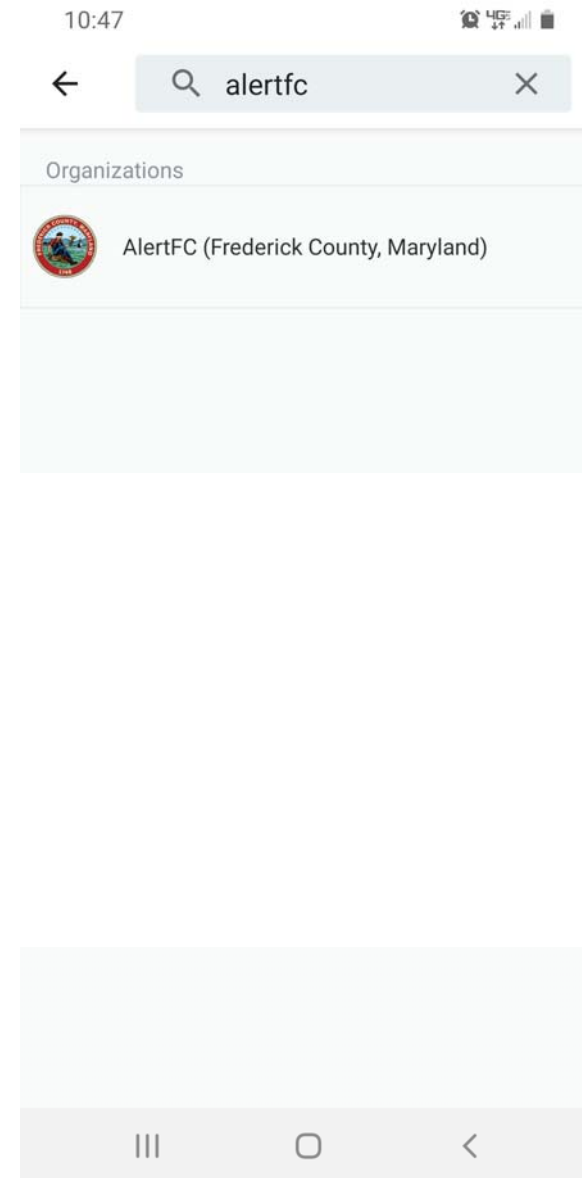
1. Install the Everbridge App from the Google Play or Apple store.

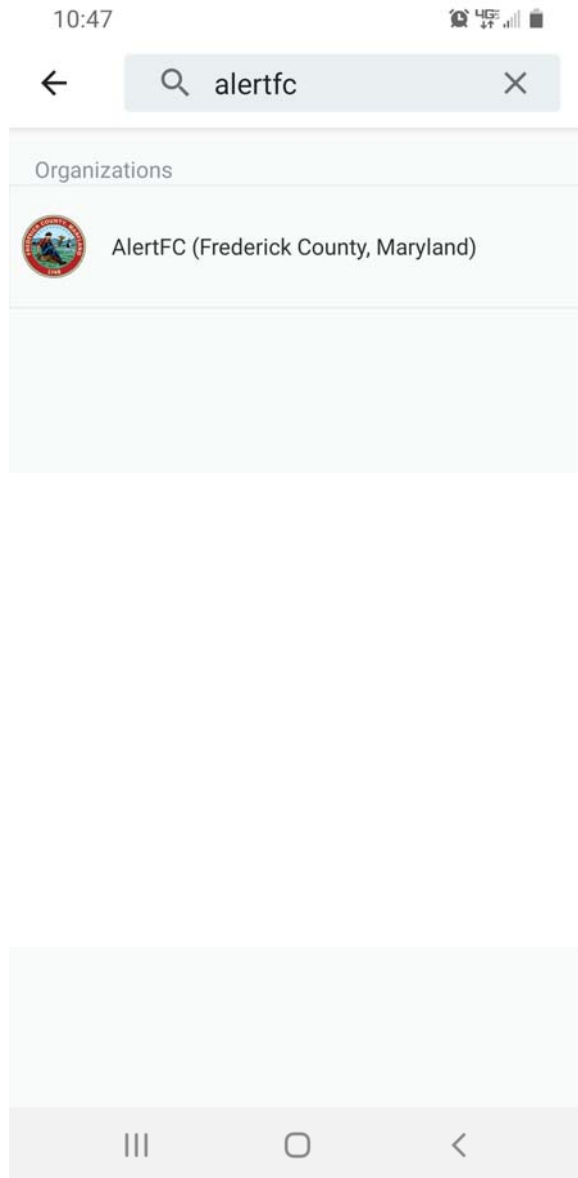2. Open the app. On the main screen select Find and Organization or Subscription.

Enroll

Organization, Keyword or Zipcode

Nixle subscriber ?

