

One Call Now Procedure

If the message needs to be sent to the Latino venue (Spanish speaking) and all English speaking you will need to send **two** messages. Save the verbiage of the message to a Word file so it can be copied back in the message send process for translation the second time. Execute the entire process **two** times once for English and then again for Spanish.

Login Information

Group ID = 349696

Password = PIN provided, then whatever you set the password as

Retain your PIN because it is needed to send a message via the One Call Now message phone line 877-698-3261

Website = <https://secure.onecallnow.com/Login/Login.aspx>

1. Access the website via the link above
2. Enter the Group ID and your PIN
3. On the first login you will be required to change the password
 - a. Save both the password and PIN somewhere you will remember
4. From the initial screen you will select 'Send a message' 'New'
5. Enter a message name
6. Select how you want the message to be sent (phone, email, text). You can select one method or all.
7. Type the message in that is to be sent in the Phone box. It will also populate in Email and Text. If Email is also used, you will need to also translate the Email.
 - a. **For English messages**, select the Choose a Text-to-Speech Voice that will be used in to deliver the message. Mike (American English male) is easy to understand
 - b. **For Spanish messages**, select the Choose a Text-to-Speech voice Jorge (Castilian Spanish male). Then click Translate.
8. Select Next
9. Contact groups:
 - a. **For English messages**, select the contact group English
 - b. **For Spanish messages**, select the contact group Spanish
10. Select Next
11. Select the delivery date and time. Continue the next day will continue trying to reach the contacts if they were not reached the first day.
12. Click Send