



Sound Off Online: Educator Email Template

[CLICK HERE](#) to download this template as a Word document that you can copy and paste.

Use this email template to encourage teachers and administrators at schools in your area to sign up for Sound Off Online. Feel free to customize the wording.

As explained in the template, educators can register for Sound Off Online on their own. They type in their name, email address, and phone number (optional), school name and address, the grade they teach, and the number of students in their class. Once they submit this information, educators receive an automatic email invitation with a link they can use to login on the website.

As new educators register for Sound Off Online, you will see their names appear on your User Management page. Click the "User Management" tab on the left of your dashboard, then click the "School Admins" or the "SO Teachers" button at the top of the page to see your lists of registered administrators and teachers. It's always a good idea to confirm that newly registered educators are linked to the appropriate Local Team. To do this, click the educator's name to open their Profile Page and look in the lower left corner for their Local Team assignment. Click the black "Edit User" button at the lower right to make any needed corrections.

Note: Educators at schools not included in the Sound Off Online database will be registered as Public Teachers and will not be linked to any Local Team. Click the "Public Teachers" button at the top of your User Management page to see if you have any educators in this category. If you do, contact the SOO Support Team at soundoff@ymiclassroom.com to get the problem resolved.

And please, do not hesitate to contact the SOO Support team if you have questions or need help of any kind. They are always happy to assist you!

SEND THIS EMAIL TO TEACHERS AND ADMINISTRATORS AT **SOUND OFF SCHOOLS**

Suggested email subject line: Let's help save lives with new *Sound Off Online* school resources

Dear Sound Off Educator,

Thank you so much for being part of our effort to educate students and families about home fire safety. We love visiting classrooms and meeting students and couldn't do this without you.

Now for some exciting news —

We have just launched a new website designed to help you stay connected with your Local Team as you implement the Sound Off program at your school. It's called **Sound Off Online**.

Sound Off Online features a "Class Progress Tracker" designed to help teachers quickly access the program's Storybook, Activity Sheets, videos, and other resources. The "Tracker" also links teachers directly to their Sound Off Team at a local fire station and/or to their Sound Off State Team Leader, sending an automatic notice as you complete the Sound Off activities and alerting them about families in your class that have requested a home safety visit. Plus, there is an email support link you can use to ask for assistance whenever you need it.

Signing up for Sound Off Online is easy, quick, and completely free. Just visit www.sound-off-online.com/login and click the orange "Register" button at the bottom of the Welcome screen.

1. When you see the registration form, type in your name, email address, and phone number (optional). Then click the "Next" button.
2. To complete your registration, fill in your school name and address (or select your school if you see a drop-down list), the grade you teach, and the number of students in your class.
3. Last, make up a password and click the "Submit" button.

Almost immediately you will receive an email from support@sound-off-online.com with a link you can use to login. Click the link, enter your password on the login page, and click the "Login" button. You'll come to a Class Progress Tracker page all set up for you to access the Sound Off classroom resources, track your students' progress through the program, and email local firefighters to schedule a classroom visit.

If you encounter any problems, send a message to the Sound Off Online Support Team at soundoff@ymiclassroom.com. They are happy to assist you. And if you want to learn more about Sound Off Online, visit www.ymiclassroom.com/soundoff-teachers to download the **Sound Off Online Teacher's Guide**.

We can't wait for you to explore Sound Off Online, and we hope you will encourage other teachers at your school to sign up as well. The more educators we can bring to Sound Off Online, the better this new system will work. With your help, we can make Sound Off Online and the Sound Off program a key component of home fire safety education at schools throughout our state.

Sincerely,