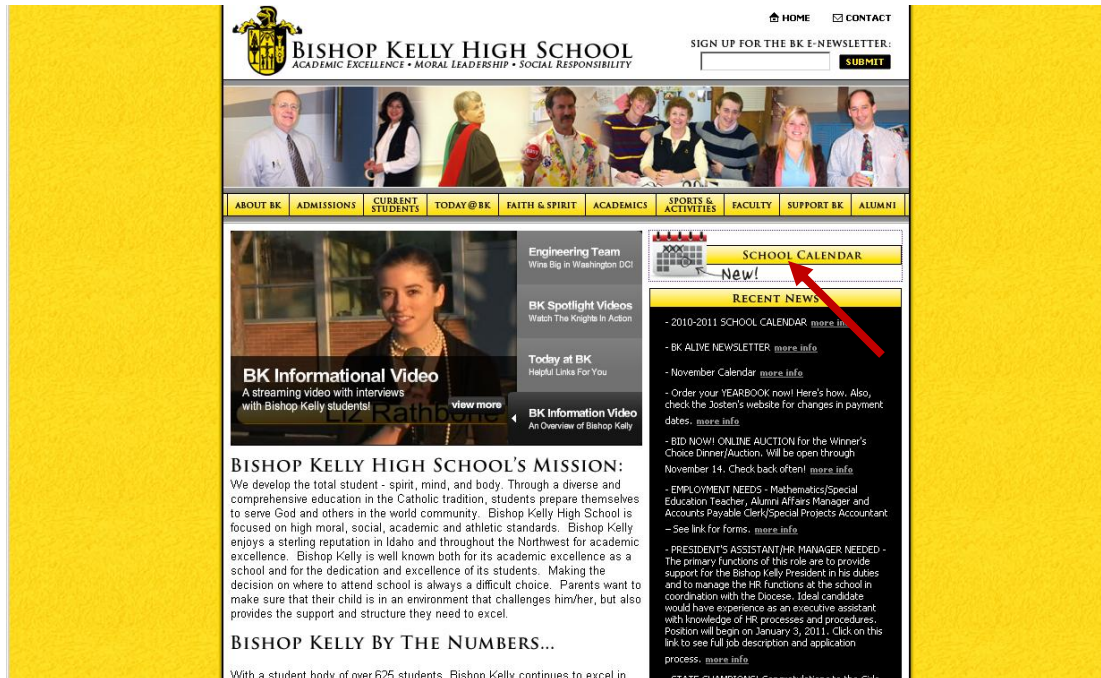
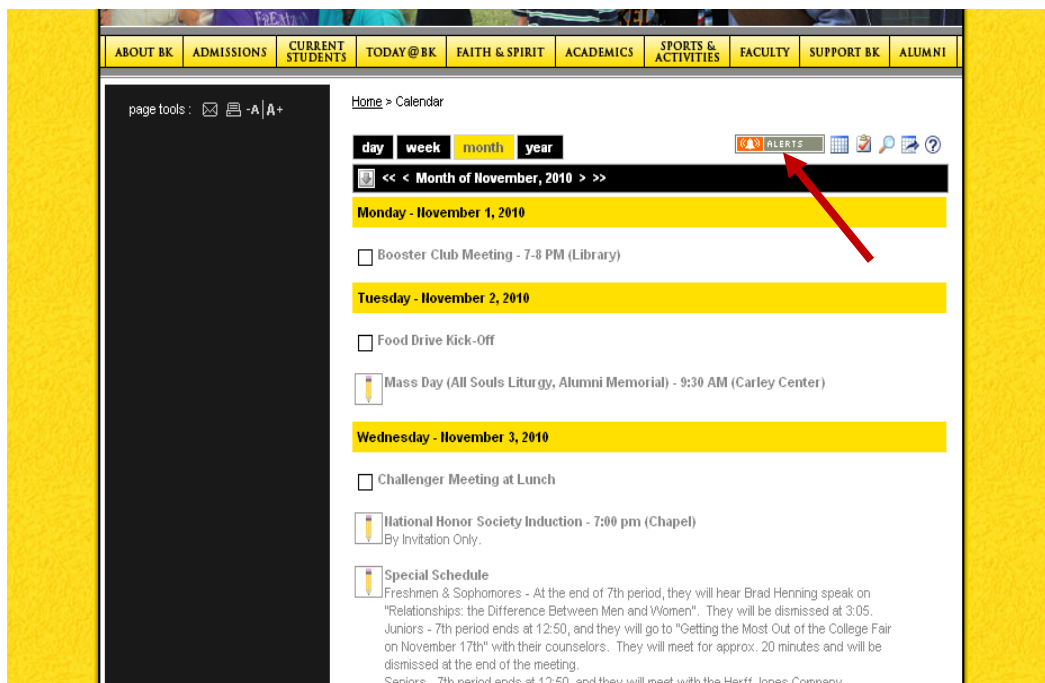