Search Here

Try searching for your employer, university, zip code or place of residence.

←   alertfc   ✕

Organizations

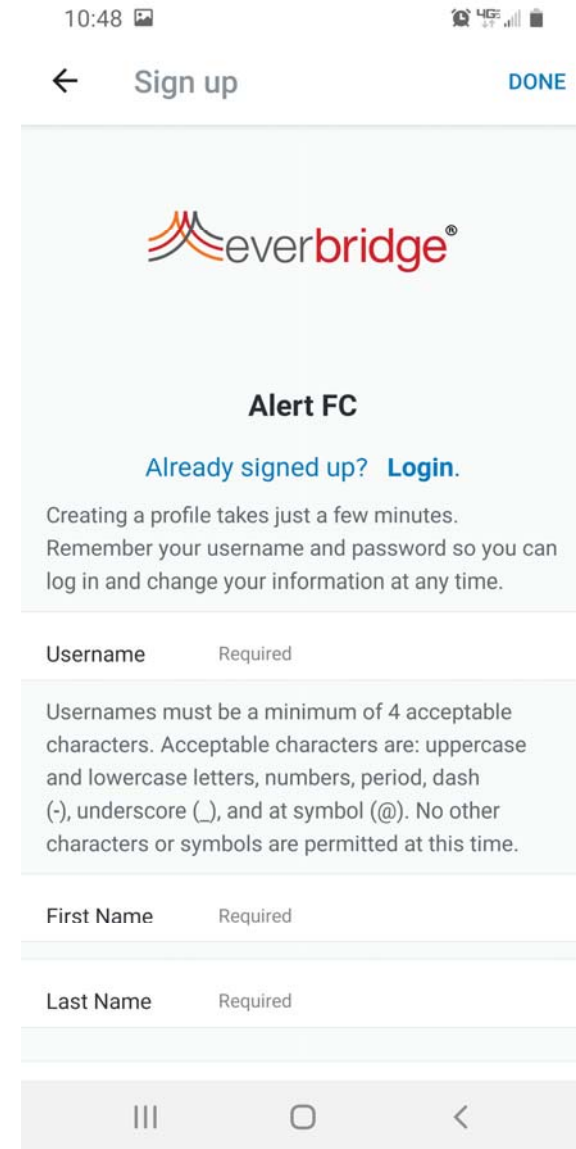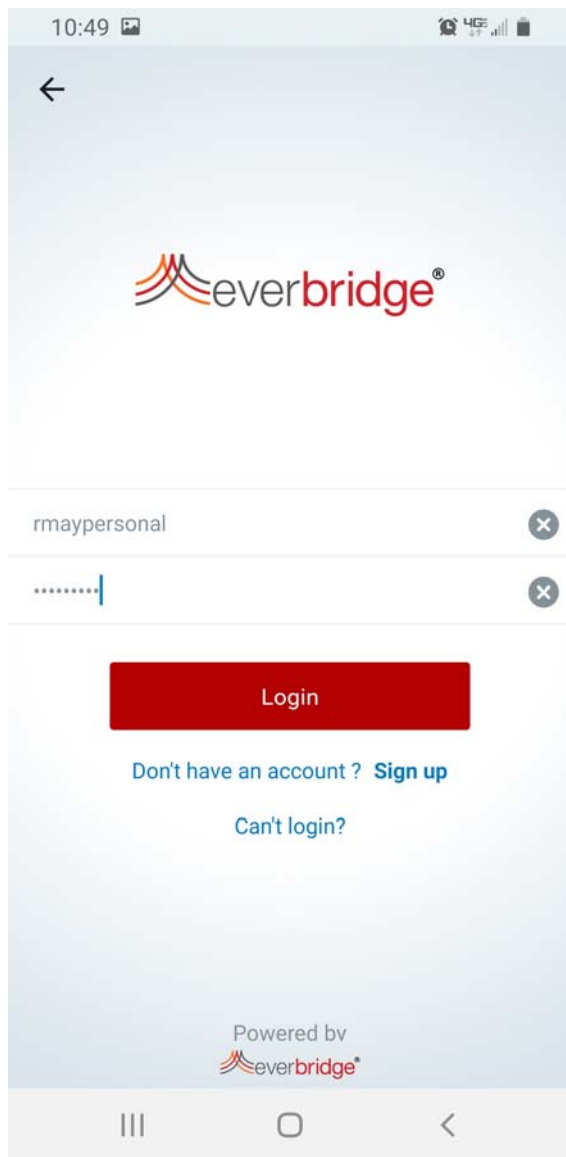AlertFC (Frederick County, Maryland)

