

# Skylert Walkthrough

1. Go to <https://asp.schoolmessenger.com/mifflin/index.php> and log in



Sending a skylert message

1. On the right hand side select New Broadcast
2. Enter a subject and select type General

A screenshot of the "New Broadcast" form. It has a green header with "1 Subject & Recipients" and "2 Message". The form includes a "Subject" field with a placeholder "e.g. PTA Meeting Reminder", a "Type" dropdown menu set to "General", and a "Recipients" section with an "Add Message Recipients" button and an "Add Me" button. Below the recipients section is a table with columns "Actions" and "Recipient/List Name", currently showing "No Recipients Specified".

Actions	Recipient/List Name
No Recipients Specified	

3. Click 'Add Message Recipients'

- a. 'Saved Recipient Lists' for most things (delays, school closings, etc.)
- b. Or select 'Custom Rules' for specific school (make sure to hit 'Save')

A dialog box titled "Add Recipients Using Your 'Saved Recipient Lists'". It contains a table of saved recipient lists with checkboxes and a count for each.

Recipient List Name	Count
<input type="checkbox"/> Admin Attatch(Manual)	3
<input type="checkbox"/> All Staff (MCSO & CTC)	577
<input type="checkbox"/> All Students	5047
<input type="checkbox"/> Always Attach	3
<input type="checkbox"/> Board Members (Manual)	3
<input type="checkbox"/> Marc Teny	1
<input type="checkbox"/> Other Contacts	172

A dialog box titled "Add Recipients Using Custom Rules (Filters)". It features a "Select a field" dropdown menu, a "Save" button, and an "Add Recipients" button at the bottom right.

4. Next you would add your phone message, email message, and/or SMS (text message) by clicking 'Continue' in the bottom right corner or 'Message content' up top.

a. Depending on the message, if it's something already sent (Delays,Closings) click 'Load Saved Message', a pop-up with previous delay,closing,early dismissal messages will pop-up.( **\*You'll have to edit each message for the correct date and make sure you edit the Subject for email messages**)

b. Or Manually type in message for each phone(make sure you select 'Text-to-Speech'),email(edit subject line), and SMS(can only be 155 characters long).

The screenshot shows the 'Phone' tab selected in a message creation interface. At the top, there are three tabs: 'Phone' (selected), 'Email', and 'SMS'. Below the tabs, there are three checkboxes: 'Voice Type' (checked), 'Call Me to Record' (unchecked), and 'Text-to-Speech' (checked). A 'Message' section contains a text input field with a placeholder that says 'Enter the message text below. It will be rendered using Text-to-Speech.'

The screenshot shows the 'Email' tab selected in a message creation interface. At the top, there are three tabs: 'Phone', 'Email' (selected), and 'SMS'. Below the tabs, there are three checkboxes: 'From Name' (checked), 'From Email' (checked), and 'Subject' (checked). The 'From Name' field contains 'MCSID Sky-ext', the 'From Email' field contains 'parent.online@mcsdk12.org', and the 'Subject' field contains 'hghghg'. The 'Body' section contains a text input field with a placeholder that says 'Stationery...'. Below the input fields, there is a rich text editor toolbar with various icons for text formatting, alignment, and links. At the bottom, there are 'Translate' and 'Preview' buttons.

The screenshot shows the 'SMS' tab selected in a message creation interface. At the top, there are three tabs: 'Phone', 'Email', and 'SMS' (selected). Below the tabs, there is a 'SMS Text' section with a text input field and a placeholder that says 'Enter your SMS message text below. (max characters allowed: 160)'. At the bottom, there is a 'Spell Check' checkbox.

5. After you have added your messages you can review and send your messages.

6. Scheduling a message.

a. Select the date you wish to send the message

b. Select the start and end time for the message to be sent

i. The time must be at least an hour from start to finish.