# Visual Instructions to Receive Emergency Alerts

1. Click on **School Calendar**, found above Recent News on the Home page.



2. Click on **Alerts**, found next to the bell in the upper right corner.



3. Register as a **New User**; enter information and click **Continue**.

Please provide your username and password to log in:

Username

Password

**Login**

[Forgot your username/password?](#)

---

**NEW USERS**

If you do not have a username and password, please supply the following information and click continue. The Email Address will be your username.

First Name

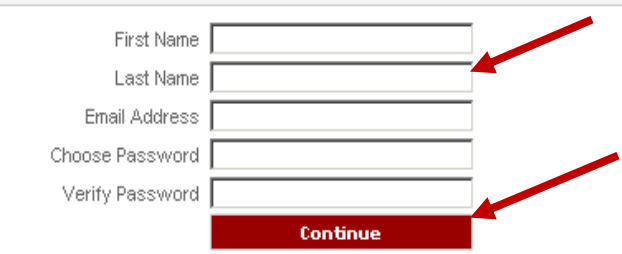
Last Name

Email Address

Choose Password

Verify Password

**Continue**



4. Click on the red **Back** button.

**Joe Smith:** Site Member

---

**Manage Calendar Subscription** [<Back](#)

Sign up to receive updates for all events for a calendar or team! Available updates include postponement, cancellations, changes, and event reminders. Disabled checkboxes indicate existing subscriptions, which can be edited or removed from "My Subscriptions".

WARNING: By subscribing to the calendars & teams below, you will receive alerts for ALL events that are associated with the selected calendars & teams. If you wish to subscribe to a specific event, please use the yellow bell icon to the right of the event on the calendar page. When finished click the "Update" button.

**Calendar Info:**

**Calendars:**

- + **Academics**
- + **Dismissal Days**
- + **Student Activities**
- + **Yearly Calendar**
- + **Athletics Schedules**

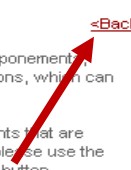
**Alert Settings:**

**Send To: Email**  jsmith@bk.org **Phone** -- 0 sms enabled phone numbers --

**Reminder:**  18 Hours Before

**Alert Options:**  Cancellations/Postponements/Changes

**Update Settings**



5. Click **Add Text Enabled Phone** button.

**Joe Smith:** Site Member

My Profile My Account **My Subscriptions** [Logoff](#)

