

BRIGHT ARROW INSTRUCTIONS FOR FCS PARENTS

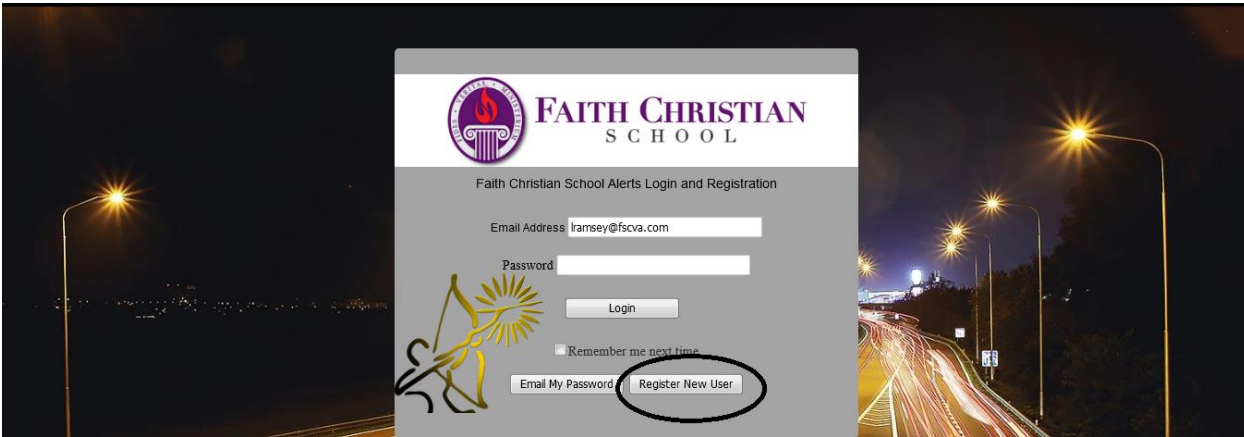
FCS has contracted with Bright Arrow Technologies to provide phone calls, emails, and texts in the event of school closings, delays, and emergency communications. Please select your preferred communications based on how you would want to be reached in the event of an emergency.

Bright Arrow does not retain information from previous school years. You must register and update your account annually. If both parents in a household have a FACTS login, each parent should login to their Bright Arrow Account to register and update account.

Directions to set up your account:

In order to access your account, a link to Bright Arrow has been posted on the school website on the *Forms and Resources* page or [click here](#).

From the portal login page, click *Register New User*. **You will need to register as a new user every year. The system will not retain your login information from previous school years.**



Once on the registration page, use your **Email Address** in the field labeled *Email Address*. Then select a password and complete the rest of the boxes. Click *Register*.



Once you have registered, you will need to sign in to edit your contact information. Some of your contact information was already been uploaded from FACTS into Bright Arrow. Edit the information to reflect how you wish to be contacted. Also consider adding a grandparent/caregiver who would benefit from knowing about a closing, delay, or emergency. Once you have made all the revisions, please select *Apply*.

BrightArrow
Technologies, Inc.

PORTAL EDIT

Faith Christian School Alerts

Please enter your phone numbers and email addresses. In addition, you may also review prior messages sent to you by clicking on Review Prior Messages.

Login ID: lramsey@fcsva.com

Login Password ***** Login Password (again) *****

Phone 1 540-999-9999 Voice Calls Text Messages

Phone 2 540-999-9990 Voice Calls Text Messages

Phone 3 Voice Calls Text Messages

Email 1 lramsey@fcsva.com

Email 2

Review Prior Messages

Apply OK Cancel Test

Finally, please “Test” your account to verify phone numbers are accurate. If you selected a text message, once the test message comes through, please reply yes to the message to fully opt in to the text messages. This will insure that you get all messages from FCS in the future.

If you have any questions, please contact Leslie Ramsey at 769-5200, ext. 102 or lramsey@fcsva.com.