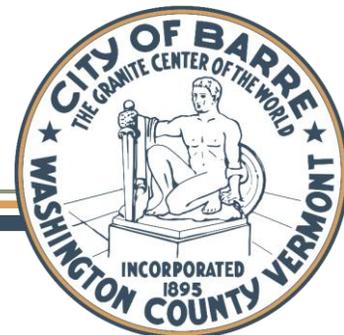


REGROUP SIGN UP

NICOLAS STORELLICASTRO
CITY MANAGER



WHAT IS REGROUP?

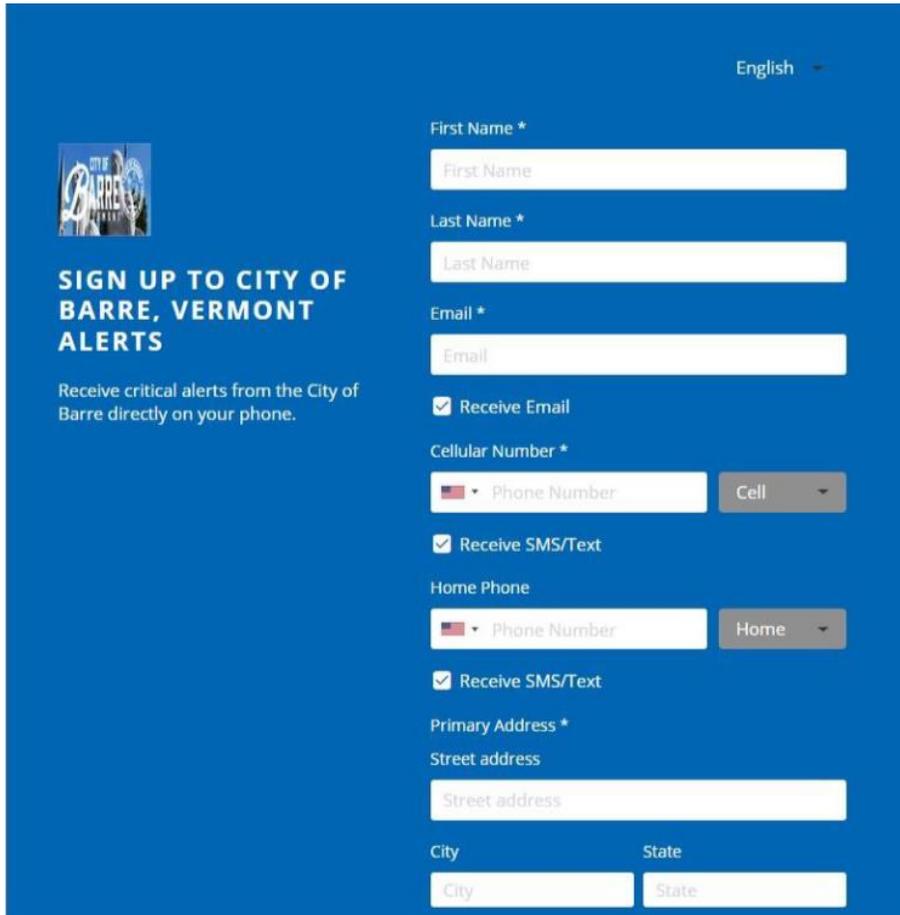
- Regroup is a messaging system that the City acquired to communicate important updates and news directly to residents' phones.
- This app is **FREE** to download and use.
- Regroup will send in-app notifications straight to your phone so you can hear important updates, including weather alerts, winter emergency parking bans, and street closures.



Please follow these instructions VERY CLOSELY. The app is easy to use but has several steps to download.



