

. HOW TO RECEIVE FRIDAY FOLDER ALERTS

To Receive Friday Folder E-Alerts

Parent Subscription:

First, you will need to register for an account on the school website in order to subscribe to e-alerts.

Click the people+ button at the top right of the website to see the Register link in the drop down menu:

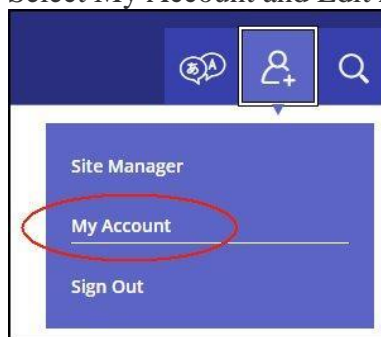


After you have registered for an account, sign in and go to Users – My Account – Subscriptions – Manage. There you will be given the option to subscribe to your site, or you can click ‘Other Areas’ and pick Channels or Sections. Then you will click ‘I’m Done’

Set up e-alerts for your site

In order to receive Content E-Alerts, you must first subscribe to areas on the website.

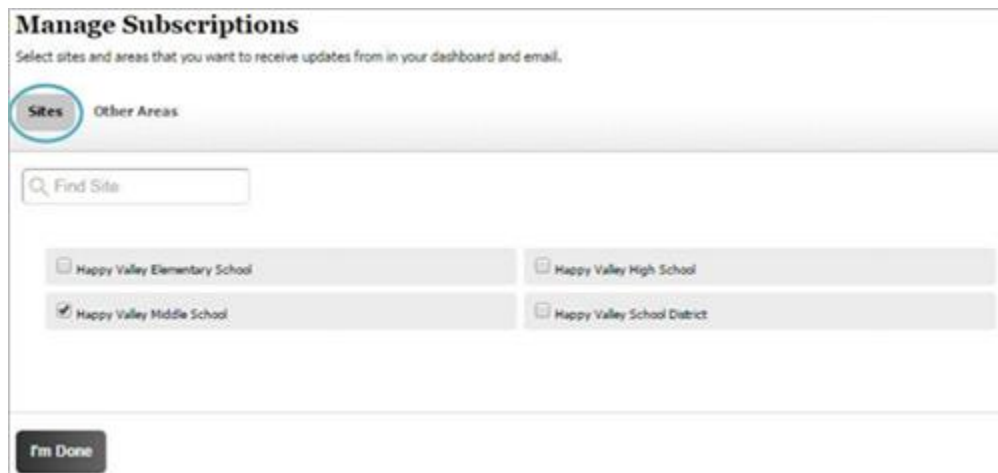
Select My Account and Edit Account Settings.



- Select Subscriptions
- Select Manage Subscriptions



- Select Sites and select Bedminster School.
- Select Other Areas to subscribe to additional areas including Friday Folders.
- Type 'Friday' in the Find/Search field
- Select Friday Folders
- Select I'm Done.



When an editor of an area to which you have subscribed modifies content within that area and sends a Content E-Alert, you receive email notification indicating that content has been updated. Click the link in the email message to navigate directly to the subscribed area.