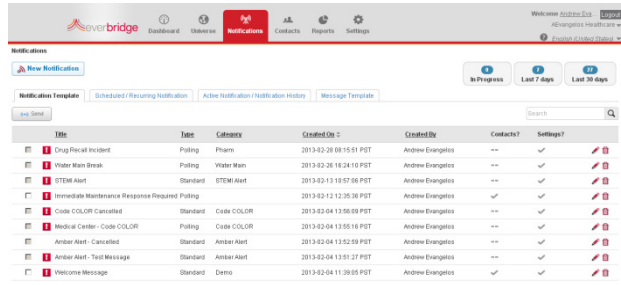


## Quick Sheet MN: Sending a Polling Notification

Your chosen notification platform should afford a quick and easy method to launch a polling notification that can be answered by the recipient. To create a Poling Notification in the Everbridge platform, simply go to the notification tab and click new notification or edit an existing template. This will bring you into the message creation workflow and allow you to begin creating your notification.



**Create Message** [Use a message template](#)

High priority message

**Title \***  
Emergency Message

**Body**  
There is an emergency, what is your status?

Email/Fax: 2440, SMS: 60, Extended # of SMS: 1

**Voice** [Upload a voice recording](#) (Uploaded voice file must be 8KHz, 8bit, mono audio WAV format and less than 5 minutes in length.)

Save this as a message template

**Message type:**  
 Standard  
 **Poling**  
 Conference

**Text Response \***

- I am in a safe location
- I am in a safe location and can offer assistance to those in need
- I am in immediate danger and need help

[Add another](#)

[Attach Files](#)

### Step 1: Create Message

You may either create the message content “on the fly” or choose from message templates that may include voice recordings. Clients also have the ability to utilize text and/or voice (using the Upload Message option). Everbridge supports the ability to include attachments to notifications which can be deployed email accounts. Select polling as the message type and add as many alphanumeric responses as necessary (up to 9).

### Step 2: Select Contacts

On this step of the process, simply select the target audience to which you would like to send the notification. You may select Individual Members, Groups, Rules, or use the map to target members.

**Select Contacts**

Click to add contacts \*

0 <a href="#">Individuals</a>	0 <a href="#">Groups</a>	0 <a href="#">Rules</a>	0 <a href="#">Map</a>
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**Settings** [Edit](#)

**Sender email display:** \* test.notification@premera.com

**Sender caller ID:** \* [View](#)

**Delivery methods:** \* [View](#)

**Mobile Member App Settings:** [View](#)

**Apply voice delivery throttling rules:** Yes

**Broadcast duration:** 1 hr(s)

**Contact cycles:** 1

**Interval between cycles:** 0min(s)

**Interval between delivery methods:** 0min(s)

**Voice mail preference:** Message Only

**Confirm:** Yes

**Language:** English (US)

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**Send & Save**

**Send:**  Now  Later  Recurring

- Or -  Save as a notification template

Include as part of an event

[Send](#) [Cancel](#)

### Step 3: Settings, Send & Save

On the final step of the notification creation process, use the default options or adjust any options that you wish including caller ID, email address, delivery methods, throttling and delivery options. Note that polling responses can be recorded from phone calls, email and through the mobile application.

To send the notification select Send: Now and include as part of an event if many broadcasts are going to be grouped together. Click the send button and the message will be sent to the target recipients.