1. On your phone, go to our website at:
<https://www.barrecity.org/regroup.html>

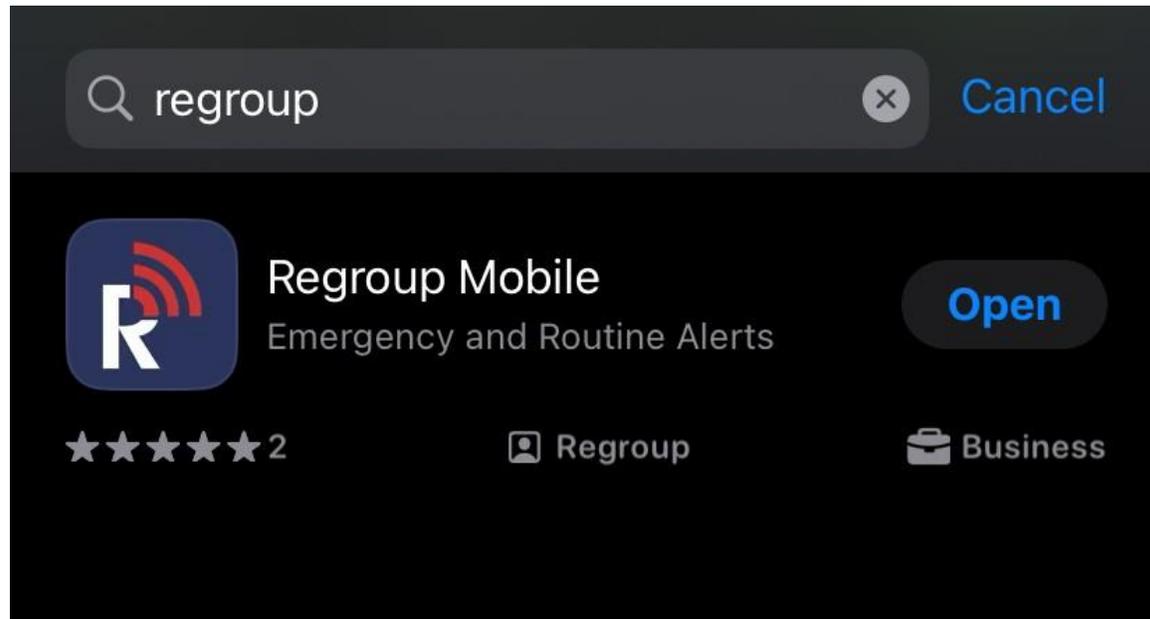


The screenshot shows a registration form on a blue background. On the left, there is a small image of a building and the text "SIGN UP TO CITY OF BARRE, VERMONT ALERTS". Below this, it says "Receive critical alerts from the City of Barre directly on your phone." The form fields include: "First Name *", "Last Name *", "Email *", "Cellular Number *" (with a dropdown for "Cell"), "Home Phone" (with a dropdown for "Home"), "Primary Address *" (with "Street address", "City", and "State" sub-fields), and checkboxes for "Receive Email", "Receive SMS/Text", and "Receive SMS/Text". A language selector "English" is in the top right corner.

2. Fill out the form and click the “Subscribe” button.



3. Download the “Regroup Mobile” app from either the Apple Store or the Google Play Store.



4. Launch the app and enter the email address you used on the sign up page of our website in the “Email” field and enter **barrecity** (all lower case, no spaces) in the “Network” field.



5. Select the “Remember Me” check box and tap “Next”

Enter the email address you used to sign up on our website.

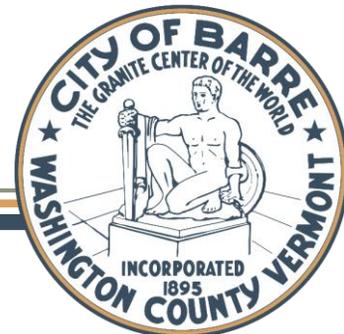
Enter **barrecity** (all lower case, no spaces).

Select “Remember Me”

 Remember Me

[Click Here](#) to login If you are an Admin

Don't have an account? [Sign Up](#)



6. Next, you will be prompted for a password. Since this is a new account and you do not have a password yet, tap on the “Reset password” link.



Forgot Password? [Reset password](#)

Tap here since you do not yet have a password.



7. Enter your email address (the same one you've been using for this sign up process) and tap the "Reset Password" button.



Enter your email address here (use the same one throughout the sign up process).

Enter your registration email to reset your password

Email

Tap the "Reset Password" button after you enter your email address.

