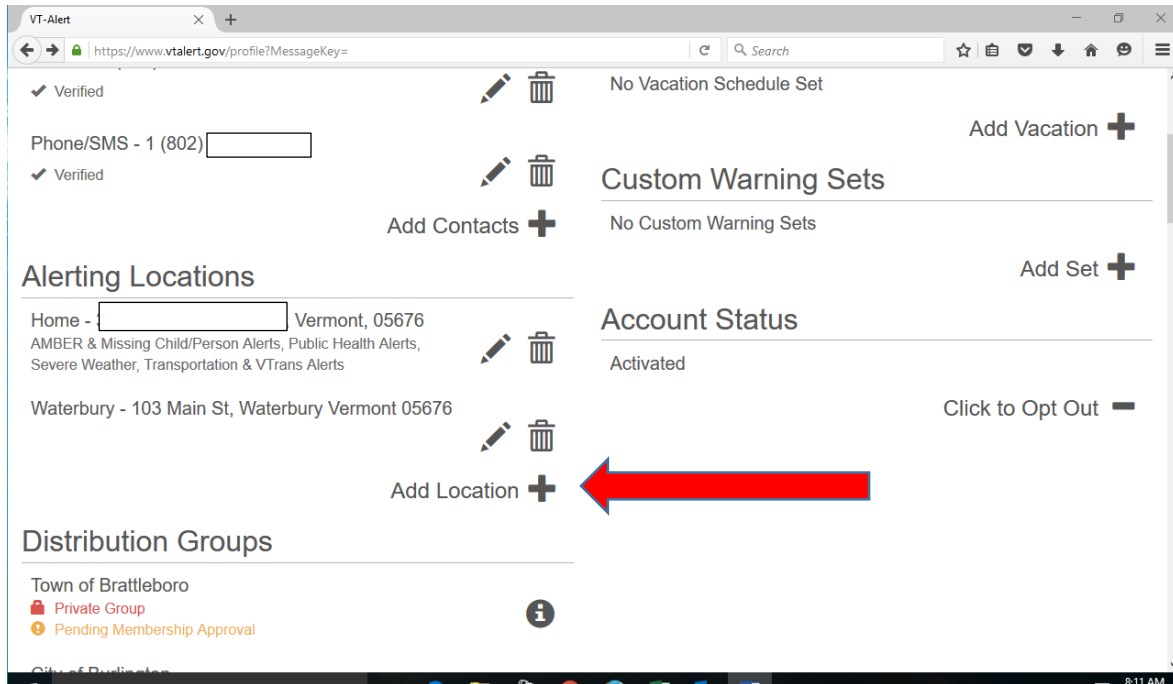
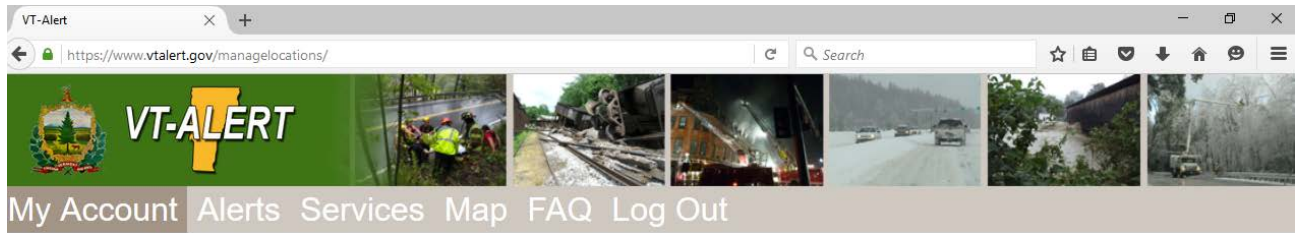


1. If you are enrolling for the first time, make sure you fill in or check the required boxes, especially “What is your desired Alerting Area?” This will set your geographic location for all warnings. You can then choose which warning you’d like to receive.
2. If you have established an account, but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

The screenshot shows the "Manage Locations" form. A red arrow points to the "Location Name" field, which contains the text "Montpelier". Another red arrow points to the "Location Type" dropdown menu, which is open and shows a list of options: "Select a type", "Street Address", "Map Point", "Jurisdiction", "Zip Code", and "Marine Zone". The "Jurisdiction" option is currently selected and highlighted in blue.

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

The screenshot shows the "Manage Locations" form with the following fields filled out: "Location Name" (Montpelier), "Location Type" (Jurisdiction), "State" (Vermont), "County" (Washington), and "Township" (Montpelier). Below these fields is a list of alert categories with checkboxes. The "Transportation & VTrans Alerts" checkbox is checked. A red arrow points to the "Save" button at the bottom right of the form.

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: Winter Parking Ban

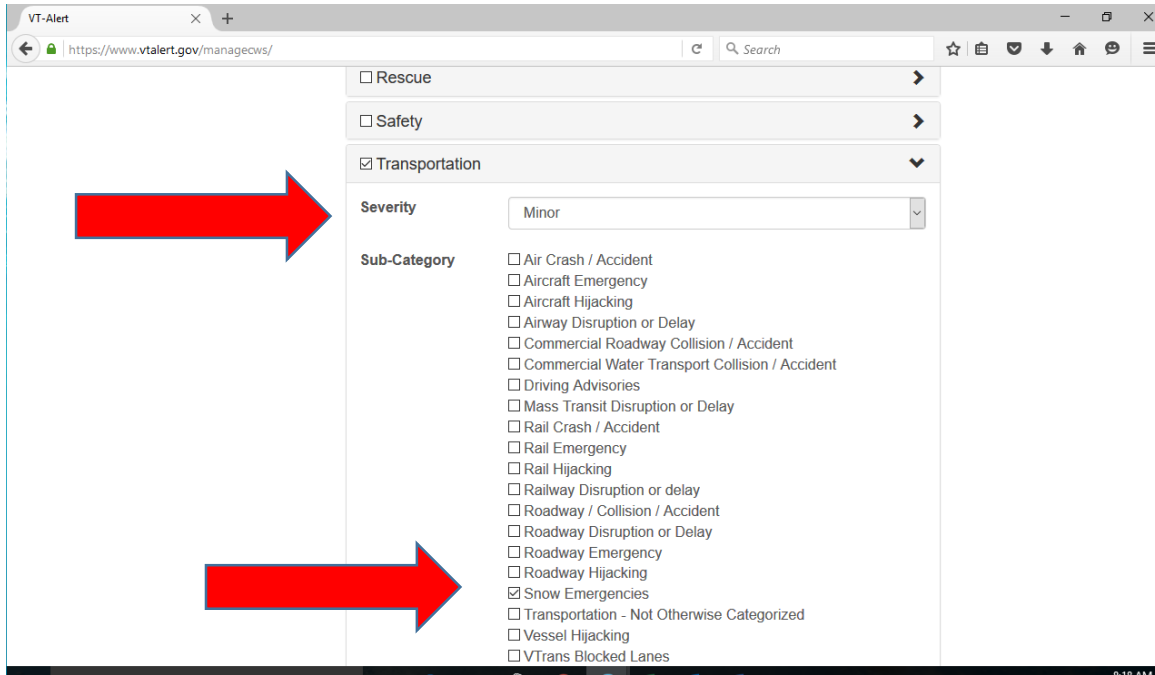
Schedule: Every Day, 24 Hours a Day

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