3. Tap in to the search bar at the top of the screen.

4. Type ALERTFC into the search bar and hit the search key which usually looks like a magnifying glass.
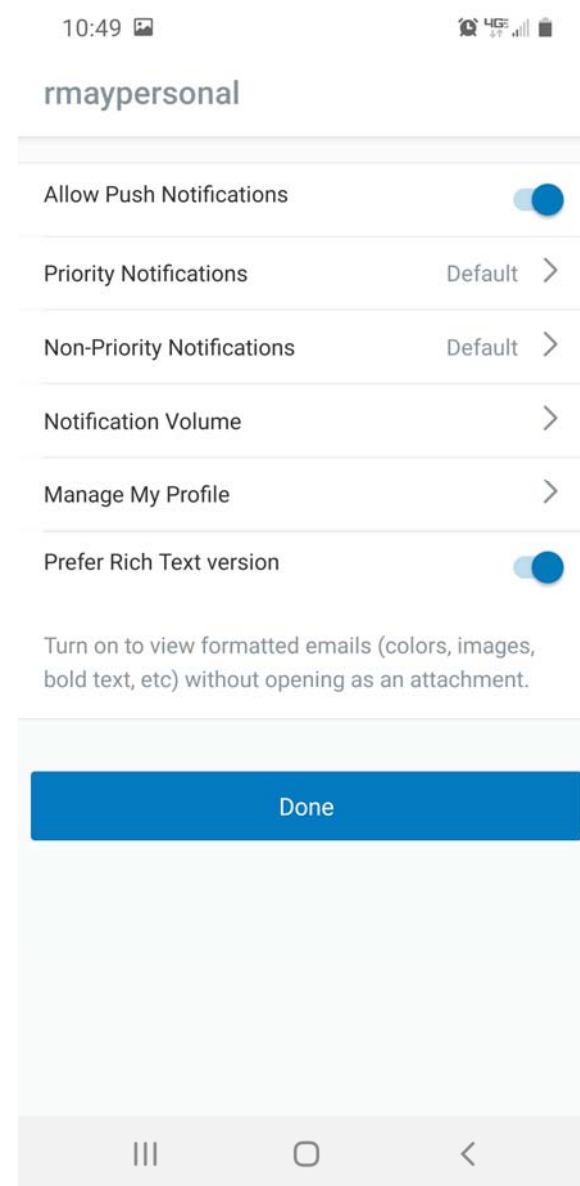
alertfc

Organizations

AlertFC (Frederick County, Maryland)

Sign up   DONE

everbridge®

Alert FC

Already signed up? **Login.**

Creating a profile takes just a few minutes.
Remember your username and password so you can
log in and change your information at any time.

Username   Required

Usernames must be a minimum of 4 acceptable
characters. Acceptable characters are: uppercase
and lowercase letters, numbers, period, dash
(-), underscore (_), and at symbol (@). No other
characters or symbols are permitted at this time.

First Name   Required

Last Name   Required

5. AlertFC (Frederick County, Maryland) will appear in the list. Tap to select.

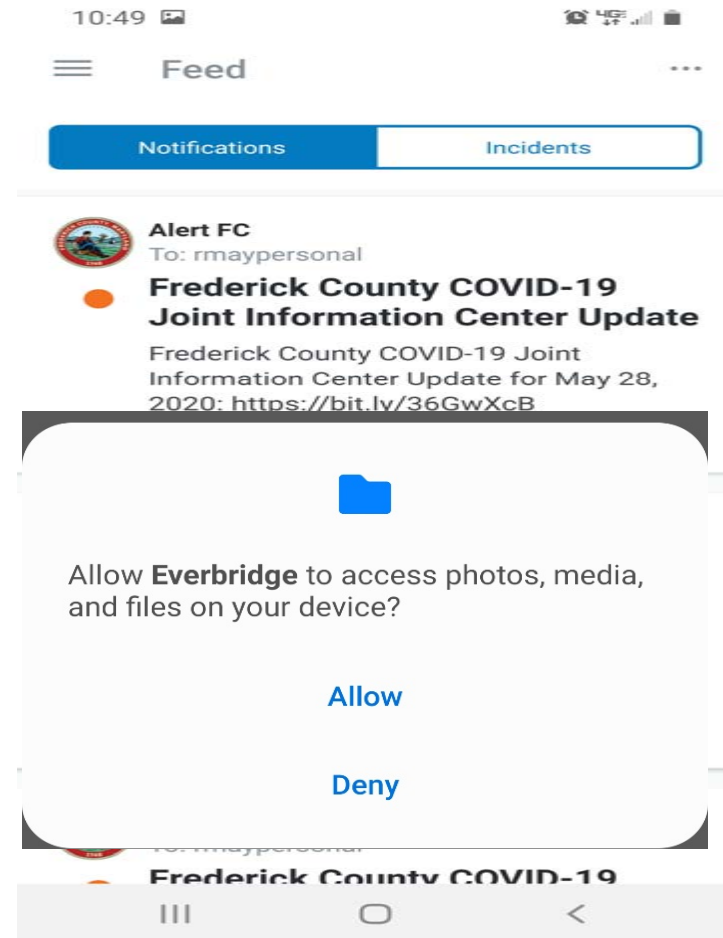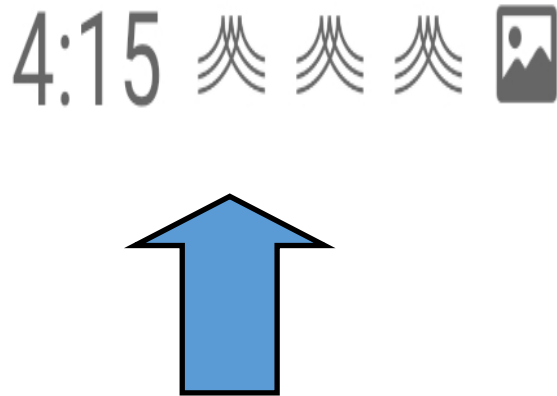6. **Click the Login link**. Do not sign-up for a new account unless you are a completely new user.