### Edit Subscription(s)

**Available Delivery Locations**

**Email**  
jsmith@bk.org (Primary)

**Add Text Enabled Phone**

**Current Subscriptions**

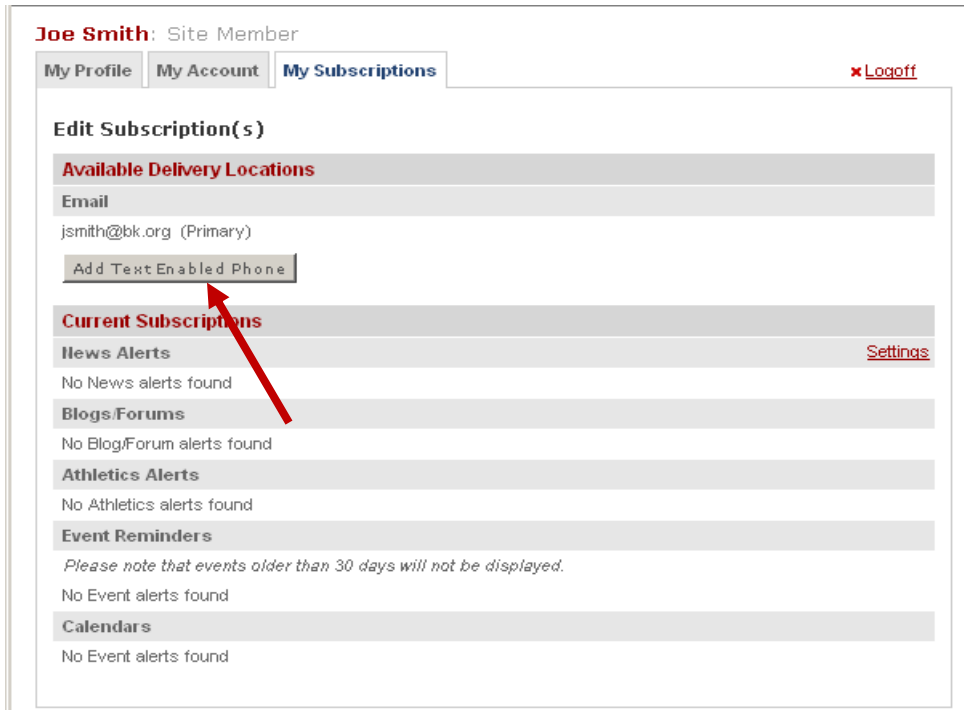
**News Alerts** [Settings](#)  
No News alerts found

**Blogs/Forums**  
No Blog/Forum alerts found

**Athletics Alerts**  
No Athletics alerts found

**Event Reminders**  
*Please note that events older than 30 days will not be displayed.*  
No Event alerts found

**Calendars**  
No Event alerts found



6. Enter mobile phone, phone number & phone carrier, click **Save Phone**.

**Joe Smith:** Site Member

My Profile My Account **My Subscriptions** [Logoff](#)

### Edit Subscription(s)

**Available Delivery Locations**

**Email**  
jsmith@bk.org (Primary)

**Add New Phone**

Home Phone  AT&T  **Save Phone** [Cancel](#)

**Current Subscriptions**

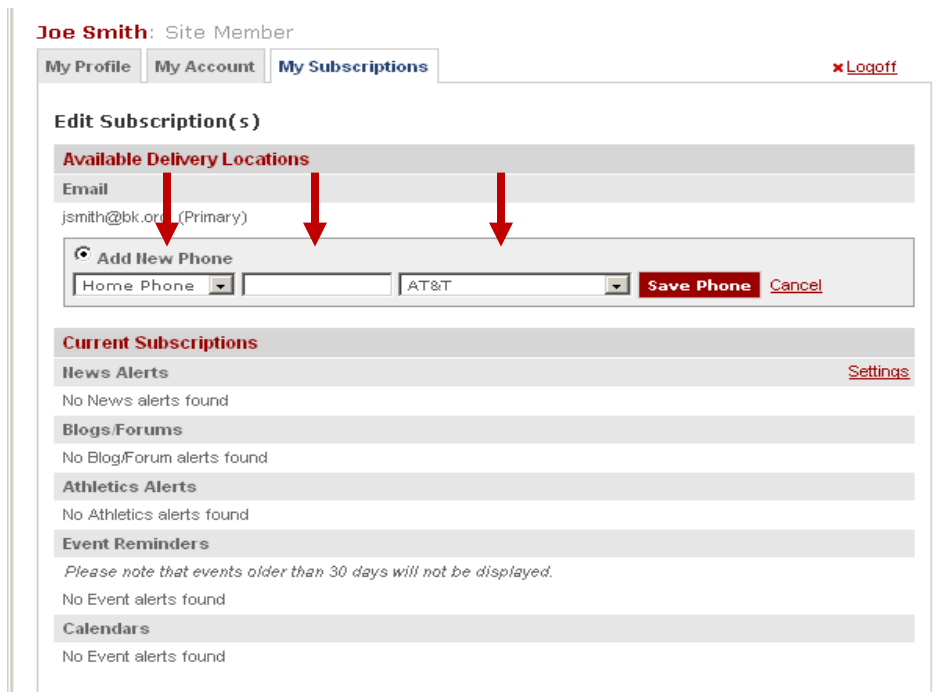
**News Alerts** [Settings](#)  
No News alerts found

