

Accessing Your ReadyAlert Master Account

Go to www.readyalertaed.com and click on **Coordinator Login** (top right of page)

Add your **Username**


Add your **Password**. Password is case-sensitive.

Click on **Login** - You are now into your ReadyAlert Master Account.

To access your Group:

When the window opens, on the alphabetic bar along the top of the page, click on the first letter of your group's name.



Then Click on the icon  and you can see all responders both active and suspended. Disregard the numbers to the right of your group name. Below the group name is a description of the group, number of primary households (paid) and, if applicable, number of alternates (free) and billing month. **DO NOT CLICK ON THE** "invite code."

Responder Contact Information:

Place your cursor over a responder's name and click. Their information will be displayed. Click again and the info disappears.

Primary Email - default@readyalert = no email

Mobile Phone - (sms) = One-Way TEXT


Home Phone (landline) - VOICE by default

RA Voice - phone(s) that receive VOICE

Alert Report:

On the Navigation Bar (Top of Page), > click on "**Alerts.**" From the drop-down menu, > click on "**Alert Reports.**" Report page opens. Select your Group Alert from the drop-down and click on "**Create Report**" You can view the alert by **Summary** or **By Person**. In the **By Person** report, you can view an individual's alert information by clicking on their name highlighted in [blue](#).

There are two additional options -

Print -  You can print the names of the individuals in your group

Download Group into an Excel Spreadsheet -  The report is opened with a .csv extension.

When you save the spreadsheet, you may want to **Save As** with an .xlsx (Excel) extension. It makes it easier to reopen in Excel.

Be sure to logout when finished.

The database is **READ-ONLY**, which means you cannot make changes.

Any questions, email or call me.

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