

FlashAlert Tutorial

*The guide to sending emergency alerts and news releases
using the FlashAlert platform.*

www.flashalert.net

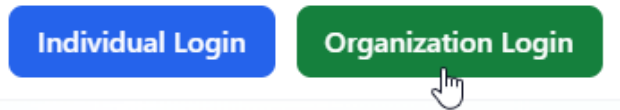
support@flashalert.net

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Logging into Newswire

1. Go to the homepage (<https://www.flashalert.net>)
2. Click the green **Organization Login** button in the upper right corner of the header menu:



3. Enter your Username and Password and click the blue **Login** button:
IMPORTANT: Your username does not need to be an email address.

Organization Login

Access your organization's FlashAlert account to send press releases and emergency alerts.

Organization Login

Passwords ARE case sensitive. Two-minute timeout after five (5) failed attempts.

Client User Name

Client Password

 Show Password

[-> Login](#)

[Click here to review FlashAlert's privacy policy](#)

[Forgot Your Password?](#)

[Click here to receive a single-use login link which you can use to access your account and reset your password.](#)

[Are you an Individual Subscriber?](#)

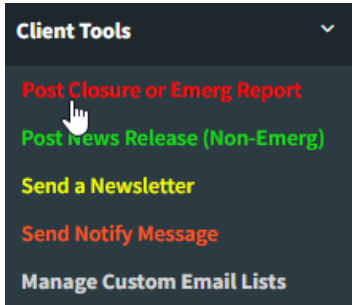
[Click here to go to the Individual Login.](#)

4. **If you cannot remember your username or password:** click the blue link under “Forgot Your Password?” to have a reset link sent to the email address(es) FlashAlert has on file for your organization.

Emergency Alerts

How to post an Emergency Alert:

1. Choose “Post Closure or Emerg Report” from Client Tools menu:



2. You will see the following control panel:

Closure/Emergency Report: Home > Closure/Emergency Report

Closure/Emergency Report

⚠ To send an emergency message
Build a message from the "Quick Report" drop down menus (preferred) AND/OR type a custom message into the text field.

- Post emergency messages in English. Spanish stations translate them and multi-language translation is available on your org's FlashAlert page
- Please read [Guidelines for Posting News on FlashAlert](#)

irxtest Category: Businesses

If this is a new Closure/Emergency Report for today, you do not need to check either of the following two checkboxes:

This is an Update. Check if this is an update to a message posted earlier today.

This is for Tomorrow. Check to send message now, but the media will make it active for Tue, Aug 12th, 2025 instead of today.

1) Quick Report for *district-wide* weather emergencies
Build your message with any or all of these pull-down menus, plus the text field below.

Opening Status	Preschool/Kindergarten Status	Transportation Status
Select Status...	Select Status...	Select Status...

2) AND/OR type additional CONCISE information below.
Please do NOT include info you already chose from the menus above, nor "Due to the inclement weather...".

3) OPTIONAL: Additional info for Messenger subscribers and websites

Preview: Normal text goes to all; Italic text is additional info for Messenger/Web

irxtest (34 Characters)

Contact Info for News Media Include phone number and email address; not visible to public. If the reason for your message is obvious (i.e. snow), no need to include your contact info.

This Closure Report will be deleted at the following day and time:

Mon, Aug. 11 - 09:00 am

3. Optional checkboxes:

- a. **This is an Update:** Check this box if updating an existing Emergency Alert.
- b. **This is for Tomorrow:** Check this box if this Emergency Alert is for the next day. If unchecked, the system assumes the Emergency Alert is for the current day.

4. Quick Report for district-wide weather emergencies:

- a. **Opening Status:** Select from prefilled options.
- b. **Preschool/Kindergarten Status:** Select from prefilled options.
- c. **Transportation Status:** Select from prefilled options.
- d. **AND/OR type additional concise information below:** This section is entirely optional and is typically NOT used. Less words are better.

5. Emergency Closure Alert Preview:

You can see a preview of how your Emergency Alert will be displayed on the TV news crawls from the orange preview box (*see example below*).

Preview: Normal text goes to all; Italic text is additional info for Messenger/Web

ixttest 2 Hours Late No AM kindergarten Buses on main roads only

(88 Characters)

Most TV stations prefer our clients to use only FlashAlert's prefilled template drop-down options and do NOT provide additional information. Conciseness is preferred on TV.

6. Contact Info for News Media:

Enter your contact representative's information in this box including email address, direct phone number, mailing address, etc. This information is only shared with the Media and is not part of the Emergency Alert shown to the public.

7. This Closure Report will be deleted at the following day and time.

This optional setting allows FlashAlert users to set when their Emergency Alerts will be deleted from the feed in the event FlashAlert users want to extend their alerts past the default deletion times.

Emergency Alerts have default deletion times:

- a. Delays are deleted automatically at 11 a.m. local time of the same day.
- b. Closures are deleted at 5 p.m. local time of the same day (*except when **This is for Tomorrow** checkbox is selected in which case the auto-delete time is 5 p.m. local time of the following day*)

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8. Select Affected Cities:

FlashAlert users can affect which media outlets within the region(s) in which they operate will receive the Emergency Alert. Check the boxes of all media outlets in your area:

Select Affected Cities

Deliver my emergency report to the news media in these cities:

Select **ONLY** the cities that are directly affected.
Cities in **red** have TV/radio stations cities in black are newspaper-only.