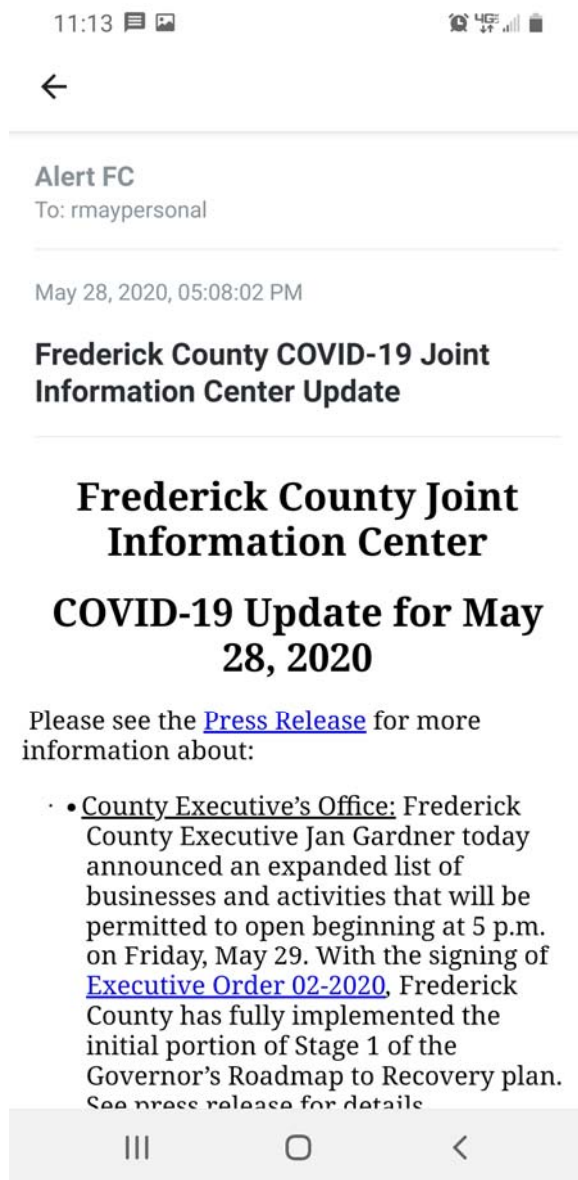7. Enter your username and password, then select login.

8. You will be taken to the settings screen. Your settings should match the image. Push notifications MUST be turned on to receive messages.

