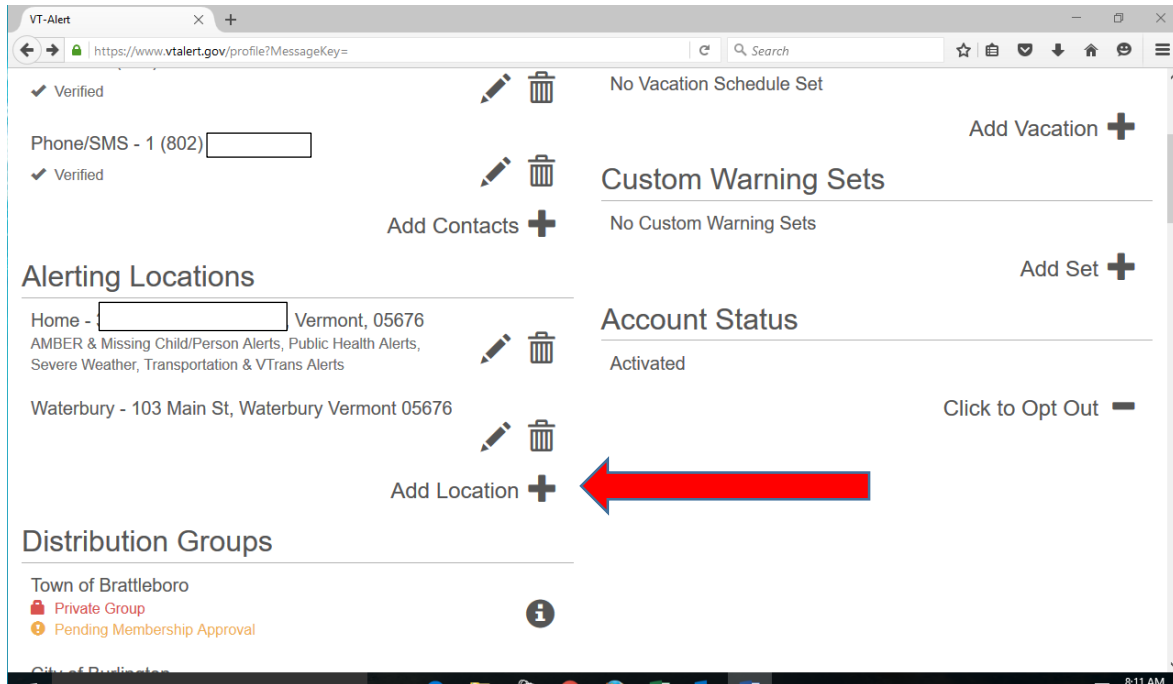
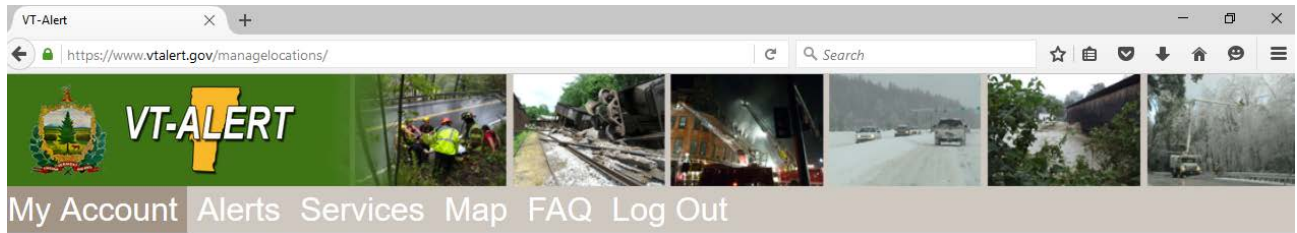


1. If you are enrolling for the first time, make sure you fill in or check the required boxes, especially “What is your desired Alerting Area?” This will set your geographic location for all warnings. You can then choose which warning you’d like to receive.
2. If you have established an account, but need to add a location or warning set, Login to your VAlert account at www.vtalert.gov
3. Select “Add Location”



4. Type in a name for your location, in the example “Montpelier” was chosen.
5. Choose you location type, you can use your street address, or simply choose “Jurisdiction”



Manage Locations

Location Name

Location Type

- Select a type
- Street Address
- Map Point
- Jurisdiction
- Zip Code
- Marine Zone

6. Choose State "Vermont", Choose County "Washington", Choose Township "Montpelier"
7. Check the box next to Transportation & Vtrans Alerts
8. Click Save.

