

SETTING UP YOUR ACCOUNT TO RECEIVE TEXT MESSAGING

The Bremen Parks and Recreation Department will be instituting a texting service to all of its registered users through the on-line registration software. This service will be utilized to communicate important announcements, upcoming events, cancellations regarding weather, etc.

In order for users to be notified via text messaging a few updates need to be done in your personal on-line account. First, we will need to make sure that your contact preferences under your account are correctly selected to allow for text messages to be sent to your phone. Second, we have to select the carrier (AT&T, Verizon, Sprint, etc.) for the specific numbers related to your account.

There are NO additional fees for this service NOR any apps that have to be downloaded on the user's end. Simply put, we just have to update your account.



There are two options:






- 1) You may log-in to your on-line account you have with us and edit your account yourself. See below for step by step directions to do so.
- 2) You can simply call the office, 770-537-4222 and we would be more than happy to assist you on updating your account over the phone. Should take no longer than 2-5 mins.



















STEP 1: CHANGING YOUR ACCOUNT SETTINGS TO ENABLE TEXT MESSAGING

Select Account Contact Preferences

Jackson Wright Created 08/20/18
302 S 4th St. Manhattan, KS 66502 United States

ACCOUNT MEMBERS		
	Jackson Wright	21/M Non-Resident
 Add Account Member		





ACCOUNT NOTES		
 Add Note		
	Flag(s) Removed Manually	09/07/2018 - Flag County Employee removed from Jacks...
	Flag(s) Inserted Manually	09/07/2018 - Flag County Employee added to Jackson Wr...
	Flag(s) Removed Manually	09/07/2018 - Flag HUD Eligible removed from Jackson W...
	Flag(s) Inserted Manually	09/07/2018 - Flag HUD Eligible added to Jackson Wright ...

ACCOUNT ACTIONS	
	Catalog <small>Make a purchase on behalf of an account member.</small>
	Waiting List Status <small>View a list of waiting list entries for the whole account.</small>
	Transaction Browser <small>View a list of registrations, payments, and credits for this account.</small>
	Voids, Refunds, & Transfers <small>Perform voids, refunds or transfers via the transaction browser.</small>
	Merchant Log History <small>View a list of credit card payments for this account.</small>
	Account Statements <small>View or generate statements for this account.</small>
	Contact Account Holder <small>Send a Message, File, or Receipt to this account holder's email address.</small>
	Designate Account Holder <small>Switch the Account Holder on this account.</small>
	Account Contact Preferences <small>Adjust the opt in/out settings for the account.</small>
	Add Existing Account Member <small>Move an existing user into this account.</small>
	Cards On File <small>Manage cards on file for this account.</small>
	View Balances <small>View and manage overdue or upcoming balances, and change their due dates or tak...</small>
	Adjust Balance <small>Manually adjust balance due.</small>
	Adjust Credit <small>Manually adjust account credit.</small>
	Indicate Bad Payment <small>Account for bad checks and reversed credit card charges</small>
	Account Action Log <small>View the history of edits on this account</small>
	Email Log <small>View the history of emails sent to addresses on this account</small>
	Documents <small>View documents attached to this account</small>

To edit just the preferences, use the checkboxes on the main screen

Account Contact
Preferences

+ New Contact Method

#	Method	Label	Courtesy Notices	Critical Announcements	Upcoming Events	Tools
1	wright@civicplus.com	Label	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 
2	0000000000	home phone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 

- **Courtesy Notices:** Low-priority notifications
- **Critical Announcements:** Emergencies or high-priority notifications
- **Upcoming Events:** Notifications about upcoming events

To edit the contact method itself, click the **Edit** tool

Account Contact
Preferences

+ New Contact Method

#	Method	Label	Courtesy Notices	Critical Announcements	Upcoming Events	Tools
1	wright@civicplus.com	Label	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 
2	0000000000	home phone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 

Edit the contact methods:

[← Back to Account Contact Preferences \(Full Listing\)](#)

