



YOUR RESIDENT LIST – THE KEY TO SUCCESSFUL USE OF HAZARDCALL

HazardCall messages, whether you create them, or we automatically send them are delivered by text or email. Therefore, the success of HazardCall greatly depends on your supplying us with a complete list of resident contact information. We must at least have a valid cell phone or land line numbers and email addresses, if possible. While supplying email addresses is recommended, it is not essential. It just provides us with another way to reach residents.

This document reviews the information and format for resident contact information that will be used to create your account. You will need to supply this information in a spreadsheet we provide. You can use Microsoft Excel to save the spreadsheet in the CSV format.

PLANNING AHEAD

Before you fill out the spreadsheet, consider how your community is laid out. One powerful way to use HazardCall is to send targeted messages based on where your residents live in the community or special circumstances of residents.

For example, say there is a water leak on Elm Street. You can send a message to only those residents instead of alerting the entire community. Also, you might want to send a specific message to families or elderly residents letting them know about a special program.

As you will see, you can designate these conditions in the spreadsheet. While you can do that once the information is loaded into your account, you may find that it is easier to do now when filling out the spreadsheet.

If you already use a program to manage residents, like Rent Manager or Manage America, you may already have some of this information. Those programs typically have a way for you to export data. Even still, once you export it, it will need to be in the format we specify before we load it into the HazardCall system.

Your sales representative or HazardCall customer service should have sent you a blank template. If not, you can easily download it from the Resources page of <https://www.hazardcall.com/resources>.

ENTERING THE DATA

When you open the spreadsheet, first enter your community's name in the first row.

Unit or lot numbers in the sheet can contain up to two phone numbers and three additional contacts defined as either cell phone numbers or email addresses. This way a husband and wife in a unit can receive calls, text and emails and up to three other residents in the unit can be notified by either text or



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email. The husband and wife are considered primary contacts and the other family members are considered secondary.

Header information

Resident name

Last name comes **first** (column A) and then the first name (column B).

Names **cannot** have apostrophes, dashes, tildes (~) or any other special characters.

Phone number

Must be 10 digits - no dashes, parenthesis, or special characters.

Each name **must** have a phone number.

Email address

This is optional. If you don't have an email address, skip this field for that resident.

Lot number/unit/apt

Enter the appropriate designation your community uses. This is a field that can be sorted once the account is created.

Spanish

If you wish for this resident to receive the weather alerts in Spanish, put a Y in that column. No need to put a N or anything else there if they are going to receive the alerts in English. Just leave it blank.

NOTE: We **cannot** automatically translate the text messages you create into Spanish. However, you can send text messages you type in Spanish and send them only to residents with a Y in this column.

Primary/Secondary

As mentioned before, each unit can have up to two contacts designated as Primary and 3 as Secondary.

Location

Organize residents based on a building number or street name. Again, this is a sortable field and you can use this to create lists to use to send targeted messages.

Label

Organize your residents so you can build lists. For example, you could identify this resident as single, or elderly, or deaf, etc. Separate the individual labels with dashes. For example: elderly-landline. Just be sure that the label designations you use are consistent throughout the spreadsheet.



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RV

If this lot is an RV space, put a Y in this column.

RV Checkout

If this lot is an RV space, enter the checkout date in the format YYYY-MM-DD, where YYYY is the year, MM is the two-digit month and DD is the day. If the month is January through September, remember to include the leading zero (01 for January, 07 for July, etc.). Also remember to include a leading zero for days 1 through 9. If there is no checkout out date, you can leave this blank.

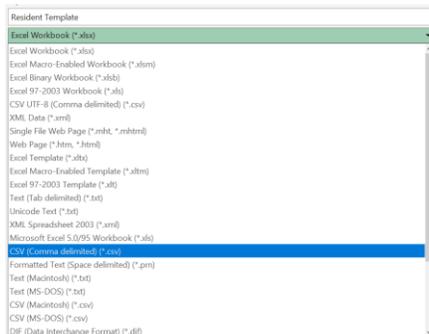
Delete Resident

Leave this blank when sending us the spreadsheet. Note that if you send us a new spreadsheet to upload after the account is initially created, you can enter Y for residents you want removed before the new spreadsheet is loaded. After your account is created, you will need to manually remove residents who move out.

Here is an example of a completed sheet:

Community Name Pleasant Grove										
Last Name	First Name	Phone	Email	Lot#/unit/apt	Spanish	Primary/Secondary	Location (blg, zone, st)	Label (this is an additional way to sort residents) You can put in multiple labels in this field. Spaces are not allowed in the label. Separate each label by a dash.	If this an RV Lot put a Y	RV Checkout Date yyyy-MM-DD
Entire last name	First and middle if provided	No dash, hyphen, parenthesis One phone number per name			Y if spanish	Enter P or S if primary or secondary contact	This is to create a list by building, zone, street name			
EXAMPLES										
Smith	Grace	1234567890	gsmith@gmail.com	1		P	MAIN	Landline-Family		
Smith	Bill	2345678901	bsmith@gmail.com	1		P	MAIN	Family		
Smith	Johnny	3456789012		1		S	MAIN	Family		
Smith	Suzu	4567890123		1		S	MAIN	Family		
Adams	Bob	5678901234	bob@aol.com	2	Y	P	ELM	Elderly-Deaf		
Adams	Alice	6789012345	alice@aol.com	2	Y	P	ELM	Elderly		
Davis	Vanessa	7890123456	vanessa@gmail.com	3		P	OAK	Single		
Ford	Eric	8901234567	eric@outlook.com	4	Y	P	OAK	Single		
Williams	George	9012345678	gwilliams@hotmail.com	5	N	P	MAIN	Landline		

Once the information is correctly entered, remove rows 2 through 4 and save the spreadsheet as a CSV (comma-delimited) file:



Email the completed CSV file to elizabeth@weathercall.net.