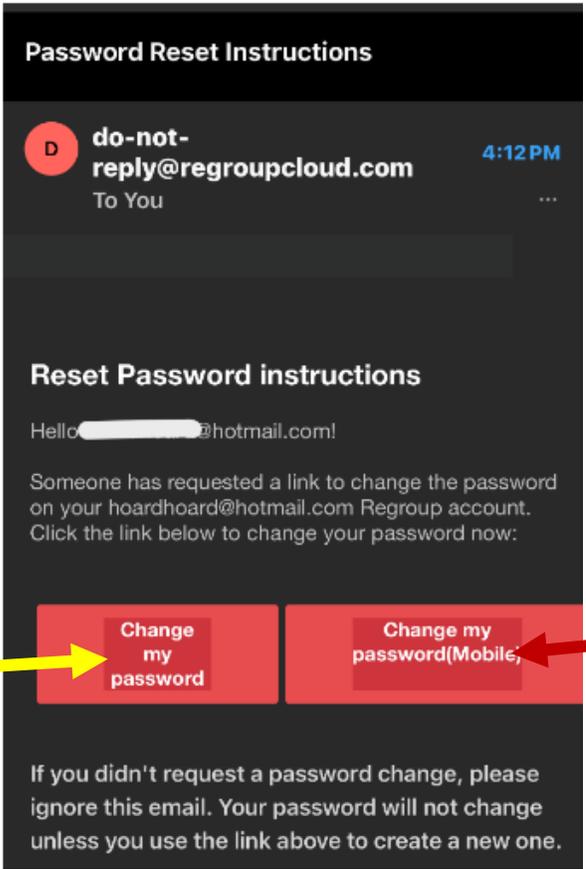
Reset Password



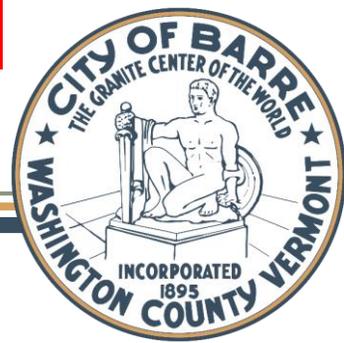
8. Now, go to your email account (yes, the same one you've been using all along this process), and open up the "Password Reset Instructions" email that Regroup sent you. Click on the first "Change my password" button.



Select this option



DO NOT SELECT THIS OPTION



9. This will bring you to the Regroup website and prompt you to enter a new password. Enter the password twice and then tap the “Change my password” button.

barrecity.app.regroup.com

< Back to Login

CHANGE YOUR PASSWORD

Please create and verify your new password in the fields below.
(Your password must be at least 8 characters long which will include both lowercase and uppercase characters, at least one number and symbol.)

New password

Confirm new password

Change my password

- Password rules:
1. At least 8 characters long
 2. Include both lower and uppercase characters
 3. At least one number or symbol.

