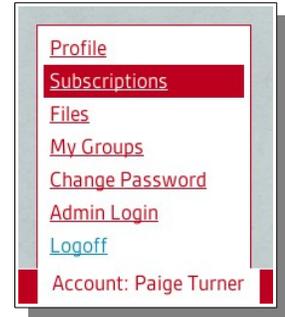


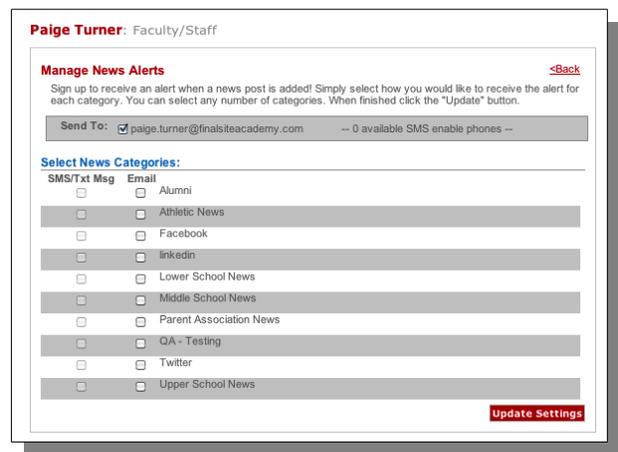
Alerts

Alerts automatically let you know when the website has been updated with time-sensitive information. Alerts can be sent out for many different categories of news updates, including Parent News, Athletics News, Alumni News, and so on. You can receive Alert messages as emails, text messages to your cell phone, or both. To begin receiving updates for a particular Alert category, you must first subscribe to that category.



You can edit all of your Alert subscriptions collectively through the account bar. To view and manage your Alert settings:

1. Login to the website, then click on your name in the Account Bar at the lower left
2. In the menu that pops up, select “Subscriptions”
3. Find the section labeled “News Alerts,” and click the “Settings” link on the right-hand side
4. You will see a list of available News Categories. Use the “SMS Text Message” and/or the “Email” checkboxes to select how you would like to receive Alerts for each of the individual News categories.



In order to subscribe to a category by email, you'll need to have an email address in your profile. Likewise, in order to receive text message alerts you must first add at least one cell phone number to your profile. If you do not have a phone number or an email address associated with your account, the corresponding checkboxes will be grayed out. See below for information on how to add a phone number or email address to your account.



You can also bring up the Manage News Alerts window by clicking on the Alerts icon on a News Archive page. In either case, you can choose whether you'd like to receive text messages or email alerts (or both) for each category.

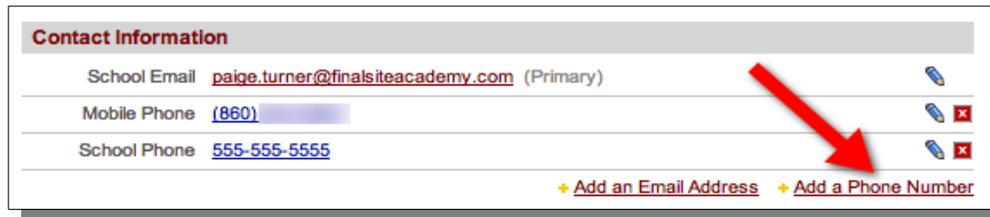
To activate SMS alerts

If you have not added a mobile phone number to your account, you will not be able to receive text message alerts, only email alerts. You can activate text message alert subscriptions by adding your mobile phone number to your website account.

To add a mobile phone to your website profile:

1. Login to the site, then click your username in Account Bar at the lower-left of the screen

2. Click the “Profile” option on the fly-out menu
- 3.
4. Scroll down to the “Contact Information” section, and click the “Add a Phone Number” link



5. Use the dropdown menu to select “Mobile Phone,” then enter your phone number in the field
6. Click the “Enable text message” button, then click “OK” on the popup message that appears
7. Use the new dropdown menu to select your mobile phone service provider, and then click the “Update Profile” button at the bottom of the window. A 6-digit verification code will be sent to your phone via text message.
8. When you receive the 6-digit code, click on the “Verify” link and enter the code you received into the website
9. When the confirmation code is accepted, your cell phone will be verified to receive SMS alerts
10. Note that after you've added a phone number, you can click the “My Subscriptions” tab at the top of the window to view and edit your Alert settings, both for text message and email subscriptions

After adding and verifying a phone number, you'll see the option of choosing text message delivery when you click the “Subscriptions” link in the Account bar, or when you click on the “Alerts” icon from a News Archive page.

Adding an Email Address to Your Profile

If you don't have an email address associated with your website profile, you won't be able to receive email alert messages. To add an email address:

1. Login to the site, then click your username in Account Bar at the lower-left of the screen
2. Click the “Profiles” option on the fly-out menu
3. Scroll down to “Contact Information,” and click the “Add an email address” link
4. Use the dropdown menu to select the type of email address (Home, Work, School, etc.)
5. If you want to use the new address as the default email address for all messages from the school, click the “Primary” radio button
6. When finished, click the red “Update Settings” button at the bottom of the window
7. After you've entered an email address, you can edit it by clicking on the blue pencil icon to the right
8. Use the associated red “X” icon at the right to delete an email address. Note that you cannot delete a “Primary” email address until you've created at least one alternate address and set it as the “Primary.”