



## Sound Off Online: Local Team Email Template

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

Use this template to encourage Local Team members to sign up for Sound Off Online and to introduce Sound Off to firefighters who are not yet participating in the program. Feel free to customize the wording.

Firefighters can register for Sound Off Online **by invitation only**. When you receive an invitation request:

- Be sure you have the firefighter's name, email address, and phone number (optional).
- Click the "User Management" tab on your dashboard, then click the "Local Team Users" button at the top of the User Management page.
- Click the orange "Add a New Local Team User" button on the right, then fill out the pop-up form.
- Finally, click the "Submit" button on the form to send the invitation.

Check your Local Team Users roster to confirm that your invitation has been accepted. If you see "N/A" in the far-right column, that means the invitation has not yet been accepted. Click the person's name to open their Profile Page, then click the "Resend Invite" link on the right to send another invitation.

If you have questions or need help of any kind, please do not hesitate to contact the SOO Support Team at [soundoff@ymiclassroom.com](mailto:soundoff@ymiclassroom.com). They are happy to assist you!

## SEND THIS EMAIL TO LOCAL TEAM MEMBERS AT SOUND OFF FDS

Suggested email subject line: Help save lives with the new *Sound Off Online* school resources

### Attention all Sound Off Teammates — we have exciting news to share!

Our free fire safety program, *Sound Off with the Home Fire Safety Patrol*, has launched **Sound Off Online** (SOO), a new web-based program management platform designed to help you implement Sound Off with teachers, students, and families in your area.

With **Sound Off Online** you can:

- Communicate directly with teachers by email to schedule a classroom visit, ask a question, or just stay in touch.
- Monitor class progress through the core Sound Off activities at all schools in your area and reach out by email to teachers who may need help.
- Receive directly from teachers contact information for families that have requested a home safety visit and free smoke alarms.
- Maintain detailed records of home safety visits conducted by your Local Team, including the number and type of smoke alarms installed.
- Track Local Team progress with real-time statistics on the number of participating students and the number of visits your team has made to local classrooms.
- Contact your State Team and the Sound Off management team to solve problems and celebrate your success.

To sign up for **Sound Off Online**, request an invitation from your Local Team Leader, State Team Leader, or from the SOO support team at [soundoff@ymiclassroom.com](mailto:soundoff@ymiclassroom.com). Then keep an eye out for your invite — the sender will be [support@sound-off-online.com](mailto:support@sound-off-online.com). Click the link in the email and follow the prompts to finalize your account.

Once you've created your account:

- Please explore! The complete library of Sound Off classroom and firefighter resources is available.
- Then use **Sound Off Online** to send invitations to teachers and school administrators you know so they can sign up. The more teachers, administrators, and firefighters we can bring to **Sound Off Online**, the better this new system will work.
- Instead of an invitation, you might prefer to send an email encouraging educators to sign up for **Sound Off Online** on their own. [CLICK HERE](#) for an email template you can copy and paste or customize to start recruiting educators in your area.

If you have any questions or encounter any difficulties, the SOO Support Team is ready to help. Just send an email to [soundoff@ymiclassroom.com](mailto:soundoff@ymiclassroom.com). And for more information about how the platform works, check out the Local Team Introduction to Sound Off Online, available as a video tour and a PDF presentation, at [ymiclassroom.com/sound-off-online](http://ymiclassroom.com/sound-off-online).

We all agree that educating students and families about home fire safety is critical, but as fire officials, we juggle many duties, and it can sometimes feel as if there aren't enough hours in the day to check in with teachers as regularly as we want. This system is designed to help, and we encourage everyone to begin integrating **Sound Off Online** into your fire safety education outreach.

Sincerely,