

# Updating your contact information for Emergency Broadcasts

Parents at Haddonfield Public Schools

Genesis Parent Resources

HOME STUDENT DATA CONTACTS SETTINGS LOGOUT

Please review our online manual for help with Genesis. [Genesis Parent Manual](#)

1. When logged into Genesis select

2. Select "Emergency Broadcast" by checking the box next to the email address or cell phone number that you wish to receive broadcasts to.

3. For cell phones please select your provider from the drop down.

4. Select "Save all changes" to save your changes.

STUDENT	
TYPE	EMERGENCY BROADCAST
Home Phone: 856-555-5555 x [ ]	<input type="checkbox"/>
Email (Home): example@emailaddress.com	<input checked="" type="checkbox"/>
Email (Home): example@emailaddress.com	<input type="checkbox"/>
Add Phone/Email: Home Email [ ]	<input type="checkbox"/>

GUARDIAN 1 MOTHER	
TYPE	EMERGENCY BROADCAST
Home Phone: 856-555-5555 x [ ]	<input type="checkbox"/>
Cell Phone: 856-555-5555 x [ ] Verizon	<input checked="" type="checkbox"/>
Email (Home): example@emailaddress.com	<input checked="" type="checkbox"/>

## **IMPORTANT**

For Genesis to send text messages to a Cell number, the cell service provider (e.g. Verizon, AT&T, Sprint, T-Mobile) must be specified. It is not possible to send text messages without that information. If the cell service provider is selected, but is wrong, the number will not receive the messages that are sent.