Manage Locations

Location Name

Location Type

State

County

Township

AMBER & Missing Child/Person Alerts

Consumer Protection Issues

Sex Offender Re-Location Alerts

Earthquakes

Missing Adult

Nuclear Power Plant Information

Press Releases & Publications

Public Health Alerts

Severe Weather

Transportation & VTrans Alerts

9. Choose Add Set

VT-Alert

https://www.vtalert.gov/profile

My Account Alerts Services Map FAQ Log Out

Contacts

E-mail -
 Verified

Phone - 1 (802)
 Verified

Phone/SMS - 1 (802)
 Verified

Add Contacts +

Profile Information

Vacation Schedule

No Vacation Schedule Set

Add Vacation +

Custom Warning Sets

No Custom Warning Sets

Add Set +

Alerting Locations

Montpelier - Montpelier, Washington County, Vermont
 Transportation & VTrans Alerts

Account Status

Activated

10. Type in a name, in example "Winter Parking Ban" was typed.
11. Choose the schedule that you want to receive these alerts/warnings.
12. Choose the category of the alert/warning, in the example shown "Transportation" was chosen by checking the box.

VT-Alert

https://www.vtalert.gov/managecws/

My Account Alerts Services Map FAQ Log Out

Add Custom Warning Set

Name

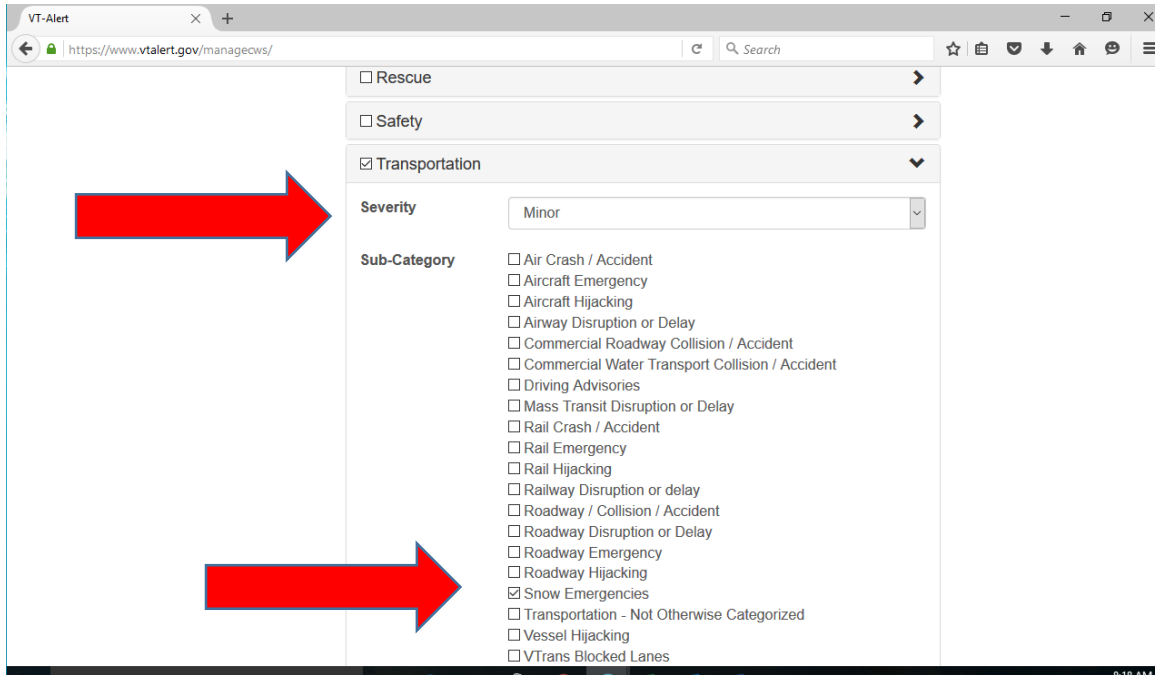
Schedule

Categories

- Infrastructure
- Law / Security
- Medical and Public Health
- Meteorological
- Other
- Press Releases

13. Choose severity, in example shown "Minor" was selected.

14. Choose sub-category, in example shown "Snow Emergencies" was checked.



15. Choose the location, in example shown "Montpelier" was selected.

16. Click Save

