

## FlashNews.net Signup Instructions

Staff Members and Parents  
Winfree Academy

Winfree Academy is implementing a new system for emergency communications using electronic media (computers and cell phones) as the communication tools. The vendor we have selected for this process is FlashNews.net through Region 10 ESC.

This system allows the District to communicate its emergencies, like weather closures, to its staff, employees and other interested subscribers DIRECTLY to their home computers and personal cell phones. In that way the staff and parents receive the emergency information at the same time that the news media does. Therefore, you will not have to sit in front of your home television set waiting to see if Winfree Academy is closing. A closure message will come directly to your home devices within five minutes of being sent out. It also allows for announcement of non-closure emergency or information like electricity outages.

Winfree Academy would like for as many staff members and parents as possible to sign up to receive emergency information by this system. This sign-up is voluntary; however, for the system to work adequately and get the information to as many persons as possible, we need as many staff members and households as possible to sign up for this process. So...everyone who can (those with home computers and/or cell phones) is encouraged to register.

All cell phone numbers and home computer e-mail addresses are maintained at an off-site server. Winfree Academy will not know who has signed up---only how many have signed up. Your home computer and cell phone are protected and will not be available to any online or text messaging marketers. This is part of the agreement with the vendor.

To register, please follow these directions in detail:

1. Sign on to [www.flashalert.net](http://www.flashalert.net).
2. Click on the Dallas Button on the map.
3. Click on Dallas and Ellis County Schools.
4. Click on Winfree Academy.
- 5a. Staff Members Only: At the prompt enter your Winfree Academy e-mail address. (The reason is that you will likely manage your account from your work desk rather than home.)
- 5b. Parents and Households Only: At the prompt enter your home e-mail address.
6. At the prompt, reenter your Winfree Academy e-mail address (staff) or your home e-mail address (parents).

7. Under Add an Organization Select: Dallas/Ft. Worth/North Central Texas
8. Under Select choose: Dallas and Ellis County Schools.
9. Under Organization select: Winfree Academy.
10. Click on the SUBSCRIBE BUTTON. NOTE: THIS IS IMPORTANT! IF YOU DON'T DO THIS, YOUR REGISTRATION WILL NOT WORK.
11. Add up to FOUR additional addresses to receive emergency information, i.e., home computer e-mail address, cell phone address (follow directions posted), spouse office computer e-mail, etc.

NOTE:

In signing up your cell phone for text messaging, there are SEVEN providers listed (Cingular/AT&T, Verizon, T-Mobile, Sprint, Nextel, Qwest, and Alltel). Be sure and enter your CELL PHONE NUMBER PRIOR TO ENTERING THE @STEM OR IT WON'T WORK. Also, if you want to register a cell phone and do not have one of these providers, please let us know by return e-mail and we will pursue registration.

12. Click on the RED LINE to send a test message. One should appear within five minutes on your computers and your cell phone.
13. Log out (last line on the left navigation bar.)
14. You're done and ready to receive emergency messages at home from Winfree Academy. They will appear as "info@flashalert.net."