Portland/Vanc/Salem (1 selected)

- Portland TV
- Portland Radio
- Portland Newspapers
- Vancouver, Clark Co.
- Scappoose, St. Helens
- Longview, Kelso
- Astoria, Seaside, Tillamook, Long Beach, Clatskanie
- Lincoln City, Newport
- Newberg, McMinnville
- Salem, Marion & Polk Cos.
- Lake Osw., West Linn, Wilsonville, Tualatin, Sherwood
- Beaverton, Tigard, Hillsboro, Forest Grove
- Milw., Ore. City, Canby, Molalla
- Gresham, Sandy, Estacada, Mid-Mult Co.
- Hood River, The Dalles
- Portland Metro **Multicultural** Media (weeklies, monthlies; NR only)
- Portland Metro **Business** Reporters (NR only)
- Portland Metro **Education** Reporters (NR only)
- Portland Metro **Police/Fire** Reporters (Emerg & NR)
- Portland Metro **Healthy/Medical** (NR only)

Check if you want your message on the web but are not sending to media above

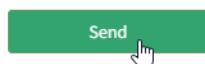
9. Also Notify:

FlashAlert users can choose to also notify their Business Partners (*custom email lists*), FlashAlert Messenger subscribers, and to simultaneously post the Emergency Alert to the organization's support social media platforms.

10. Sending the Emergency Alert:

When the Emergency Alert is ready for release to the media and your stakeholders, click the green Send button in the lower right:

You can deselect all cities above to send your message only to Business Partners or Messenger subscribers.

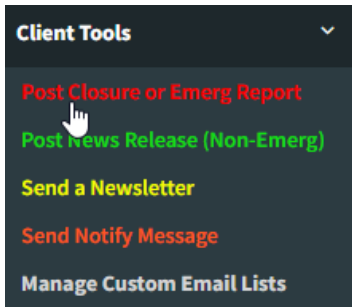


IMPORTANT: Emergency Alerts are sent in batches every 15 minutes on the quarter-hour. If your alert does not immediately appear, please wait until the next quarter-hour before trying to re-send the alert or contact FlashAlert support.

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How to update or delete an existing Emergency Alert:

1. Choose “Post Closure or Emerg Report” from Client Tools menu:



2. How to update an existing alert:

- a. Check the **This is an Update** checkbox.
- b. Make any desired changes to the Emergency Alert.
- c. Choose from the following options at the bottom of the control panel:



- i. **Send** will re-send the Emergency Alert to all of the selected media outlets and recipients.
- ii. **Update archive copy; do not resend emails** will update the FlashAlert website and all newsfeeds but will not re-send the Emergency Alerts to any of the recipients.

3. How to delete an existing alert:

- a. Scroll to the green buttons at the bottom of the control panel:

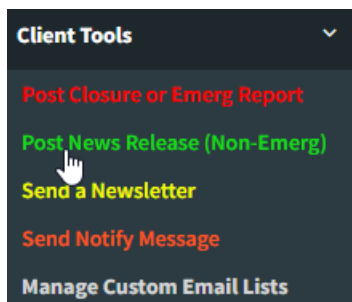


- b. Click the Delete button and the Emergency Alert will be deleted from the system.

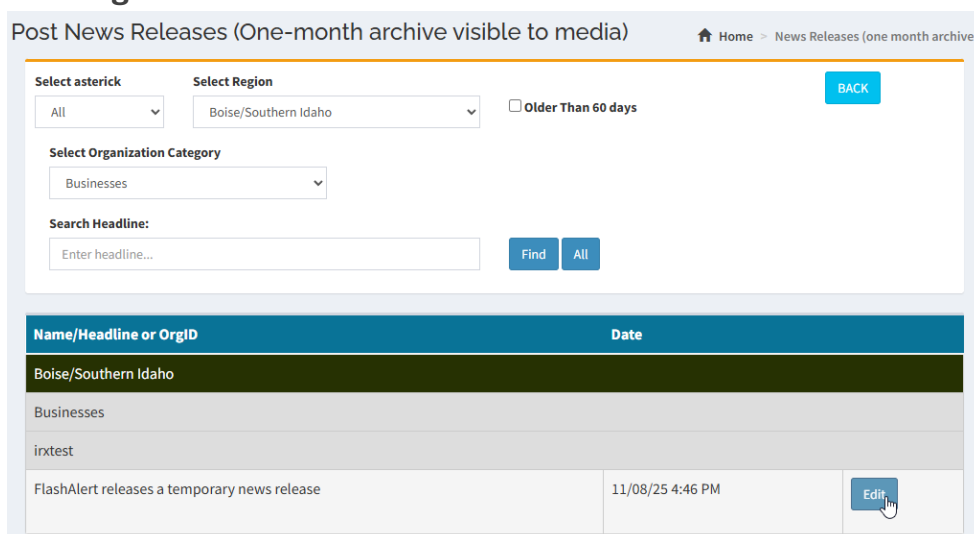
News Releases

How to Post (3), Edit (2a), or Delete (2b) a news release:

1. Choose “Post News Release (Non-Emerg)” from Client Tools menu:



2. This menu shows all of your organization’s active news releases. Edit or Delete existing news releases by clicking the Edit button next to an existing release:



- a. To update an existing release, click Edit next to the release you want to update, make any changes you would like to make, and click either:



- i. “Send or Update News Release” to re-send the existing release to the media and your subscribers
 - ii. “Update (But Do not Send)” which will update the existing release on the FlashAlert newsfeeds without sending it via email again.
- b. To delete an existing release, click the “Delete” button.

