

Adding Additional E-MAIL and SMS/TXT Notifications to TDVR

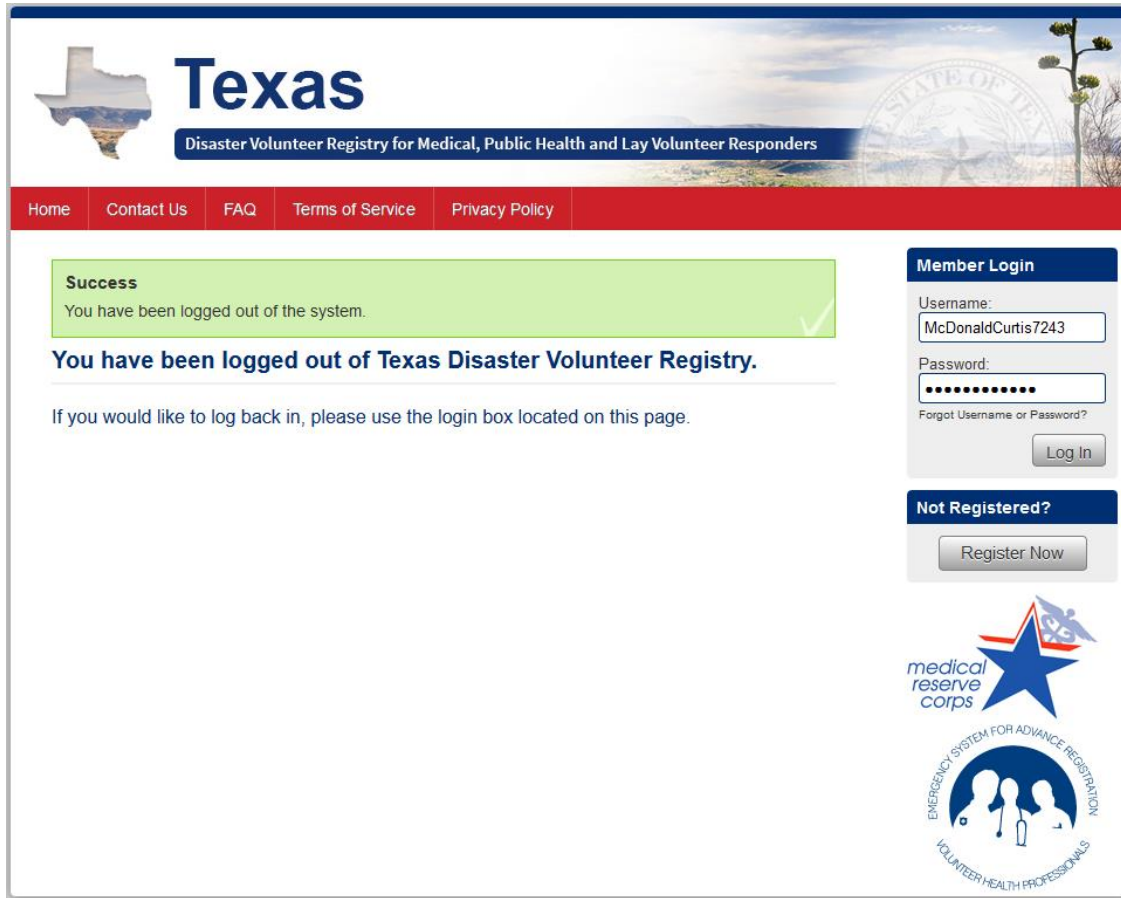
It is imperative that EMTF-7 can contact you in very short notice for emergency and disaster responses. We utilize the Texas Disaster Volunteer Registry (www.texasdisastervolunteerregistry.org) or TDVR for the following:

1. License Verification
2. Background Checks
3. ECL (Emergency Credentialing Level)
4. Team Roster
5. Shift Scheduling
6. Time Tracking
7. Communications.

As you can see, TDVR is essential for our team functions. If you have not been receiving notifications from this system, you need to check and update your profile. We will test this system once a month until we have confirmation from our team members that the system is reaching them in a timely manner.

To add additional email and text message addresses:

1. Log in to www.texasdisastervolunteerregistry.org.



The screenshot displays the Texas Disaster Volunteer Registry website. At the top, there is a header with the Texas state outline and the text "Texas Disaster Volunteer Registry for Medical, Public Health and Lay Volunteer Responders". Below the header is a navigation menu with links for Home, Contact Us, FAQ, Terms of Service, and Privacy Policy. The main content area features a green success message: "Success You have been logged out of the system." followed by the text "You have been logged out of Texas Disaster Volunteer Registry." and a note: "If you would like to log back in, please use the login box located on this page." On the right side, there is a "Member Login" section with fields for Username (containing "McDonaldCurtis7243") and Password (masked with dots), a "Forgot Username or Password?" link, and a "Log In" button. Below the login section is a "Not Registered?" section with a "Register Now" button. At the bottom right, there are logos for the "medical reserve corps" and the "EMERGENCY SYSTEM FOR ADVANCE REGISTRATION VOLUNTEER HEALTH PROFESSIONALS".

2. Click on "My Profile" in the top menu.

The screenshot shows the user interface for the Texas Disaster Volunteer Registry. At the top, there is a header with the Texas state logo and the text "Texas Disaster Volunteer Registry for Medical, Public Health and Lay Volunteer Responders". Below the header, a navigation bar contains several menu items: "Home", "My Profile", "Missions", "Messages", "Organizations", "Responders", and "Administration". The "My Profile" item is circled in red. Below the navigation bar, the page is titled "Home" and displays a user profile for Curtis McDonald. The profile includes a photo, a "100 % Complete" progress bar, and sections for "Updates", "Recent Messages", and "Verifications". A "Help Resources" sidebar is also visible on the right.

Welcome, Curtis McDonald (Log Out) Help Center Search

Home My Profile Missions Messages Organizations Responders Administration

Home

Updates

- 5:01 PM 1 responders are pending for membership in Central Texas EMTF-7 Medical Mobile Unit
- 2:33 PM 3 Exports have completed since your last login

Recent Messages

Message	Time
MMU Workgroup Meeting Today	Yesterday 8:08 AM
Badge Templates Now Available!!	1/15/2015 3:36 PM
Call Down - Test - Save the Date	1/15/2015 1:36 PM
Administrator Monthly Call and Training	1/9/2015 4:20 PM
MMU Workgroup Meeting Monday	12/12/2014 12:17 PM
TDVR information	12/5/2014 2:06 PM

Verifications

[You do not have responders whose background checks are due.](#)

Did you know?

Help Resources

You can get help with TDVRI! Go to Help Center to access all help documentation including:

- Online Help
- Video Help
- Quick Reference Guides
- What's New

For additional assistance, send a message to your administrator using the **Contact Us** link at the bottom of the page.

Your profile is: **100 % Complete**

Licensed Param...
Account Status: **Active**
[Edit Account Status](#)

Organizations:
Heart of Texas EMTF...

Last Logged In:
1/27/2015

3. Click on "Contact" in the sub menu.

The screenshot shows the sub-menu for the user profile. The "Contact" sub-menu item is circled in red. The sub-menu items are: "Summary", "Identity", "Deployment Prefs", "Contact", "Occupations", "Training", "Skills & Certifications", "Background Check", and "Settings". Below the sub-menu, the "Summary" section is displayed, showing a "100 % Complete" progress bar and three items: "Identity (complete)", "Deployment Preferences (complete)", and "Contact (complete)".

Welcome, Curtis McDonald (Log Out) Help Center Search

Home My Profile Missions Messages Organizations Responders Administration

Summary Identity Deployment Prefs Contact Occupations Training Skills & Certifications Background Check Settings

PRINT VIEW

Summary

100 % Complete

- Identity (complete)**
Your name, current address, physical characteristics, and ability to operate a licensed motor vehicle.
- Deployment Preferences (complete)**
Your availability for deployments, activity preferences for deployments, and existing emergency response commitments.
- Contact (complete)**
Your contact information and emergency contacts for use during a deployment.