Preferences

Type | ▾

Mobile Phone

Email
Mobile

000

Label

Mobile Carrier

AT&T ▾

Courtesy Notices

Critical Announcements

Upcoming Events

Cancel

X Delete Contact Method

Save Contact Method

Mobile Options:

Preferences

Type

Mobile Phone

Label

Mobile Carrier

Courtesy Notices

Critical Announcements

Upcoming Events

Cancel

 Save New Contact Method

- **Mobile Phone:** Enter the phone number
- **Label:** Enter an additional label (extra information)
- **Mobile Carrier:** Select the carrier for the phone
- **Courtesy Notices:** Check to receive courtesy notices
- **Critical Announcements:** Check to receive critical announcements
- **Upcoming Events:** Check to receive notifications about upcoming events

Click **Save Contact Method**

[← Back to Account Contact Preferences \(Full Listing\)](#)

Preferences

Type

Mobile Phone

Label

Mobile Carrier

Courtesy Notices

Critical Announcements

Upcoming Events

Cancel

X Delete Contact Method

Save Contact Method

STEP 2: EDITING YOUR PHONE NUMBERS IN YOUR ACCOUNT








Edit the user

TEST / Jackson Wright





Jackson Wright Created 10/30/17
123 Main St Dallas, GA 30157 United States

Credit \$2.50

Scholarship Flag (Jack...)

ACCOUNT MEMBERS	
 Jackson Wright	31/M Non-Resid... Edit User     
 Add Account Member	

ACCOUNT NOTES

ACCOUNT ACTIONS	
 Catalog	Make a purchase on behalf of an account member.
 Waiting List Status	View a list of waiting list entries for the whole acco...
 Transaction Browser	View a list of registrations, payments, and credits f...
 Voids, Refunds, & Transfers	Perform voids, refunds or transfers via the transact...

Scroll in the user information to **Contact Info > Phone**
Edit User

The screenshot shows a user management interface with two main sections: 'CONTACT INFO' and 'ACCOUNT SETTINGS'. The 'CONTACT INFO' section is titled 'New*' and contains three phone entries, each with a text input for the number, a 'Label' dropdown, and a 'No Mobile Carrier' dropdown. These three rows are enclosed in a red rectangular box. Below the phone entries is an 'Email Preferences' section with three rows, each containing an email address input, a dropdown menu, and a close button. An 'Add Email' button is located below these rows. At the bottom left of the 'CONTACT INFO' section is a checkbox labeled 'Apply Contact Changes T...'. The 'ACCOUNT SETTINGS' section contains a 'Primary Email' input, a 'Username' input with a lock icon and a help icon, a 'Generate Password' checkbox with a lock icon and a help icon, a 'Password' input, a 'Confirm Password' input, a blue tooltip box with password requirements, a 'User Type' dropdown, and a 'User Access' dropdown. At the bottom right of the form are three buttons: 'Cancel', 'Delete User', and 'Save User'.

- **Phone:** Add the phone number
- **Label:** Indicate the type of phone or other identification information
- **Mobile Carrier:** Select the mobile carrier
- **Note:** You can add information for up to three phones.

Click **Save User**

Edit User

New*

CONTACT INFO

Phone 1 Phone 1 Label No Mobile Carrier ▼

Phone 2 Phone 2 Label No Mobile Carrier ▼

Phone 3 Phone 3 Label No Mobile Carrier ▼

Email Preferences

wright@civicplus.com (3) Courtesy Notices, Cri... ✕

wright@civicplus.com (3) Courtesy Notices, Cri... ✕

wright@civicplus.com (3) Courtesy Notices, Cri... ✕

Add Email

Apply Contact Changes T...

ACCOUNT SETTINGS

Primary Email wright@civicplus.com

Username ? wright@civicplus.com

Generate Password ?

Password Password

Confirm Password Confirm Password

Passwords must be at least 8 characters long and contain characters from at least 3 of the following 4 categories: lower case letters, upper case letters, numbers, special characters

User Type Internal User / Staff Member ▼

User Access (2) Administrators, Jackson's Concession Group ▼

Cancel Delete User **Save User**