9. When you get a new message, you will receive a Push notification at the top of your screen that looks like the Everbridge Symbol. You may select this notification to be taken to the message in the Everbridge App.
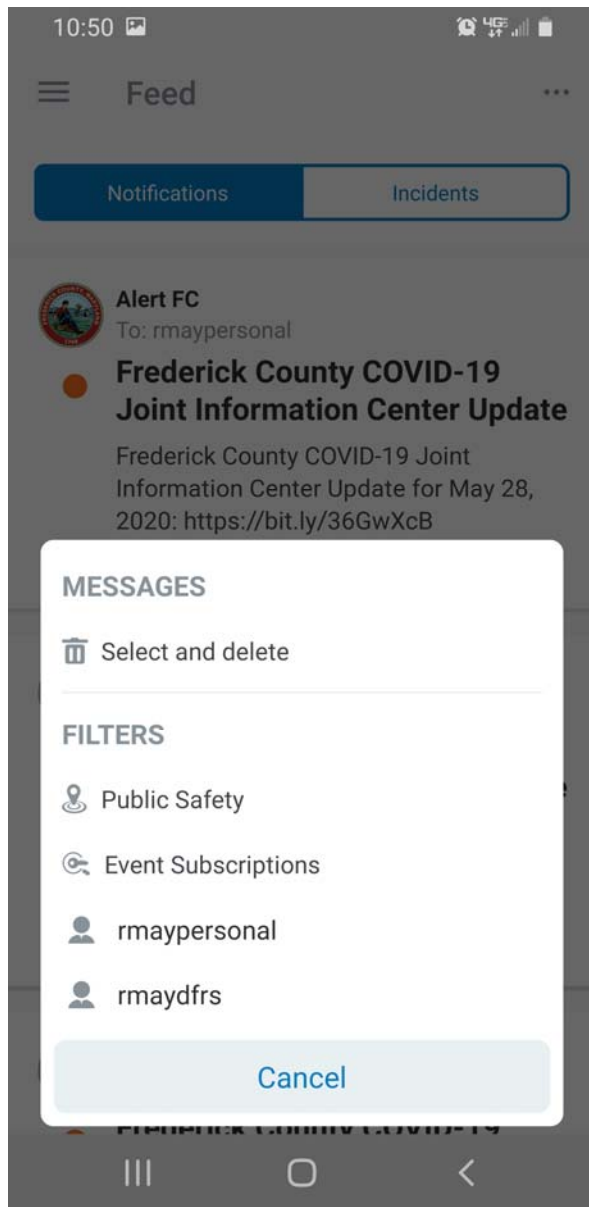

10. The first time you receive a message you may get a pop up asking for access to photos, media, files or location on your device. You must select ALLOW to receive notifications.
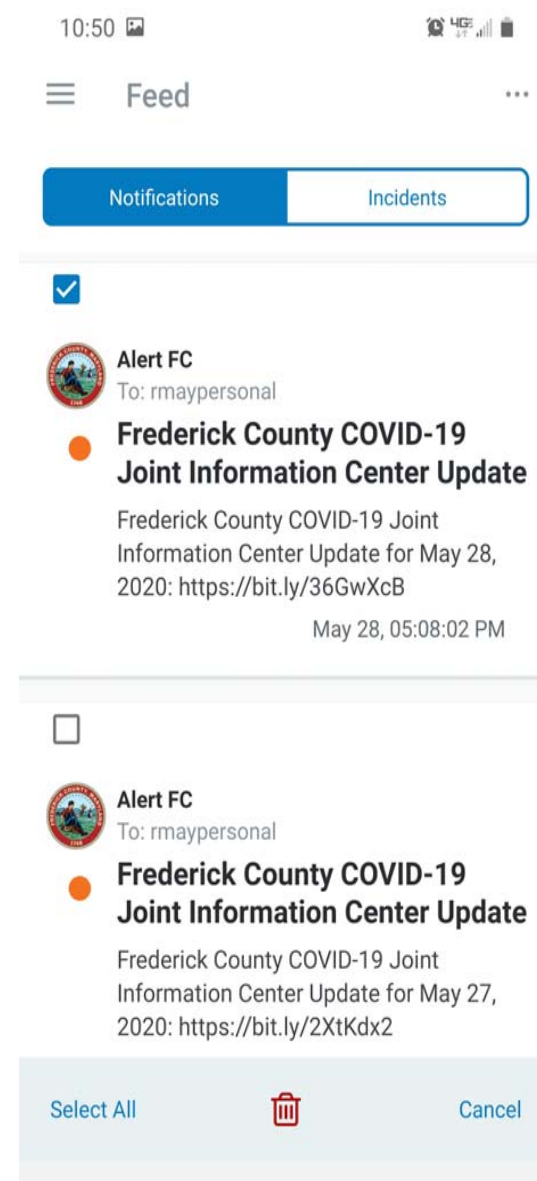
11. Unlike text message notifications, the entire message will always display in one continuous space in the app. To see all your messages, tap the back arrow at the top of the screen.

12. If you have new messages a notification will appear at the top. Tap to refresh the app and load new messages. All unread messages are marked with an orange dot for easy identification. You can re-read messages any time from your feed.