4. Click on **“Edit Information”** below the Contact banner

The screenshot shows the user's profile page for Curtis McDonald. The navigation menu includes Home, My Profile, Missions, Messages, Organizations, Responders, and Administration. Under My Profile, there are sub-menus for Summary, Identity, Deployment Prefs, Contact, Occupations, Training, Skills & Certifications, Background Check, and Settings. The 'Contact' sub-menu is highlighted. Below the navigation, the 'Contact' section is visible, with the 'Edit Information' button circled in red. The primary email address is emtf7@hotrac.org. Under the 'Contact Method' section, 'Contact Method 1' is listed as 'Mobile Phone' with the number 254-913-2522.

5. Click the **“Add Email Address”** in the lower corner of the Email section.

This screenshot shows the 'Add Email Address' form. The form is titled 'Primary Email Address' and includes a close button (X). It has three input fields: 'Current Email Address' (pre-filled with emtf7@hotrac.org), '* New Email Address:', and '* Confirm New Email Address:'. A red circle highlights the '+ Add Email Address' button in the bottom right corner. A note below the input fields states: 'If you have an email account, it is important for you to provide this information. Without your email address, you may miss important messages and notifications. Please note that the system will not allow two accounts with the same email address. If you do not have an email address or your email address is already registered with the system, you can learn more about obtaining a free email address by [clicking here](#).'

6. You must scroll down and click **“Save Changes”** after each addition / correction.

A close-up of the bottom of the form showing two buttons: 'Cancel' and 'Save Changes'. A large red arrow points down towards the 'Save Changes' button.

7. To add text messaging, click on **“Add Another Contact Method”** under the Contact Method Section

The information you provide here will be used for communications about potential deployments and other system-related issues.

Primary Email Address X

Current Email Address: **emtf7@hotrac.org**

* New Email Address:

If you have an email account, it is important for you to provide this information. Without your email address, you may miss important messages and notifications. Please note that the system will not allow two accounts with the same email address. If you do not have an email address or your email address is already registered with the system, you can learn more about obtaining a free email address by [clicking here](#).

* Confirm New Email Address:

[Add Email Address](#)

Alternate Email Address X

Current Email Address: **cmcdonald@emtf-7.org**

* New Email Address:

* Confirm New Email Address:

[Add Email Address](#)

Contact Method

Enter your preferred contact numbers for notifications during an emergency and for other system related issues. Additional information is required for pager numbers.

Contact Method 1 ↓ X

* Contact Method 1:

* Number to Attempt: x

[Add Another Contact Method](#)

8. Select "SMS/Text Msg" from the drop down list.

[Add Email Address](#)

Contact Method

Enter your preferred contact numbers for notifications during an emergency and for other system related issues. Additional information is required for pager numbers.

Contact Method 1 ↓ X

* Contact Method 1:

* Number to Attempt: x

[Add Another Contact Method](#)

Contact Method 2 ↓ ↑ X

* Contact Method 2:

* Number to Attempt:

* Phone Carrier:

[Add Another Contact Method](#)

9. Enter your cell phone number and choose your carrier:

Contact Method

Enter your preferred contact numbers for notifications during an emergency and for other system related issues. Additional information is required for pager numbers.

Contact Method 1

* Contact Method 1: Mobile Phone

* Number to Attempt: 254 913 2522 x

+ Add Another Contact Method

Contact Method 2

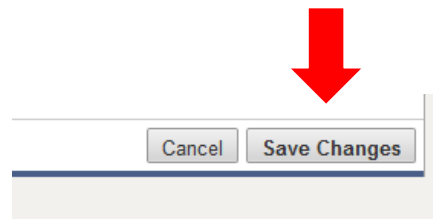
* Contact Method 2: SMS/Text Msg

* Number to Attempt: 254 913 2522 x

* Phone Carrier: AT&T

+ Add Another Contact Method

10. Make sure to scroll to the bottom and click **“Save Changes”** at the bottom of the screen after each addition.



Add as many e-mail and text numbers as you want. We will test this system monthly on the first Friday of the month.

Please contact me if you have any questions!



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