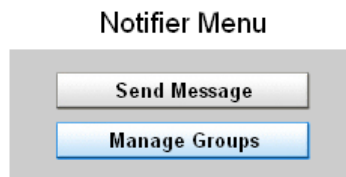
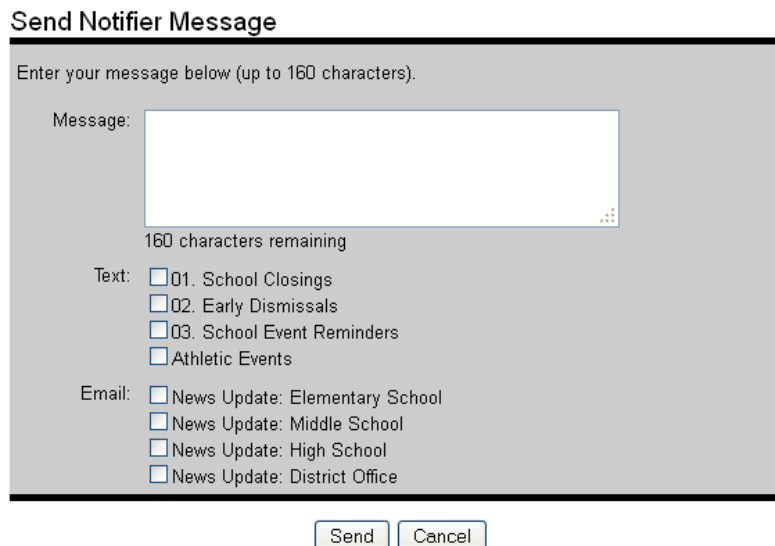


## SOCS Notifier

To access the SOCS Notifier, select **Notifier** on the left-hand navigation of the Central Services. The Notifier Menu will appear:



To create and send a text message or a email via Notifier, select **Send Message**.

A screenshot of the 'Send Notifier Message' form. The form has a title 'Send Notifier Message' and a subtitle 'Enter your message below (up to 160 characters)'. Below the subtitle is a text input field labeled 'Message:'. Underneath the input field, it says '160 characters remaining'. There are two sections of checkboxes: 'Text:' with options '01. School Closings', '02. Early Dismissals', '03. School Event Reminders', and 'Athletic Events'; and 'Email:' with options 'News Update: Elementary School', 'News Update: Middle School', 'News Update: High School', and 'News Update: District Office'. At the bottom of the form are two buttons: 'Send' and 'Cancel'.

Message may be up to 160 characters long. Select the check box next to the **Text** or **Email** group you wish to send your message to.

After selecting your text and/or Email groups, select **Send**.









Note: If you are sending a message to an Email Group (same as your News Update listserv's), you will need to Moderate your email before it will send to your group.

To Edit, Delete or Add a new text group, select **Manage Groups**.

Note: Please contact SOCS Support if you have questions on Emails groups (Listservs).

[Notifier](#) > Manage Text Groups

### Manage Text Groups

Edit	Delete	Group Name
		01. School Closings
		02. Early Dismissals
		03. School Event Reminders
		Athletic Events

Select **Add Group** to create a new group.

### Edit Notifier Group

Group Name:

Enter the Group Name and Select Save.

To Edit or Delete a Notifier Group, Select the corresponding icon next to the Group Name. Once you delete a group, you will not be able to recover a list of subscribers.

### Delete Group

Deleting a group cannot be undone. **You cannot recover the list of subscribers once a group is deleted.**

Group Name: Athletic Events

## How does the public subscribe or unsubscribe?

Your SOCS site allows readers to sign up for the News Update to receive emails or text messages by supplying their email and phone number.

### Subscribe to or unsubscribe from our news and alerts

Select whether you want to:  subscribe  or unsubscribe

### Email List Options

Email address:

- Elementary School
- Middle School
- High School
- District Office

### Notifier Text Message Options

Notifier text messaging is provided as a free service, however depending on your wireless provider and plan you may incur fees for sending or receiving text messages.

Name:   
Phone Number:   
Carrier:    
 01. School Closings  
 02. Early Dismissals  
 03. School Event Reminders  
 Athletic Events

If you have any questions, please contact [listmaster@socsdemo.fes.org](mailto:listmaster@socsdemo.fes.org)

Your name, phone number and email address are kept private and are for the sole use of the *SOCS Demo*. For full details, see our [privacy and security policy](#).

When subscribing for an Email List, the public will receive a email confirming they wish to join the email list.

When subscribing for a Text Message, the public will receive an immediate text message with an authorization code. The public will need to enter the authorization code before they will be joined to the text group.

### Notifier Text Message Confirmation

A 5-digit Authorization Code has been sent to your phone. Please type the number into the box below and click the submit button to complete the process.

Authorization Code: