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**
302 S 4th St. Manhattan, KS 66502 United States

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**ACCOUNT MEMBERS**

<table>
<thead>
<tr>
<th>Account Member</th>
<th>Status</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jackson Wright</td>
<td>21/M</td>
<td>Non-Resident</td>
</tr>
</tbody>
</table>

**ACCOUNT NOTES**

- Flagged Removed Manually - 09/07/2018 - Flag County Employee removed from Jackson Wright.
- Flagged Inserted Manually - 09/07/2018 - Flag County Employee added to Jackson Wright.
- Flagged Removed Manually - 09/07/2018 - Flag HUD Eligible removed from Jackson Wright.
- Flagged Inserted Manually - 09/07/2018 - Flag HUD Eligible added to Jackson Wright.

**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 account.
- **Transaction Browser**: View a list of registrations, payments, and credits for this account.
- **Voids, Refunds, & Transfers**: Perform voids, refunds or transfers via the transaction browser.
- **Merchant Log History**: View a list of credit card payments for this account.
- **Account Statements**: View or generate statements for this account.
- **Contact Account Holder**: Send a Message, File, or Receipt to this account holder’s email address.
- **Designate Account Holder**: Switch the Account Holder on this account.
- **Account Contact Preferences**: Adjust the optical settings for the account.
- **Add Existing Account Member**: Move an existing user into this account.
- **Cards On File**: Manage cards on file for this account.
- **View Balances**: View and manage overdue or upcoming balances, and change their due dates or t...
To edit just the preferences, use the checkboxes on the main screen

<table>
<thead>
<tr>
<th>#</th>
<th>Method</th>
<th>Label</th>
<th>Courtesy Notices</th>
<th>Critical Announcements</th>
<th>Upcoming Events</th>
<th>Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><a href="mailto:wright@civcplus.com">wright@civcplus.com</a></td>
<td>Label</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>2</td>
<td>0000000000</td>
<td>home phone</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
</tbody>
</table>

- **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

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</table>

Edit the contact methods:
Mobile Options:

- **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

[Form fields for mobile options]

- **Type**: Mobile
- **Mobile Phone**: Mobile Phone
- **Label**: Label
- **Mobile Carrier**: N/A
- **Courtesy Notices**: Check
- **Critical Announcements**: Check
- **Upcoming Events**: Check

[Buttons: Cancel, Save New Contact Method]
Click **Save Contact Method**

Back to Account Contact Preferences (Full Listing)

<table>
<thead>
<tr>
<th>Preferences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type Mobile</td>
</tr>
<tr>
<td>Mobile Phone (000) 000-0000</td>
</tr>
<tr>
<td>Label home phone</td>
</tr>
<tr>
<td>Mobile Carrier AT&amp;T</td>
</tr>
<tr>
<td>Courtesy Notices ✓</td>
</tr>
<tr>
<td>Critical Announcements ✓</td>
</tr>
<tr>
<td>Upcoming Events ✓</td>
</tr>
</tbody>
</table>

- Cancel  Delete Contact Method  Save Contact Method
STEP 2: EDITING YOUR PHONE NUMBERS IN YOUR ACCOUNT

Edit the user

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

ACCOUNT MEMBERS

Jackson Wright 31/M Non-Resid...
Add Account Member

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 account.
Transaction Browser View a list of registrations, payments, and credits for transactions.
Voids, Refunds, & Transfers Perform voids, refunds or transfers via the transaction browser.
Scroll in the user information to **Contact Info > Phone**

**Edit 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