3. To Post a New Release:

- a. Click the “Add a News Release” button:

Post News Releases

Older Than 60 days

Search Headline:

Enter headline... Find All

Add News Release

- b. On the Editor screen, fill out the Headline, Text/Body, and Contact info for news media sections. FlashAlert’s robust Editor allows users to change fonts, colors, styles, add in-line images and more.

Add a News Releases Home > Add a News Releases

Headline (Upper and lower case, system will put headline in caps when sent)

Text/Body (Press SHIFT + ENTER to add a line break)

Contact info for news media only (include phone/cell number and email address)

This is a test - PLEASE IGNORE. Thank you.

Email me a preview of release (to this point) ~

Pictures & Attachments

Attachments (Optional)
Select a photo, PDF or other file for distribution to the media. Due to their large bandwidth requirements, please host videos on your server or YouTube and include the link to it in the text field above. Please ensure that you have permission to use the image.

List of Files to be Uploaded (Max 15; remember to use conventional file names, i.e. only letters and numbers)
[Only mentioned file formats are accepted: jpg, jpeg, png, gif, pdf, jfif, docx, xlsx, pptx]

Drag and drop your files here, or click to select files

PRO TIP: Images do not have to be inserted into the text. They can be added using the Pictures & Attachments box. Typically, images are not inserted into a release and are added separately. Higher-resolution images (300ppi+) are preferred for print.

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- c. **Send a Preview of the Release:** FlashAlert allows users to email a preview of their news release to any email address they would like by clicking the “Email me a preview of release (to this point)” button.

IMPORTANT: *The preview will not include any attachments made in the Pictures & Attachments window. You will only receive a preview of the text release.*

- d. **Pictures & Attachments:** You can attach up to 15 high-resolution images (300ppi+) and documents (filetypes shown in red text) to your news release by dragging the files into the gray box or by clicking the gray box to bring up a window to browse your desktop’s hard drive.

IMPORTANT: *On the Internet, Filenames absolutely cannot have spaces or special characters. In order to ensure compatibility, we recommend users name their files only with letters, numbers, dashes, and underscores.*

Pictures & Attachments

Attachments (Optional)
Select a photo, PDF or other file for distribution to the media. Due to their large bandwidth requirements, please host videos on your server or YouTube and include the link to it in the text field above. Please ensure that you have permission to use the image.

List of Files to be Uploaded (Max 15; remember to use conventional file names, i.e. only letters and numbers)
[Only mentioned file formats are accepted: jpg, jpeg, png, gif, pdf, jif, docx, xlsx, pptx]

Drag and drop your files here, or click to select files

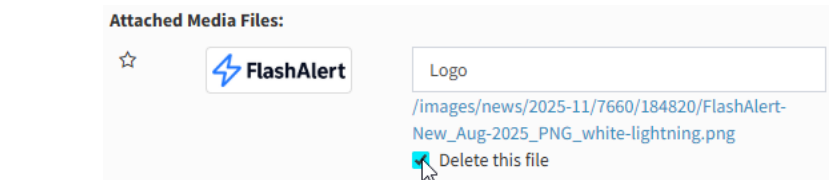
IMPORTANT: *Images and files are not uploaded to FlashAlert’s server until the user clicks **Send News Release Now** or **Save as Draft** or **Send Later**.*

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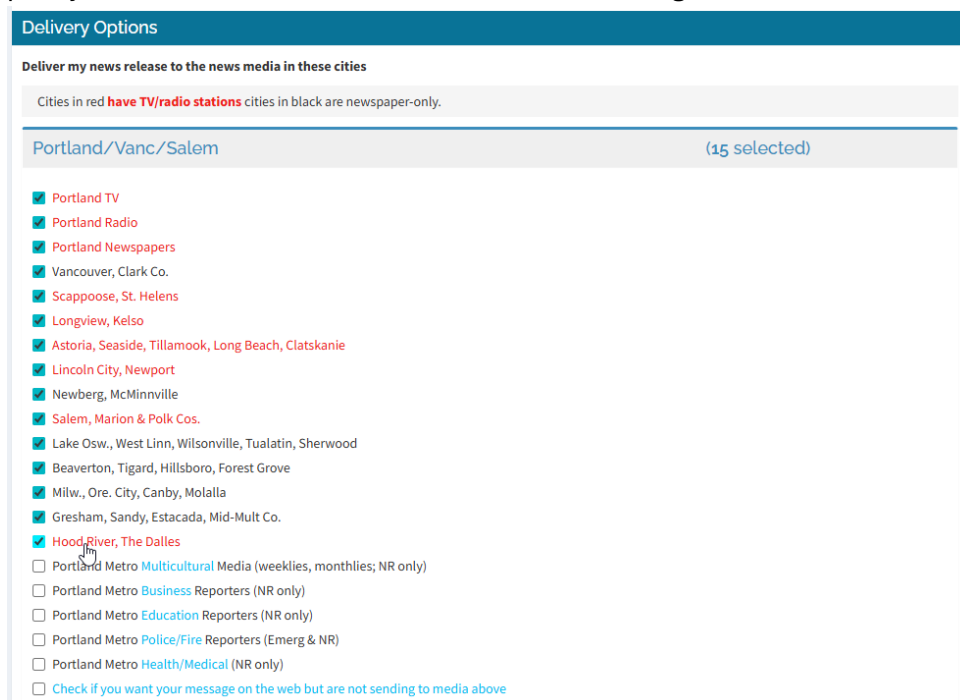
You can remove file attachments before clicking either of those choices and files will not have been stored on FlashAlert’s servers, yet.

