

Hicksville Public Schools

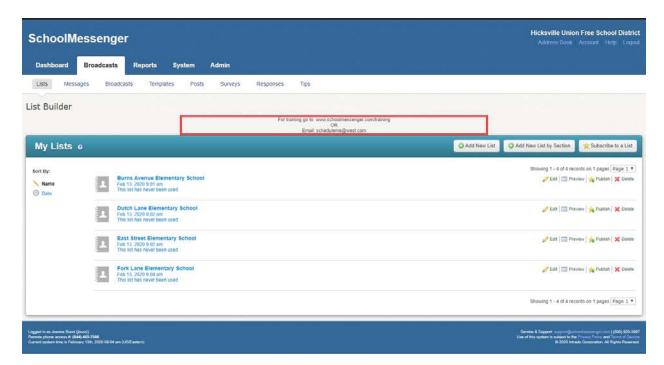
Notifications-Contact List Builder

PLEASE TAKE A MOMENT TO SET UP YOUR CONTACT LISTS IN ADVANCE!!!!

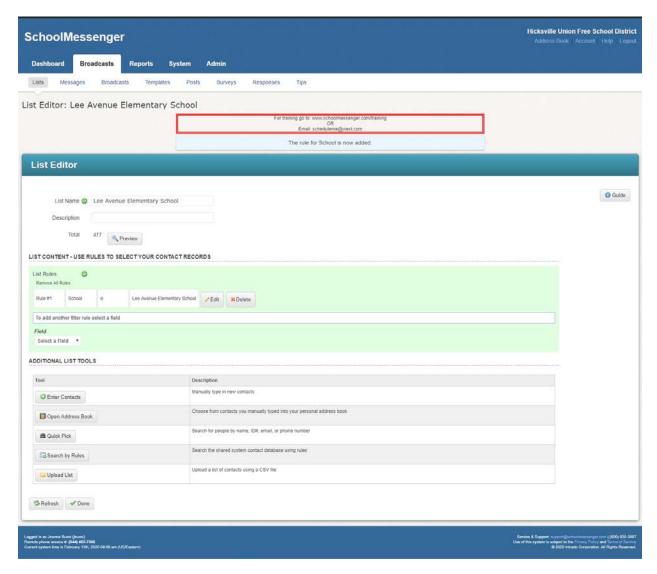
In order to send an email, phone, or text in the SchoolMessenger ADMIN app (orange app), contact lists need to be set up in the Dashboard (the SchoolMessenger website) beforehand.

Here's a guide to follow...

- 1. Go to the main Dashboard website https://asp.schoolmessenger.com/hicksvillepublicschools/start.php
- 2. Go to the Broadcast tab...then the Lists tabs
- 3. This is the List Builder section



- 4. Go to +Add New List OR +Add New List by Section
- 5. The next screen will show you the different ways to set up a list. Everyone will use different ways depending on your school and need.



- 6. To add your students, go to Select a Field, pick your category, and you will the student total under the description on top. You can preview the names by clicking preview. (You can use the additional list tools to best determine how to get the particular list you need)
- 7. Your saved lists will appear on the ADMIN app ready to use when you cannot get to a desktop.