

Steps to set up your account for the school calendar. Once created, you will then be able to choose which events you would like to receive reminders about or notifications of changes that occur to chosen events (ex: times, dates, locations, cancellations).

- From school's main page, click on "School Calendar"
- A new window opens with the current month view and on right side there options to choose from.
- Click on the world picture which is the icon for "Notify Me"
- In this window you create your account or login if you already have one. If you wish to receive notification/reminders via text, be sure to enter your cell number and carrier. If you have Verizon, choose vtext.com.
- Step 2 window opens with 3 boxes for you to choose items from. They are auto set with being checked.
- Categories: choose "All"
- Conference/Non-Conference Events: **DO NOT USE THESE!!!** They are not active on our public calendar and are for Athletic Directors only.
- School-Only Events: many items are automatically checked and other not. You will need to check or uncheck the items you want either reminders or notifications about. Some are once a year items (First Day of School) and others have several (sports).
- Click "Continue to Next Step"
- Step 3 – Setup Notification Preferences.
- If you want to receive a reminder about an activity, you use the dropdown box and can choose 1 hour prior all the way to 2 weeks prior to the event. If you do not want a reminder just leave it blank.
- If you want to receive notifications when changes occur to your chosen activities, click on "yes" circle. Yes is the default so you would need to change if do not want to be notified.
- Click save and you are done!!