13. To delete messages not needed, select the three dots in the upper right on the screen. Then tap Select and Delete from the pop-up.
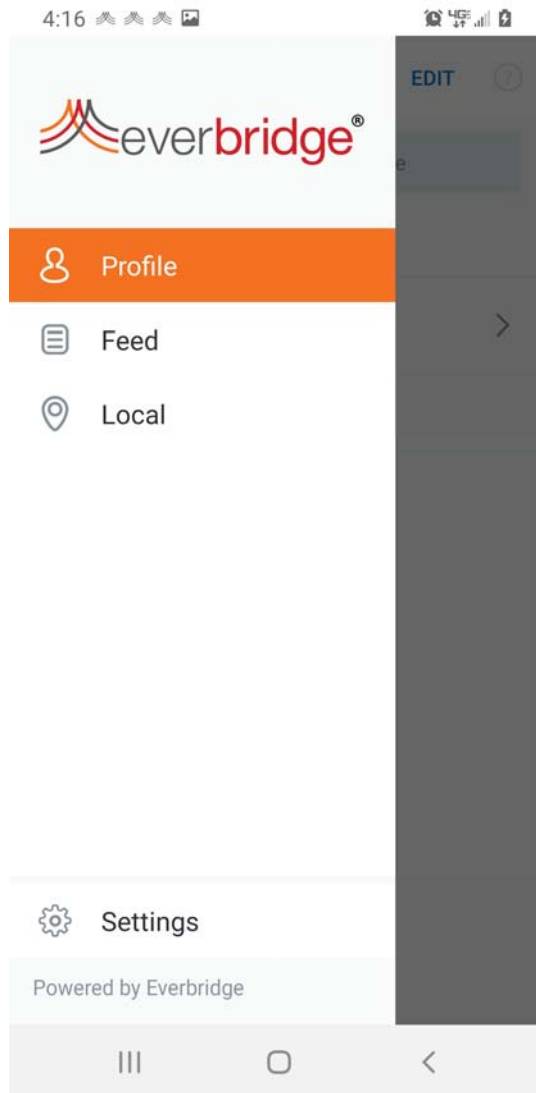
14. Tap the messages you wish to delete. A check will appear by the selected messages to be deleted. You can also select all. Then tap the trash can symbol to delete the selected messages.
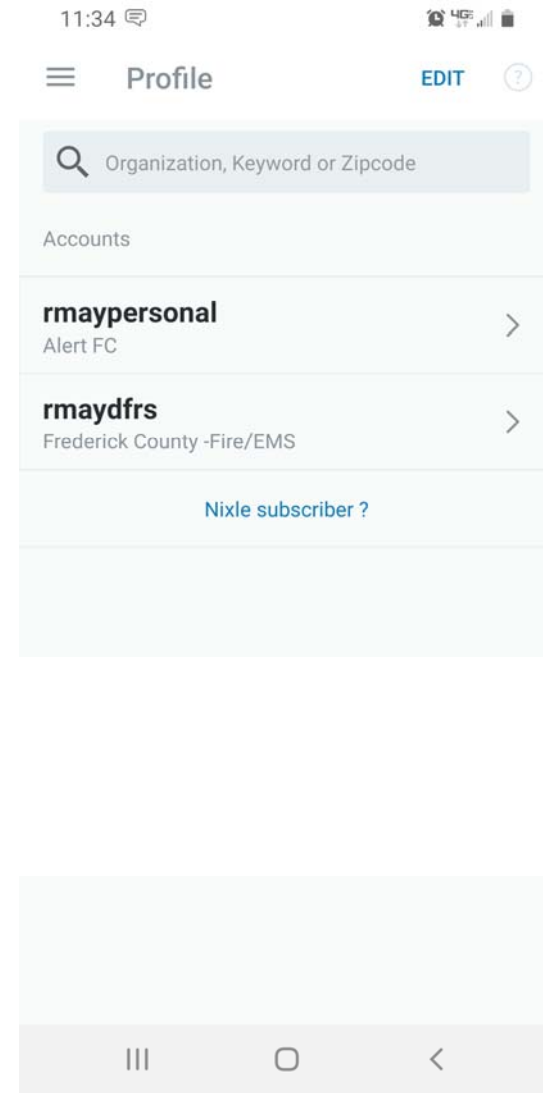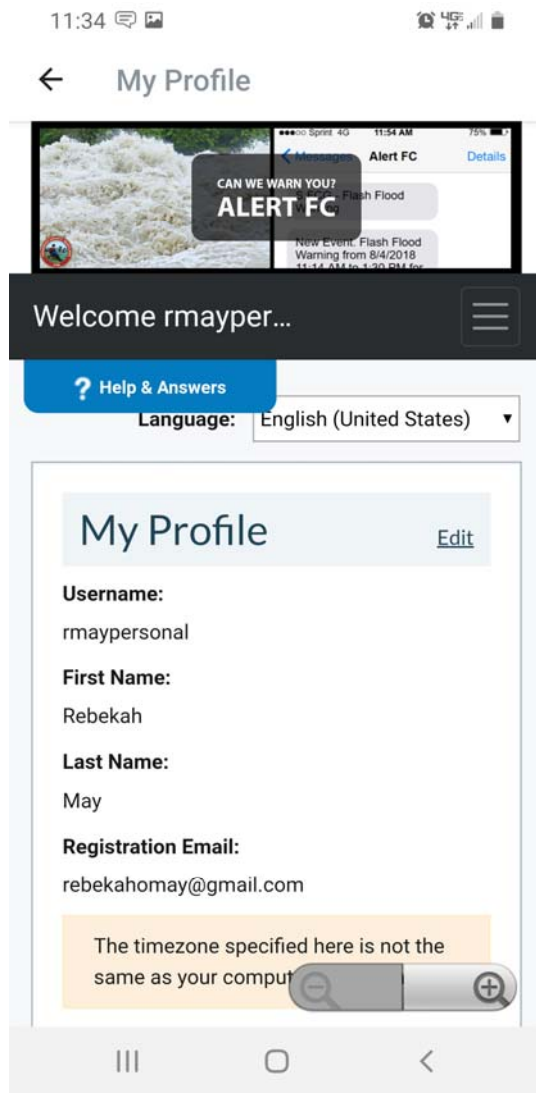
Managing your account from the app

