



High Ground University

How to Schedule Alerts/Messages

In this video we will talk about how to schedule an alert for a future time.

We will begin on the send alert page which is the first page that you will see when you log into your account. You can also access this page by hovering over "alerts" and selecting "send alert". Fill out the information regarding who to send the alert to as well as the message information. After you have created your alert message you will see two buttons entitled "send alert now" or "send later". If you select "send later" your screen will refresh, and you will then have the option to select a date on a calendar as well as a time on the clock. Once you've selected your specific date and time, click "add" to the right. Then, click "schedule alert" to successfully schedule your alert. The system will show a pop-up box asking if you're sure you want to schedule your alert. Click "ok" to confirm. Your screen will refresh to show you your scheduled alert. To view your scheduled alerts simply hover over "alerts" and click on "scheduled alerts". From here you can edit your alert, change the scheduled time, and even cancel the alert altogether.

Thanks for watching! If you have more questions, please feel free to contact our Customer Success Team at support@highgroundsolutions.com.