If you have already clicked **Save as Draft** or you are editing an existing release and want to remove existing attachments, follow these steps:

- i. Scroll down to attached media files and click the “Delete this file” checkbox under any item(s) you want removed from the release:



- ii. Scroll to the bottom of the news release and either click Send News Release Now or Update Draft and the file(s) will be deleted (*The Send News Release button will remove the attachments prior to sending*)
- e. **Delivery Options:** Select the different media outlets and locations in your region where you would like to send your news release. You may also select the option to post your news release to the website without sending it to the media:



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- f. **Also Notify:** This section allows you to choose to send your news release to your Business Partners (customized mailing lists), FlashAlert Messenger subscribers, and to simultaneously post your release to integrated social media platforms (if applicable).

IMPORTANT: You will only be able to send push notifications and email subscribers if your organization has subscribed to FlashAlert's optional Messenger service.

Also Notify:

- Business Partners (2)
- FlashAlert Messenger subscribers (2)
- Twitter/X

- g. **Send, Save as Draft, or Schedule Your Press Release for later distribution:** When you are finished editing your release, you can choose to send the release immediately by clicking the green “Send News Release Now” button, or can you save it as a draft to schedule for later sending by clicking the blue “Save as Draft or Send Later” button:



- h. **Save as Draft or Send Later:** Once you click the Save as Draft or Send Later button, the system will automatically save your news release.
- i. **Save as Draft:** After clicking Save as Draft, you can now leave this page and come back later to edit and send your release by following steps 1-2 above.
 - ii. **Send at this time:** You can schedule your release to send at a later date and/or time by using clicking the radio button and selecting the date and time from the drop-down menus:

Draft Copy: (Unscheduled)
This news release is a draft copy that is not yet scheduled for distribution.
You will be reminded about it at 9 AM and 3 PM each day.

DRAFT ONLY - DO NOT SEND.

Send at this time: 08/12/2025 at 06:00 am

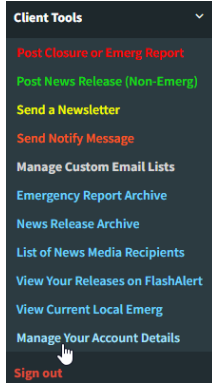
01:00 am
01:30 am

Once you have selected your preferred date and time, click the green “Update” button and your news release will automatically send at the time you selected.

Posting Simultaneously to Facebook and X

Follow these instructions in order to link your social media accounts to FlashAlert:

Go to the Manage Your Account Details tool from the Dashboard:



To connect Facebook:

1. Scroll down to Facebook Settings and click the Begin Facebook Integration button:



2. You will be prompted to log in to your Facebook account and select the Page you want to connect to your FlashAlert account.

IMPORTANT: Be sure to select the correct Page for your Organization as this will be the Page that your news releases and emergency alerts will be posted to.

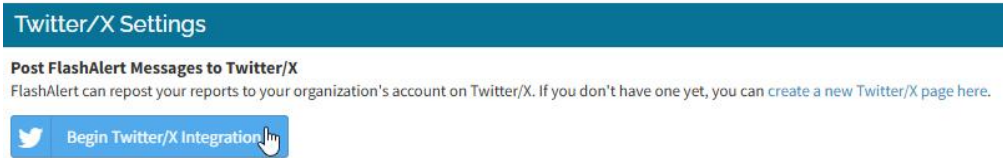
3. You have now connected your Facebook Page! To disconnect the Page at any time, simply return to the **Manage Your Account Details** tool and click the Remove Facebook button:



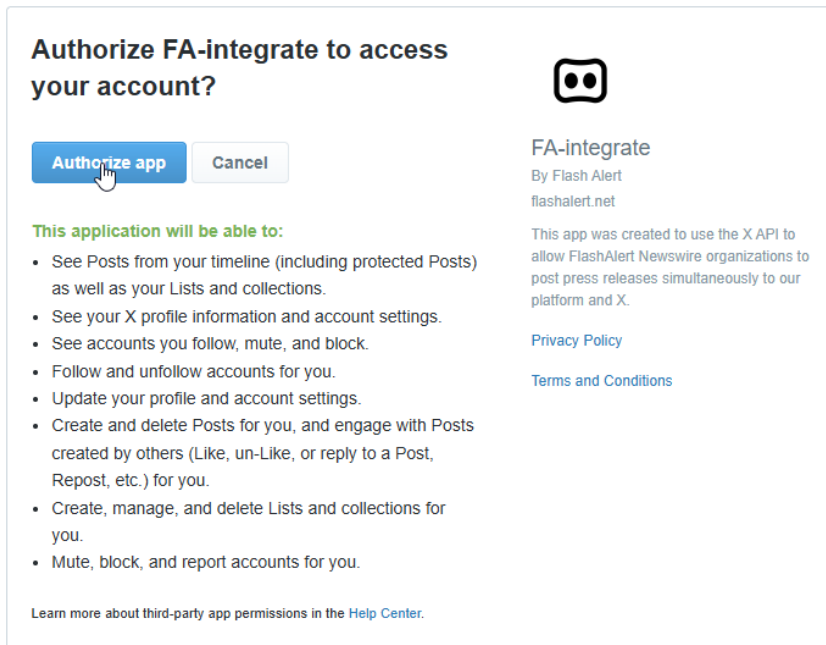
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To connect Twitter/X:

