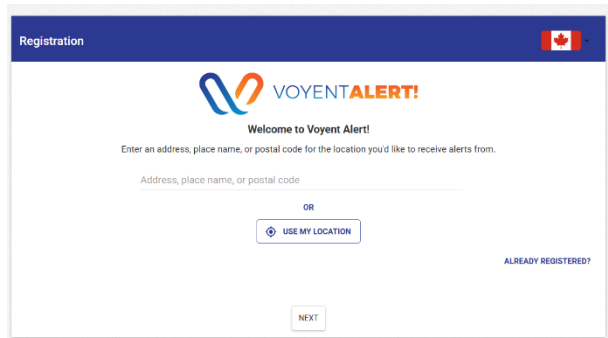


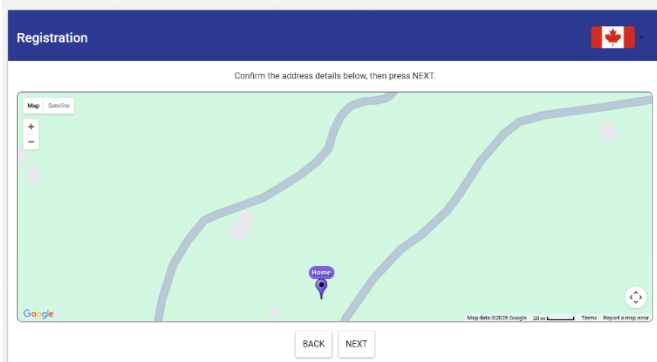
WOODSTOCK

Voyent Alert! Guide – Website Access



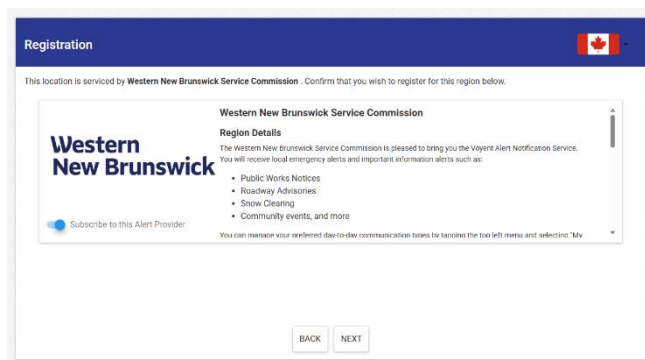
Step 1. Visit <https://ca.voyent-alert.com/vras/client.html#!/registration>

Step 2. If you are at home, hit the 'USE MY LOCATION' button, if not, input your home address manually in the top box. Hit 'NEXT' at the bottom of the screen.




Step 3. You will then be shown the address entered for your confirmation. You can move the Pin so that the location details are 100% accurate. Hit the 'NEXT' button.

*Note, if the address is not correct, use the 'BACK' button to navigate to the prior screen where you can amend the input address if necessary. You can also click and drag the pin to move it to the correct, most accurate location.



Step 4. You will be informed of which organization services your region. For all 5 Wards of Woodstock and up is serviced by Western New Brunswick. Make sure the blue slider is to the right to signify that you are subscribing to notifications provided within this region.

Registration 



How would you like to receive notifications?

Text Message (SMS) Receive notifications via a text message (SMS) sent to the phone number provided.


Email Receive notifications via an email message sent to the email address provided.

Phone Call Receive notifications via a voice telephone call to the phone number provided.

You may also register using the Voyent Alert! app:

Step 5. Next, you will be prompted to select how you would like to be notified.