**Blogs/Forums**  
No Blog/Forum alerts found

**Athletics Alerts**  
No Athletics alerts found

**Event Reminders**  
*Please note that events older than 30 days will not be displayed.*  
No Event alerts found

**Calendars**  
No Event alerts found



7. Click **Verify**.

Susie Jones: Site Member

My Profile My Account **My Subscriptions** [x Logoff](#)

**Edit Subscription(s)**

**Available Delivery Locations**

**Email**  
sjones [redacted] (Primary)

**Phone**  
208-863-7676 (Verizon Wireless) [Verify](#)

Note: Alerts are sent at no charge, but you may incur charges from your cellular provider. Most cellular phone companies charge for receiving text messages by a "per message" charge. Make certain that you know your status with your cellular provider before signing up for these notifications.

**Current Subscriptions**

**News Alerts** [Settings](#)  
No News alerts found

**Blogs/Forums**  
No Blog/Forum alerts found

**Athletics Alerts**  
No Athletics alerts found

**Event Reminders**  
*Please note that events older than 30 days will not be displayed.*  
No Event alerts found

**Calendars**  
No Event alerts found

8. Click **Request Code**, a code will be sent to your phone within a minute.

Susie Jones: Site Member

My Profile My Account **My Subscriptions** [x](#)

**Edit Subscription(s)**

**Available Delivery Locations**

**Email**  
sjones [redacted] (Primary)

**Phone**  
208-863-7676 (Verizon Wireless) Code:   [Request Code](#) [Cancel Verify](#)

Note: Alerts are sent at no charge, but you may incur charges from your cellular provider. Most cellular phone companies charge for receiving text messages by a "per message" charge. Make certain that you know your status with your cellular provider before signing up for these notifications.

**Current Subscriptions**

**News Alerts**  
No News alerts found

**Blogs/Forums**  
No Blog/Forum alerts found

**Athletics Alerts**  
No Athletics alerts found

**Event Reminders**  
*Please note that events older than 30 days will not be displayed.*  
No Event alerts found

**Calendars**  
No Event alerts found

9. Enter code and click **Verify**.

**Susie Jones:** Site Member

My Profile | My Account | **My Subscriptions** [✕ Logoff](#)

### Edit Subscription(s)

**Available Delivery Locations**

**Email** [REDACTED]  
sjones@bk.org (Primary)

**Phone**  
208-863-7676 (Verizon Wireless)

Code:  **Verify** [Request Code](#) [Cancel Verify](#)

[Add Text Enabled Phone](#)

Note: Alerts are sent at no charge, but you may incur charges from your cellular provider. Most cellular phone companies charge for receiving text messages by a "per message" charge. Make certain that you know your status with your cellular provider before signing up for these notifications.

**Current Subscriptions**

**News Alerts** [Settings](#)  
No News alerts found

**Blogs/Forums**  
No Blog/Forum alerts found

**Athletics Alerts**  
No Athletics alerts found

**Event Reminders**  
*Please note that events older than 30 days will not be displayed.*  
No Event alerts found

**Calendars**  
No Event alerts found

10. On the right side click on the red **Settings**.

**Susie Jones:** Site Member

My Profile | My Account | **My Subscriptions** [✕ Logoff](#)

### Edit Subscription(s)

**Available Delivery Locations**

**Email**  
sjones@bk.org (Primary)

**Phone** [REDACTED]  **Text Enabled**

208-863-7676 (Verizon Wireless)

[Add Text Enabled Phone](#)

Note: Alerts are sent at no charge, but you may incur charges from your cellular provider. Most cellular phone companies charge for receiving text messages by a "per message" charge. Make certain that you know your status with your cellular provider before signing up for these notifications.