1. Scroll down to Twitter/X Settings and click Begin Twitter/X Integration button:



2. You will be prompted to log into your Twitter account and prompted to authorize FA-Integrate (the FlashAlert Integration app) to access your Twitter account. Click the Authorize app button:



You have now connected your Twitter/X account! To disconnect Twitter/X at any time, simply return to the **Manage Your Account Details** tool and click the Remove Twitter/X button:



Troubleshooting Tips

1. Make sure you perform the integration on a desktop or laptop and not a mobile device. The way Facebook and X communicate with a web browser is quite a bit different in mobile and sometimes results in the integration with FlashAlert not working.
2. Make sure you're logged into a Facebook account that has Admin privileges for the Page you want to connect. Only Facebook accounts with Admin access to the Page you want to connect will be able to perform the integration.

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- When sending emergency alerts and news releases, make sure you select both Facebook and Twitter/X in the “Also Notify” section located above the Send button:

Also Notify:

- Business Partners (10)
- Test Group 3 (3)
- Test Group 1 (3)
- Test Group 2 (2)
- FlashAlert Messenger subscribers (249)
- Facebook
- Twitter/X

- You can set both Facebook and Twitter/X to be checked by default by going into the **Manage Your Account Details** tools and scrolling down to **Default Dispatch Selections** where you will see the two social media networks in the **Other Recipients** category above the **Save Default Cities** button.
- Both Facebook and X take a few minutes to post after an emergency alert or news release is sent. If you don't see your post go live, wait several minutes and refresh the browser as it may take longer than you anticipate.

If running a test, be sure to leave the alert or news release live for at least 5-10 minutes before deleting it or else the post might not go through to the social media networks.

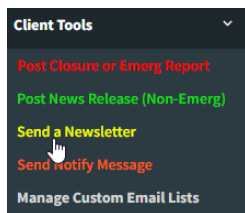
Newsletters

The Newsletter tool allows organizations to send email newsletters to their Messenger subscribers and Business Partners (custom email lists). Newsletters are not sent to the media or posted to the website. There is no additional charge for the Newsletter tool.

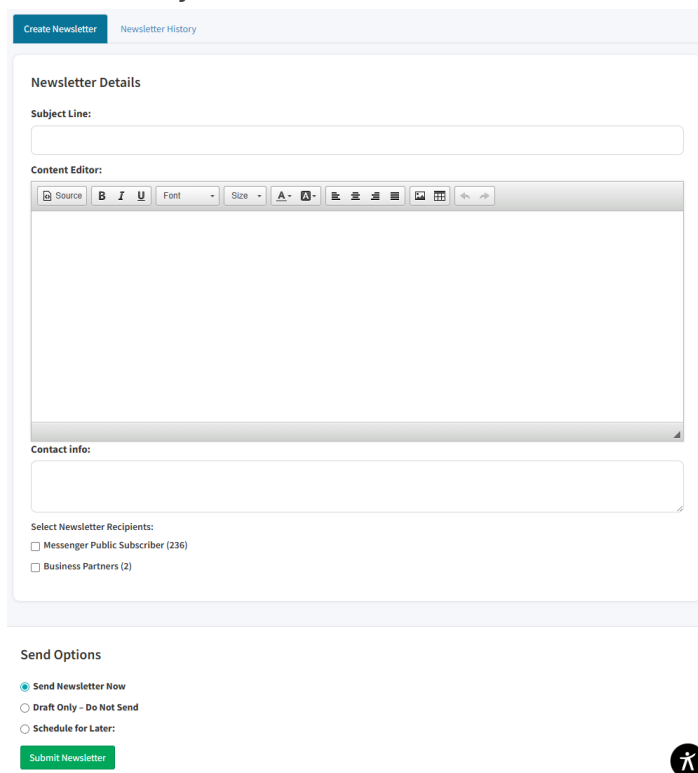
NOTE: The Newsletter tool is only available to organizations enrolled in the Messenger tier. If you currently only use Newswire and would like to add Messenger to your plan, simply send an email to support@flashalert.net and we will add Messenger to your plan.

