

Emergency Alerts and School Calendar

Bishop Kelly now has the capability to send emergency notifications through texts and emails to parents and students. We would like every Bishop Kelly parent to sign up for this Alert service so that you will be notified in the event of a snow day or more serious emergency. If you do not have internet access, you are welcome to sign-up on a computer at school.

The Alert system is operated through the new School Calendar available on the website. The calendar is customizable so that users can select those events that they want *displayed. If all options are selected, as this is the school's master calendar, all events at Bishop Kelly for each day will appear. To view the calendar, click on School Calendar (above Recent News) on the Home page. In order to select options on the calendar, parents should click on Calendar Options represented by the white clipboard with the red check. Academics, Dismissal Days, Student Activities, Yearly Calendar and Athletics Schedules will be listed. By clicking on each of these and selecting all of the boxes below, all school events will appear on the calendar. The calendar can also be exported to Outlook, iPhones etc. by clicking on Calendar Export.

Carefully complete the following steps to ensure **Emergency Alert Notifications**:

1. Click on **School Calendar**, found above Recent News on the Home page.
2. Click on **Alerts**, found next to the bell on the right side.
3. Register as a **New User**; enter information and click **Continue**.
4. Click on the red **Back** button.
5. Click **Add Text Enabled Phone** button.
6. Enter mobile phone, phone number & phone carrier, click **Save Phone**.
7. Click **Verify**.
8. Click **Request Code**, a code will be sent to your phone within a minute.
9. Enter code (code is case sensitive) and click **Verify**.
10. On the right side click on the red **Settings**.
11. Click boxes next to **Email and Phone**.
12. Click box next to **Emergency Alert**.
13. Click **Update Settings**.
14. On the right side click on the red **Settings**.
15. Click the box next to **SMS/Txt Msg**
16. Click **Update Settings**.

** In order to only receive emergency alerts it will be necessary to delete the calendar alerts listed in red at the bottom of the settings page.

The entire process will only take approximately 5 minutes.

For visual screen shots of each step: <http://www.bk.org/today.aspx>