

## *What is MessageUpdate.com?*

MessageUpdate.com is a web-based message notification system designed to allow an administrator (or authorized sender) to send a short message to group of subscribers. Each message is sent as a plain text message to email accounts, cell phones, and text pagers.

MessageUpdate.com allows users to subscribe and unsubscribe at will, eliminating the task of list management by the organization. Different permissions granted to users (by an administrator) allow users full administrator access, permission to send only, or basic privileges. An administrator can also utilize different types of limited distribution lists that are subsets of the full distribution list.

## *Who Needs It?*

Schools, Clubs, Fire Departments or any organization whose meetings or events may be subject to cancellations, delays, or other unexpected changes in schedule, or to send out meeting reminders.

## *Frequently Asked Questions*

### **What is the cost?**

There is an initial setup fee and an annual fee. The cost is based on how many different groups there will be within the list and how many members in the organization.

### **Who pays for this service?**

The organization or a sponsor. The cost is **free** to subscribers.

### **Can I subscribe more than once?**

Each username must be unique, but you can subscribe with multiple usernames so messages can be sent to an email address, cell phone, and pager if desired.

### **Is there a limit to the number of subscribers on a list?**

No, there is no limit.

### **Can I change my email address or service provider?**

Yes, you can change your email address, service provider or other information as often as you like.



For more information please contact:

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# *Announces*

MessageUpdate.com

Sending quick messages is our specialty!

## *How Users Subscribe*

The process for a user to subscribe is a few simple steps:

1. Start *MessageUpdate.com* in a web browser.
2. Click on the [Subscribe](#) link.
3. Select a mailing list.
4. Enter a username.
5. Enter a password
6. Enter an email address (or pager or cell phone number, and select provider).
7. Click on the "Subscribe!" button.

A confirmation message is sent to the email address during the subscription process.

## *How Users Unsubscribe*

The process for a user to unsubscribe is a few simple steps:

1. Start *MessageUpdate.com* in a web browser.
2. Click on the [Unsubscribe](#) or [Login](#) link.
3. Select a mailing list.
4. Enter a username.
5. Enter a password.
6. Click on [[Unsubscribe](#)].

A confirmation message is sent to the email address.

## *Subscriber Features*

- Each subscriber can subscribe or unsubscribe at any time, and as many times as they wish.
- Subscribers can view their account information online after proper login.
- Subscribers can change their password, email address, cell/pager number, service provider, and groups at any time after proper login.
- Subscribers can have a temporary password sent to their email address and cell phone/pager if they forgot theirs.

## *Authorized Sender Features*

- All Subscriber Features.
- Send messages to distribution lists.

## *Administrative Features*

- All Authorized Sender Features
- Subscribe new users
- While subscribing users, administrator can assign a user level (general, authorized sender, site administrator) and can select one or more limited distribution lists subscriber will be a part of for receiving messages.
- View list of subscribers showing username, user level, email address, phone/pager number, and distribution lists subscribed to.
- Change user level (up or down).
- Delete a user.
- Delete users who have not logged in to the site within certain time periods.

## *Privacy Policy*

### **Username**

Each username is unique to each subscriber list. This does not have to be your name.

### **Email Address, Phone/Pager number**

- We will not sell your contact information (email address, cell phone number, pager number, and service providers) for any reason.
- We will not share your contact information unless it is necessary for the function of this website.
- Your contact information will be stored in an online database along with your username.
- No other personal information will be stored.

### **Password**

- Your password is encrypted and stored in an online database.
- Once a password is stored, it cannot be retrieved as entered during the subscription process (even by an Administrator or Webmaster).
- If a password is forgotten, a new password must be obtained online.
- The new password will only be sent to the contact address(es) associated with the username.

### **Authorized Sender**

- They can send messages to limited distribution lists or all subscribers.

### **Administrator & Webmaster Privileges**

- They can view your username and email address.
- They can also *ban* a user from logging in or subscribing.
- They have the right to delete any user at anytime (although this defeats the purpose of notification).
- They can subscribe users by assigning a username and entering an email address. (The user will be notified.)