How to create and send a Newsletter:

1. Choose “Send a Newsletter” from Client Tools menu:



2. On the **Create Newsletter** screen, fill out the Subject Line and post any content for your newsletter into the Content Editor:

A screenshot of the "Create Newsletter" web form. At the top, there are two tabs: "Create Newsletter" (active) and "Newsletter History". The form is divided into several sections: "Newsletter Details" with a "Subject Line:" text input field; "Content Editor" with a rich text editor toolbar (including Source, Bold, Italic, Underline, Font, Size, Color, Background Color, Bulleted List, Numbered List, Link, Unlink, Undo, Redo) and a large text area; "Contact info:" with a text input field; "Select Newsletter Recipients:" with two checkboxes: "Messenger Public Subscriber (236)" and "Business Partners (2)"; and "Send Options" with three radio buttons: "Send Newsletter Now" (selected), "Draft Only - Do Not Send", and "Schedule for Later:". At the bottom left is a green "Submit Newsletter" button, and at the bottom right is a circular icon with a person silhouette.

IMPORTANT: The Subject Line is what your newsletter’s recipients will see as the subject for the email newsletter when it arrives in their inbox.

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- Contact info** is where you would enter any information for your organization such as phone number, email address, website, street address, or any other contact information you would like to share with your newsletter subscribers:

Contact info:

Eric Jacobson | CEO - FlashAlert Newswire
support@flashalert.net
(971) 772-1850

- You can send newsletters to both your Messenger subscribers and Business Partners lists (custom email lists). Business Partners custom email lists can be created from the **Manage Business Partners** tool located in the **Manage Your Account Details** screen:

Select Newsletter Recipients:

Messenger Public Subscriber (236)

Business Partners (2)

- Just like with the **News Release** tool, you can send newsletters immediately, save them as drafts, or schedule them to be sent at a later date and time:

Send Options

Send Newsletter Now

Draft Only - Do Not Send

Schedule for Later:

Submit Newsletter

- To review draft and scheduled newsletters as well as newsletters you have sent previously, click the **Newsletter History** tab. In this screen, you can edit draft and scheduled newsletters as well as review newsletters you have sent in the past:

FlashAlert Newsletter

Organization: FlashAlert

Create Newsletter Newsletter History

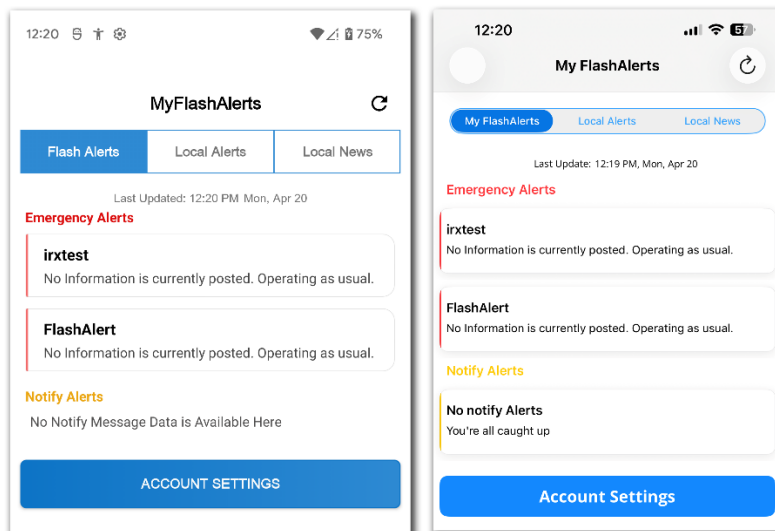
Newsletter History

Subject	Effective Date	Draft?	Sent to	IP Address	Actions
test	Apr 02, 2026 07:59 AM	Scheduled	Business Partners	76.105.139.3	Edit Delete
Test Newsletter - Scheduled	Apr 02, 2026 07:54 AM	Sent	Business Partners	76.105.139.3	Edit Delete
Test Newsletter to General List	Apr 02, 2026 07:47 AM	Sent	Business Partners	76.105.139.3	Edit Delete

Notify Messages

The Notify tool allows organizations to send non-emergency messages to your Messenger subscribers via the FlashAlert Android and iOS apps. Just like a closure alert, the apps will push a notification to an organization’s Messenger subscribers. However, these messages will not be posted to website and not be sent to the media.

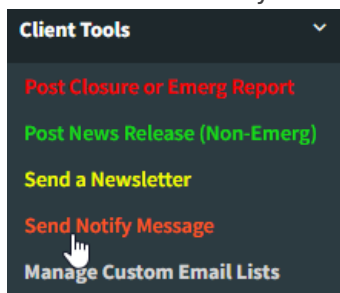
Notify messages are displayed in a special yellow **Notify Alerts** section of the **My FlashAlerts** tab on both the Android and iOS apps:



NOTE: The Notify tool is only available to organizations enrolled in the Messenger tier. If you currently only use Newswire and would like to add Messenger to your plan, simply send an email to support@flashalert.net and we will add Messenger to your plan.

How to create and send a Notify message:

1. Choose “Send Notify Message” from Client Tools menu:



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2. On the Notify Report screen, simply fill out the “Message for Messenger Subscribers” field with the message you would like to send to your Messenger subscribers.

IMPORTANT: Notify messages are limited to 500 characters. A character count is located in the lower-right to help you know when you are nearing the limit.

Notify Report Home > Notify Report

FlashAlert (IP: 76.105.139.3)
Posted: 12:29 PM, Apr 20 (America/Los_Angeles) Category: Businesses

1) Message for Messenger Subscribers

0 / 500 characters


3. Under Delivery Option, you can choose to send the Notify message immediately or schedule it to send later. You can also choose when the message will automatically delete. The default setting is for the message to delete after four (4) hours.