**Current Subscriptions**

**News Alerts** [Settings](#)  
No News alerts found

**Blogs/Forums**  
No Blog/Forum alerts found

**Athletics Alerts**  
No Athletics alerts found

**Event Reminders**  
*Please note that events older than 30 days will not be displayed.*  
No Event alerts found

**Calendars**  
No Event alerts found

11. Click boxes next to **Email and Phone.**
12. Click box next to **Emergency Alert.**

**Susie Jones:** Site Member

### Manage News Alerts [<Back](#)

Sign up to receive an alert when a news post is added! Simply select how you would like to receive the alert for each category. You can select any number of categories. When finished click the "Update" button.

Send To:  sjones@bk.org  208-663-7676

**Select News Categories:**

SMS/Txt Msg	Email
<input type="checkbox"/>	<input checked="" type="checkbox"/> Emergency Alerts

**Update Settings**

13. Click **Update Settings.**

**Susie Jones:** Site Member

### Manage News Alerts [<Back](#)

Sign up to receive an alert when a news post is added! Simply select how you would like to receive the alert for each category. You can select any number of categories. When finished click the "Update" button.

Send To:  sjones@bk.org  208-663-7676

**Select News Categories:**

SMS/Txt Msg	Email
<input type="checkbox"/>	<input type="checkbox"/> Emergency Alerts

**Update Settings**

14. On the right side click on the red **Settings**.

**matt Smith:** Site Member

[My Profile](#) [My Account](#) [My Subscriptions](#) [x Logoff](#)

### Edit Subscription(s)

Your News Alerts settings have been updated.

#### Available Delivery Locations

**Email**  
msmith@bk.org (Primary)

**Phone**  
208-865-XXXX (Verizon Wireless)  Text Enabled

[Add Text Enabled Phone](#)

Note: Alerts are sent at no charge, but you may incur charges from your cellular provider. Most cellular phone companies charge for receiving text messages by a "per message" charge. Make certain that you know your status with your cellular provider before signing up for these notifications.

#### Current Subscriptions

**News Alerts** [Settings](#)

Emergency Alerts      New Post(s) - Email, SMS

**Blogs/Forums**  
No Blog/Forum alerts found

**Athletics Alerts**  
No Athletics alerts found

**Event Reminders**  
*Please note that events older than 30 days will not be displayed.*  
No Event alerts found

**Calendars**  
No Event alerts found

15. Click the box next to **SMS/Txt Msg**

16. Click **Update Settings**.

**matt Smith:** Site Member

### Manage News Alerts [<Back](#)

Sign up to receive an alert when a news post is added! Simply select how you would like to receive the alert for each category. You can select any number of categories. When finished click the "Update" button.

Send To:  msmith@bk.org       20-XXXX-XXXX

#### Select News Categories:

**SMS/Txt Msg**      **Email**

      Emergency Alerts

[Update Settings](#)

# Finally you are finished and should receive emergency text messages!

**matt Smith:** Site Member

[My Profile](#) [My Account](#) [My Subscriptions](#) [x Logoff](#)

### Edit Subscription(s)

**Your News Alerts settings have been updated.**

#### Available Delivery Locations

**Email**

msmith@bk.org (Primary)

**Phone** [REDACTED]

208-863-7676 (Verizon Wireless)  Text Enabled

[Add Text Enabled Phone](#)

Note: Alerts are sent at no charge, but you may incur charges from your cellular provider. Most cellular phone companies charge for receiving text messages by a "per message" charge. Make certain that you know your status with your cellular provider before signing up for these notifications.

#### Current Subscriptions

**News Alerts** [Settings](#)

Emergency Alerts      New Post(s) - Email, SMS

**Blogs/Forums**

No Blog/Forum alerts found

**Athletics Alerts**

No Athletics alerts found

**Event Reminders**

*Please note that events older than 30 days will not be displayed.*

No Event alerts found

**Calendars**

No Event alerts found