

## INSTRUCTIONS FOR COMPLETING CODE RED CONTACT DATA

1. Go to [Brimfieldma.org](http://Brimfieldma.org) (Town website) and look for Code Red logo
  2. When link opens:
    - a. Add Name, check box for residential or business
    - b. Enter address using address where you are located ... i.e NOT a Post Office Box
    - c. Input phone(s) to be called. If you want more than one number to be called check "Add Phone"
    - d. For Text messages check box.
      - i. Use only for phone numbers that will accept a text, such as a cell phone
      - ii. Add your provider for text services. EG. AT&T is AT&T Mobility. Verizon is Verizon Wireless
    - e. Alert Types. "Emergency" will always be checked. Most messages will be Emergency. Check "General Notification" if you want to receive non-emergency calls also.
    - f. Add email address if you wish to receive email messages. NOTE: This will not generate an email for phone messages sent out, which will be the majority of notifications.
    - g. Data Privacy. Check if you want your data kept private. See explanation on screen
    - h. Check box for Terms and Conditions
    - i. Click on Verify Information
    - j. When verifying information a section will appear asking if you want to create a managed account. Creating a managed account requires that you choose and enter a password. You can then manage your own information if you wish to make future changes. Checking NO simply adds you to the system but does not give you the ability to make future changes. You would have to ask the Code Red coordinator to make any future changes.
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