Learn how to update your profile and change your subscriptions right from the app
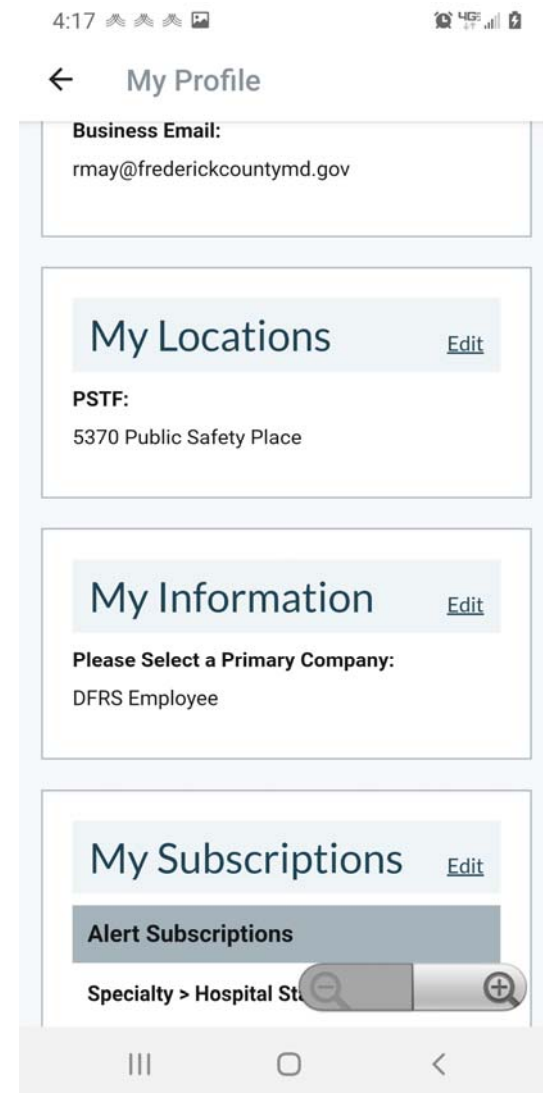
1. To access your account, tap the three lines in the upper left of the app, then tap Profile.
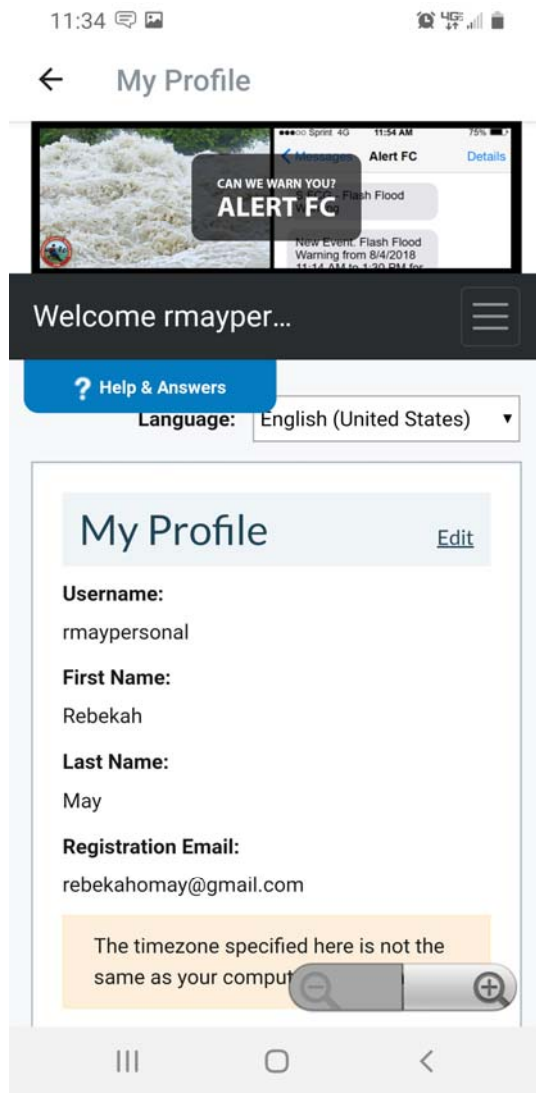
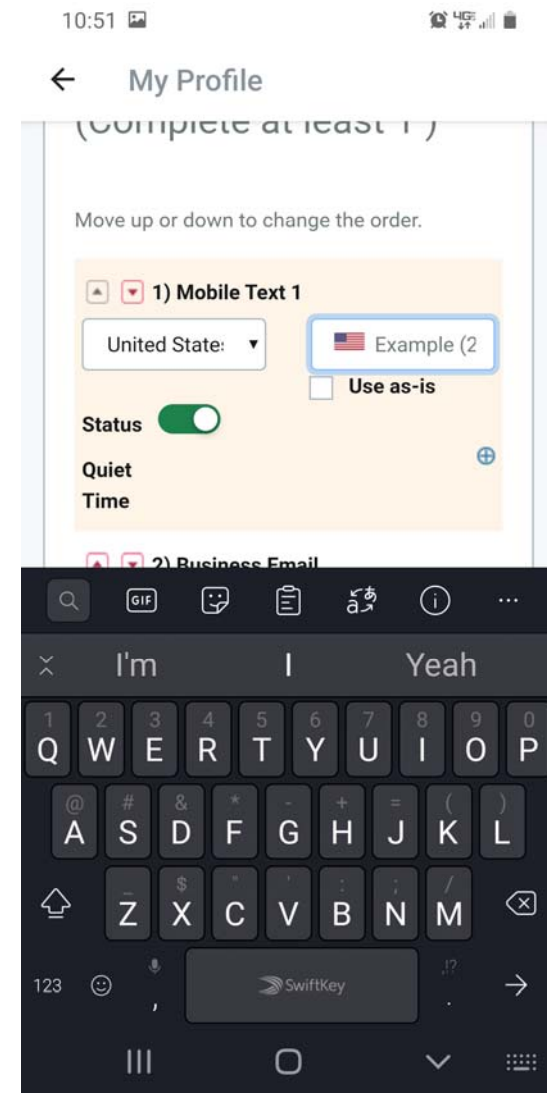2. Select your account with AlertFC by tapping.