2) Delivery Option

Send Now Schedule for Later

Auto Delete Schedule

This Notify Report will be deleted at:

 2026-04-20 14:30

IMPORTANT: If you schedule the Notify message to send later, you will also need to update the Auto Delete schedule to delete a minimum of two (2) hours after the scheduled send time.

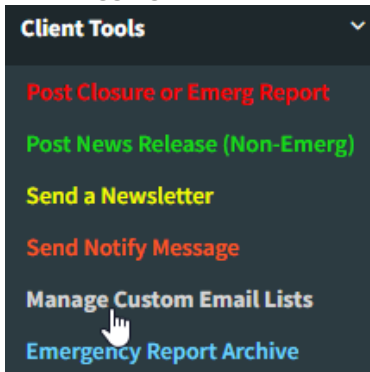
4. If you schedule a Notify message to send at a later time, you can edit and/or delete the scheduled messages by returning to the Send Notify Message screen and scrolling to the Notify Report History:

Note	Expiration Date	Created At	Scheduled At	IP Address	Status	Actions
Notify test message!	Apr 20, 2026 10:00 PM	Apr 20, 2026 12:33 PM	Apr 20, 2026 05:30 PM	76.105.139.3	Scheduled	Edit Delete

This screen will also display all Notify messages sent by your organization. You can choose to keep them as an ongoing log or delete them whenever you desire.

Custom Email Lists

1. After logging in, click the **Manage Custom Email Lists** tool.



Custom Email Lists Home > Custom Email Lists

Name : **Email Address : *** [Back](#)

Notifications : *

News Releases

Emergency Msgs

Both

Group :

[Add](#) [Manage Groups](#)

Name:	Email Address:	Messages:	Action:
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Import/Export Mailing List

Mailing Lists:

Recommendations:

Create separate CSV files for students and staff to enhance flexibility, allowing customization of notifications and messages for each group.

To create a CSV file, use **Export** to download a template. Edit the template in Excel, Google Sheets, or similar programs to update names and email addresses for recipients. Make sure that the file is still in CSV (comma-separated values) and not an XLS or other format.

After creating the file(s), follow these steps:

1. Go to **"1. Replace Partner Group"**, use "New/Edit" to name the list(s), and click "Select."
2. Move to **"2. Select a CSV file from your computer"** and pick the desired file.
3. Press **"3. Import"** to finish the process.

Remember, each import overwrites the previous list. Update as needed, perhaps monthly.

[Edit Groups](#)

To create, rename or delete groups: [Manage Groups](#)

[Export](#)

Select Partner Group: *If this is a new group, use this to download a CSV file template.*

Ungrouped Partners [Download sample.csv](#)

Newsletter Subscribers

[Export Group as CSV file](#)

[Import](#)

1 - Replace Partner Group:

Select

Newsletter Subscribers

[New/Edit](#)


This will replace all records in this group.

Ungrouped partners cannot be replaced.

2 - Select a CSV file from your computer

No file chosen

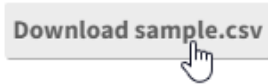
[3 - Import](#)



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- a. If you need the sample.csv to set up your import list, click the **Download sample.csv** button on the right hand-side:

If this is a new group, use this to download a CSV file template.



2. Scroll down to the Import section:

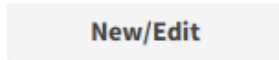
- a. Click either "Select" or one of your partner subgroups (radio button):



1 - Replace Partner Group:

Select

All Students



This will replace all records in this group.

Ungrouped partners cannot be replaced.

- b. Click the Choose File button to find the file on your system's hard drive and select it for upload:

2 - Select a CSV file from your computer



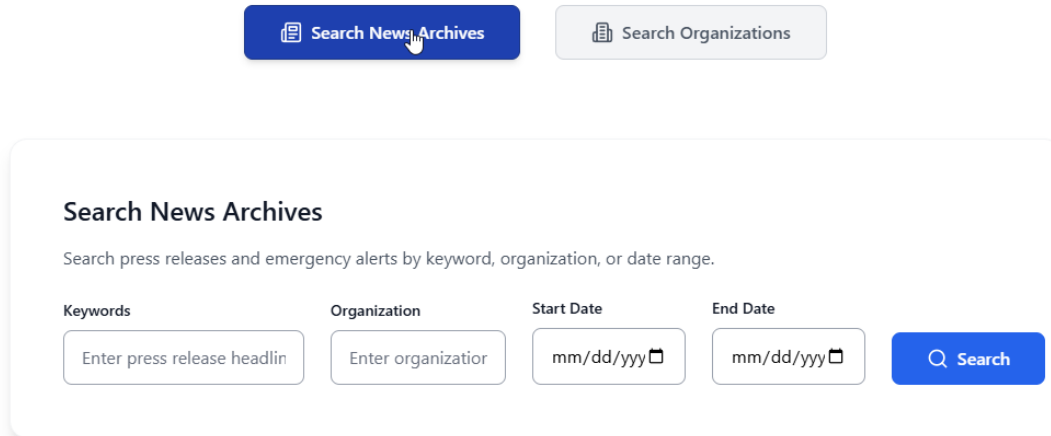
- c. Click the Import button and you're done!