Registration 

Email

Enter your email address:

Email Address

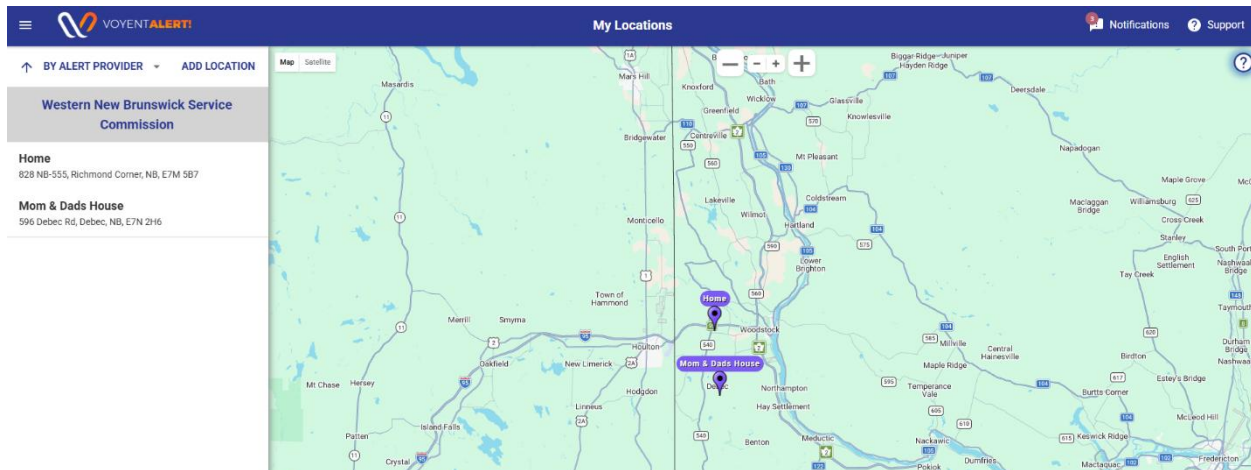
I have read and agree to the Voyent Alert! [Terms and Conditions](#) ^(read) and [Privacy Policy](#) ^(read)

I consent to receive notifications from Voyent Alert!

Step 6. After inputting your contact details for either option, you will need to check to the ‘Terms of Use’ agreements. The links provide you with the opportunity to read the Terms & Conditions and the Privacy Policy. Hit the box to signify you have read and agree to the terms. The second box **must be checked** to be informed effectively using the app. Hit ‘NEXT’.

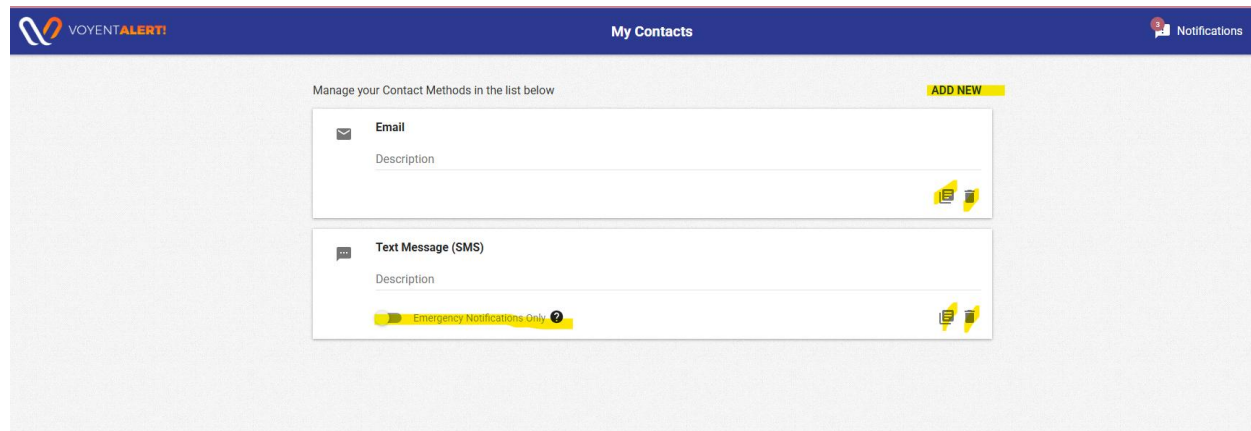
Step 7: Fill out your name, no other personal information is required at this point. Below that, you must answer ‘Yes’ or ‘No’ that in the case of an emergency, will you need physical assistance to evacuate. This is important for those who may have physical disabilities and do not receive 24/7 care.