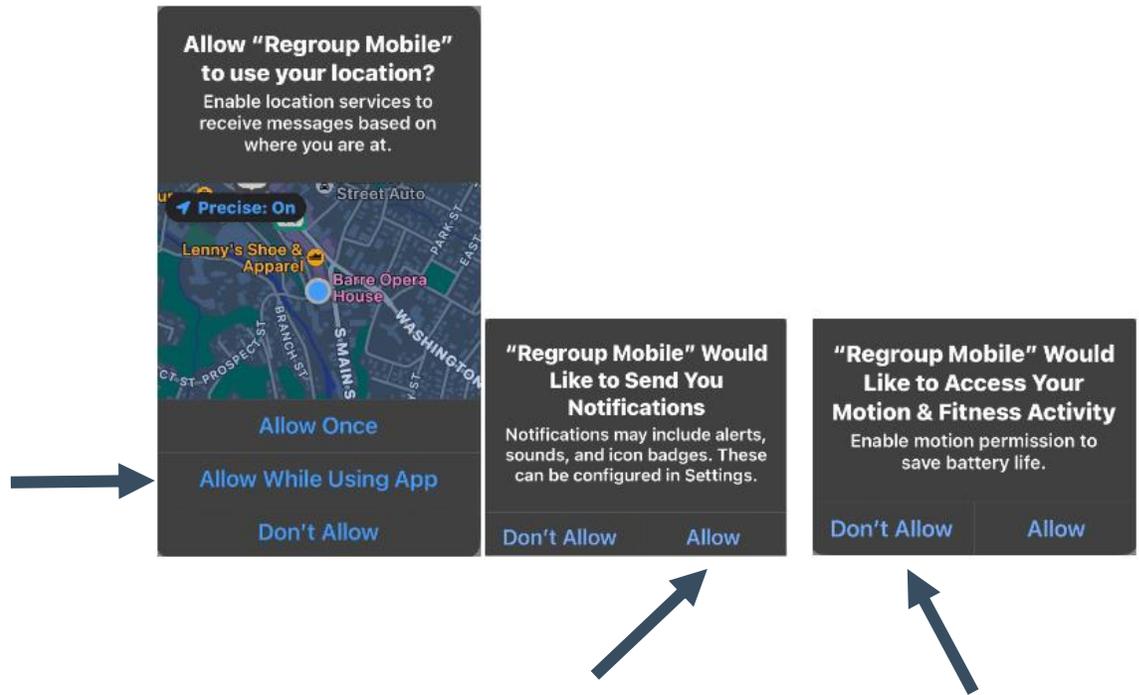
Enter your password here and here.

When you're done, tap here.



10. Now you can go back to the Regroup app on your phone and login with your new password (if you are still on the Reset Password screen, just tap “Back” in the upper left hand corner of the screen).

11. Upon logging in for the first time, the app will ask for several permissions. Choose “**Allow While Using App**” for location services (this allows you to receive geo-fenced messages), “**Allow**” for notifications, and select “**Don’t Allow**” for fitness information.

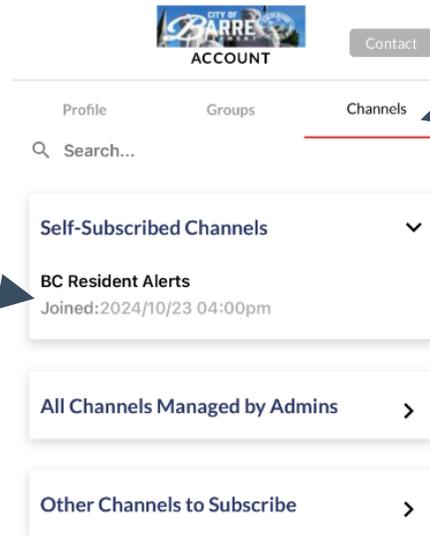


12. Now you are logged into the app and you will be automatically subscribed to the BC Resident Alerts channel. You can verify this by selecting the “Profile” icon at the bottom of the screen.



Profile Icon

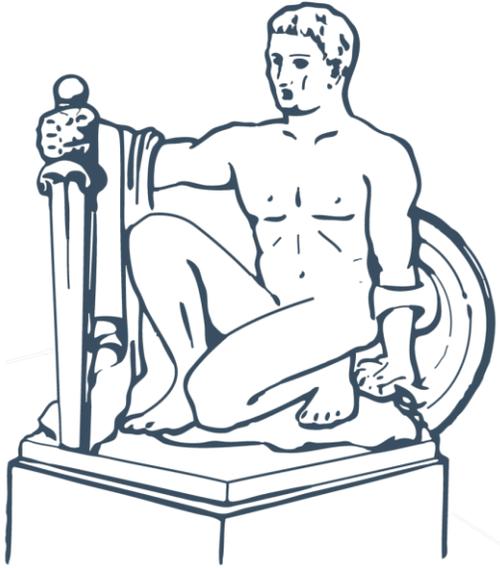
13. If you tap the “Channels” tab, and then the “Self-Subscribed Channels” option, you should see “BC Resident Alerts.”



Channels Tab is here.

BC Resident Alerts!





Congratulations!

You are signed up to receive Regroup messages from Barre City!

WWW.BARRECITY.ORG



@BARRECITYVT

