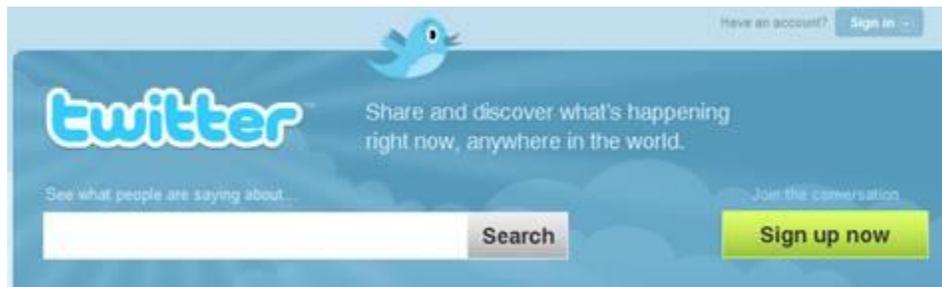


# Stay informed about district weather decisions

## Using Twitter for School District Communication

### 1. Sign up for Twitter

- a. Log on to <http://twitter.com>
- b. Click the “Sign up now” button



- c. A new web page will appear. Complete the information to sign up for Twitter. When finished click the “Create my account” button.
- d. Click the “Skip This step” button if you don’t want to invite anyone else to join and if you don’t want to follow any famous “Tweeters.”

### 2. Follow the Erlanger-Elsmere School District.

- a. On the main menu bar at the top of any Twitter page, click “Find People.”



- b. On the page that appears, type “erlangerelsmere” in the box and hit the “search” button.
- c. You may find multiple search results, but the correct user 1) is called “erlangerelsmere,” 2) will state that it is the “Official Twitter Page of the Erlanger-Elsmere School District,” and 3) will include the district logo:



- d. Click the “Follow” button beside the “erlangerelsmere” name. The “Follow” box will change to a check mark with the word “Following” beside it. You are now following Erlanger-Elsmere tweets!

3. Receive Tweets on your cell phone (optional).

**NEW: The information below is still accurate. However, you can also receive district tweets via text messaging WITHOUT signing up for a Twitter account. Simply text "Follow erlangerelsmere" to 40404.**

- a. As soon as you complete step two above you will begin receiving tweets from Erlanger-Elsmere schools on your Twitter home page. If you would like, you can also receive tweets as text messages on your cell phone. To set this up complete the steps below.
- b. On the main menu bar at the top of any Twitter page, click “Settings.”



- c. Your account information will load. Click on the “Devices” tab.



- d. On the page that loads, leave the “+1” box untouched and in the larger box put in your mobile phone number.



- e. Click the button beside “It’s okay for Twitter to send txt messages to my phone. Standard rates apply.”
- f. Click the “Save” button.

- g. Wait for a text message from Twitter stating that your cell phone has been verified (This can take from a few seconds to a few hours).
- h. Click on the “Home” link at the top of the page.
- i. Click the “Following” link beneath your username on the upper right side of the screen:



- j. Scanning down your list you will find “erlangerelsmere” as a user you are following (In fact, it may be the ONLY user). Click it.
- k. On the Erlanger-Elsmere homepage you should see a box that says “Following” and “Device updates OFF”:



**erlangerelsmere**



- l. Click the gray box and turn Device updates to “ON.” You will now receive a text message whenever the Erlanger-Elsmere twitter count is updated. The text usually arrives in less than a minute after the update was made.
- m. Neither Twitter nor the school district charges for this service. However, standard text messaging fees DO apply.