Step 8. Now the basic set up is done, however there are a few more steps you can take to further personalize how you can benefit from the app. The navigation Menu on the left hand side is where you can edit your profile and settings.



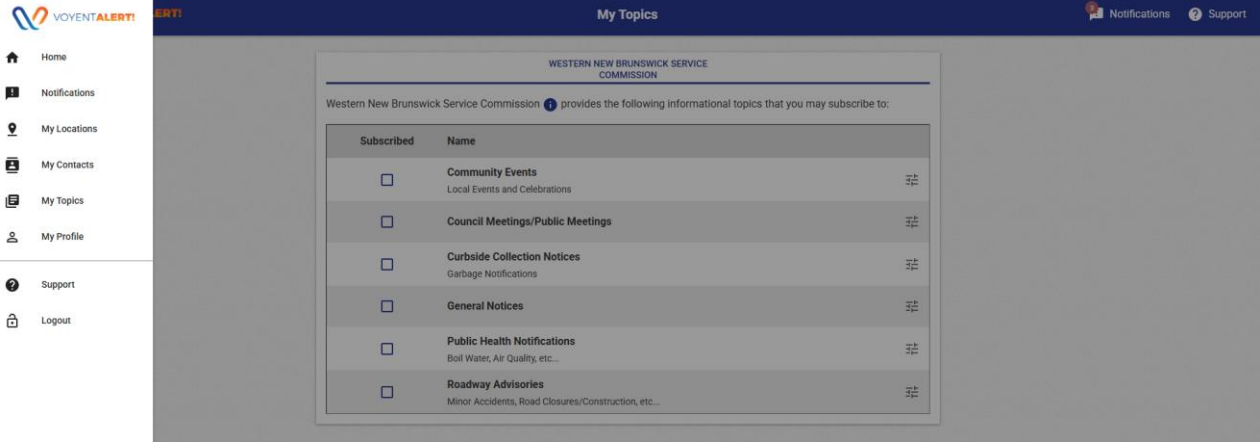
Step 9. First go into **'My Location'**, here you will see your home location that you input in Step 2, you can name this 'Home' or whatever you like. Now, you can add other important-to-you locations such as 'Work', 'School' 'Moms House' etc. To do this, hit the **'ADD NEW'** button on the top right corner of the map. Input the address and a new pin will arrive.

*To delete locations, or to view all, hit the button at the bottom of the screen labeled **'VIEW LIST'**. Here you can edit addresses (in the case someone moves house), or delete locations.



Step 10. Next in the navigation menu is **'My contacts'**. In here is where you can amend, add or delete your methods of contact. Review your contact methods, **'ADD NEW'** to add a new method of contact, click the trash bin to delete a method.

*If you have several methods set up, you will be contacted the same message via all methods. Be sure to delete any methods that you do not wish to be notified on. Text messages are the recommended best way to be notified, however, you can personalise it to suit your needs and uses. Hit the box next to the trash bin, here you can personalize which notifications go to that method, (this takes you to **'MY TOPICS'** page).



Step 11. Finally, under ‘My Topics’ is where you can review and adjust which of the following topics you want to subscribe to. You can amend these at any time, so if you aren’t interested in any of the topics you can unselect all, but you will still be informed of all and any CRITICAL alerts (similar to an Amber alert but for other public safety notices).

*Note these are directly linked to your method of notification, if you hit the grey slider icon on the right hand side you can select which locations to notify, and which way to contact you.

** For example, you could subscribe to Community Events and Council Meetings relevant to all of your saved locations, but to ONLY notify you by email. You can also subscribe to roadway advisories at both your home and work locations, and choose to receive these notices via text or app notification, so that you can be sure you can make it to work on time and miss any diversions or traffic.