IMPORTANT NOTE: When importing a list, **it will replace the group you import into.** Best practice is to export the existing list you want to add to first, then add whatever new email addresses you want to that list and then import the updated list to overwrite the existing list.

News Release Archives

1. To search through all of FlashAlert's news archives, start with our **Search News & Organizations** located in the Newsfeeds drop-down menu at the top of each public-facing webpage (direct URL: <https://flashalert.net/search>).
2. Click the **Search News Archives** button:



The screenshot shows two buttons at the top: a blue 'Search News Archives' button and a grey 'Search Organizations' button. Below them is a search form titled 'Search News Archives' with the instruction 'Search press releases and emergency alerts by keyword, organization, or date range.' The form contains four input fields: 'Keywords' (placeholder: 'Enter press release headlin'), 'Organization' (placeholder: 'Enter organizatior'), 'Start Date' (placeholder: 'mm/dd/yyyy' with a calendar icon), and 'End Date' (placeholder: 'mm/dd/yyyy' with a calendar icon). A blue 'Search' button is on the right.

3. You can search FlashAlert's entire archives by keyword, organization, start date and end date, or some combination of the four.

PRO TIP: If you would like to access all of your own organization's past releases, simply enter your organization name and click the **Search** button with no other variables.

Instructions for Messenger

Below are premade templates organizations can send to their community to teach them how to sign up to receive news releases and emergency alerts via email and push notifications on FlashAlert's Android and iOS apps:

How to Create a Messenger Account / Follow an Organization

FlashAlert is a tool our organization uses to send emergency communication to its staff and the community. FlashAlert can send email updates as well as push notification alerts (similar to text messages) to Android and iOS devices.

To sign up for these alerts and stay up-to-date in emergency situations, please use the following instructions:

1. Go to: [ENTER YOUR ORGANIZATION'S UNIQUE FLASHALERT URL HERE]
2. Enter your email address and click the blue Subscribe button.
3. Follow the onscreen instructions from there to verify your email address.
4. Once you have created your account, you can download the app and attach your new account to receive push notification alerts on your mobile device:
 - a. Download the Android app by clicking here:
<https://play.google.com/store/apps/details?id=com.flashalert.messengers>
 - b. Download the iOS app by clicking here: <https://apps.apple.com/us/app/flashalert-messenger/id6741482087>

How to Attach a Messenger Account to the App

Once you have created a Messenger account, you can attach it to the app so you will receive push notification alerts on your mobile device:

1. Open the app and click Account Settings.
2. Then, click LOGIN/CREATE ACCOUNT.
3. Enter your email and password.
4. Click Attach My Existing FA Messenger Account.
5. If your mobile device asks to approve the app for notifications, make sure to approve the FlashAlert app for all notifications if you want to receive alerts.

FlashAlert Tutorial

How to Uninstall the Old FlashAlert App and Install the New One

If you are no longer receiving push notification alerts, you might be using the old FlashAlert app which was discontinued in early 2025. The process to uninstall the old app and install the new one is simple and will only take a few minutes:

1. To remove the old app:

- a. Press and hold your finger on the app.
- b. On Android, when the submenu appears: click App info and then Uninstall.
- c. On iPhone, when the submenu appears: click the Remove App button.

2. To install the new app:

- a. On Android, download the FlashAlert app from the Google Play store or go directly to the app page with this link:
<https://play.google.com/store/apps/details?id=com.flashalert.messengers>
- b. On iOS, download the FlashAlert app from the iOS App Store or go directly to the app page with this link: <https://apps.apple.com/us/app/flashalert-messenger/id6741482087>

3. To attach your Messenger account (same for both apps):

- a. Open the FlashAlert app.
- b. Tap “LOGIN/CREATE ACCOUNT.”
- c. Enter your email address and password for your FlashAlert Messenger account.
- d. Click “Attach my existing FA Messenger Account” and approve any requests from the app to send notifications.

How to Sign Up for a Messenger Account

Here are the steps to create a Messenger account and attach it to the FlashAlert app:

1. Sign up for a Messenger account by finding an organization using FlashAlert's search engine accessible from the **Newsfeeds** drop-down menu at the top of each webpage (direct URL: <https://flashalert.net/regions>).
2. After searching for an organization to follow, click on their name and you will be taken to their individual FlashAlert webpage where you can enter your email address to receive emergency alerts and news releases. Click the blue **Subscribe** button.
3. FlashAlert will prompt users to create a password for their Messenger account after subscribing to an organization's updates.
4. FlashAlert will send a verification email to your new Messenger account's email address. Open the email and click the link inside to validate your address.
5. Download the FlashAlert Messenger app:
 - a. On Android, download the FlashAlert app from this link: <https://play.google.com/store/apps/details?id=com.flashalert.messengers>
 - b. On iOS, download the FlashAlert app from this link: <https://apps.apple.com/us/app/flashalert-messenger/id6741482087>
6. Open the FlashAlert app.
7. Tap "LOGIN/CREATE ACCOUNT."
8. Enter your email address and password for your FlashAlert Messenger account.
9. Click "Attach my existing FA Messenger Account" and approve any system requests from the FlashAlert app in order to receive notifications from the organizations you follow.