3. Your account will open. To edit your personal information tap edit by the My Profile section.

4. Scroll down to access the other sections of your account including Locations, My Information and My Subscriptions. Tapping edit next to any section will allow you to make changes to that section.
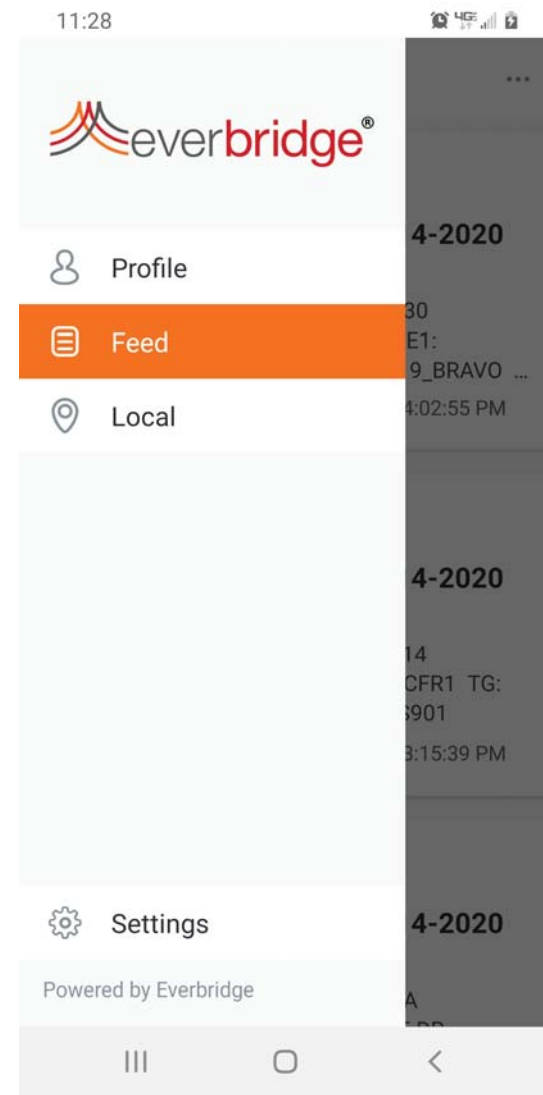
5. To remove text messaging from your account, click the edit by My Profile.

6. Scroll down and delete the phone number you have listed for Mobile Text 1 or Mobile Text 2. Then scroll to the bottom and click Save.

7. To return back to the app and the message feed, tap the arrow at the top left of the app that says My Profile.

8. Tap Feed to be taken back to the message feed.

Questions on the app?

Email Alert@FrederickCountyMD.Gov, or