Using the Alerts Feature on the Shelton Website

Overview of the Alerts Feature

The Alerts feature on our website can send you two broad types of messages:

1. Time-sensitive reminders (from any of our Calendars or Calendar Events)
2. Notifications of new content (such as the rotating news on our Home Page, Featured Student Activities area of our Division Pages, etc)

Event Specific Alerts

If you see the icon below next to any calendar event, you can set an alert reminder for that specific event.

Alerts for Calendars, News, and Athletics

When you see the icon below at the top of a page, you can set an alert reminder for the entire group of events and/or set alerts for new information, changes (including cancellations and postponements), and even scores and results (for athletic events)

How to add an Alert

Click on the event specific alert icon (little gold bell) or the alerts icon.
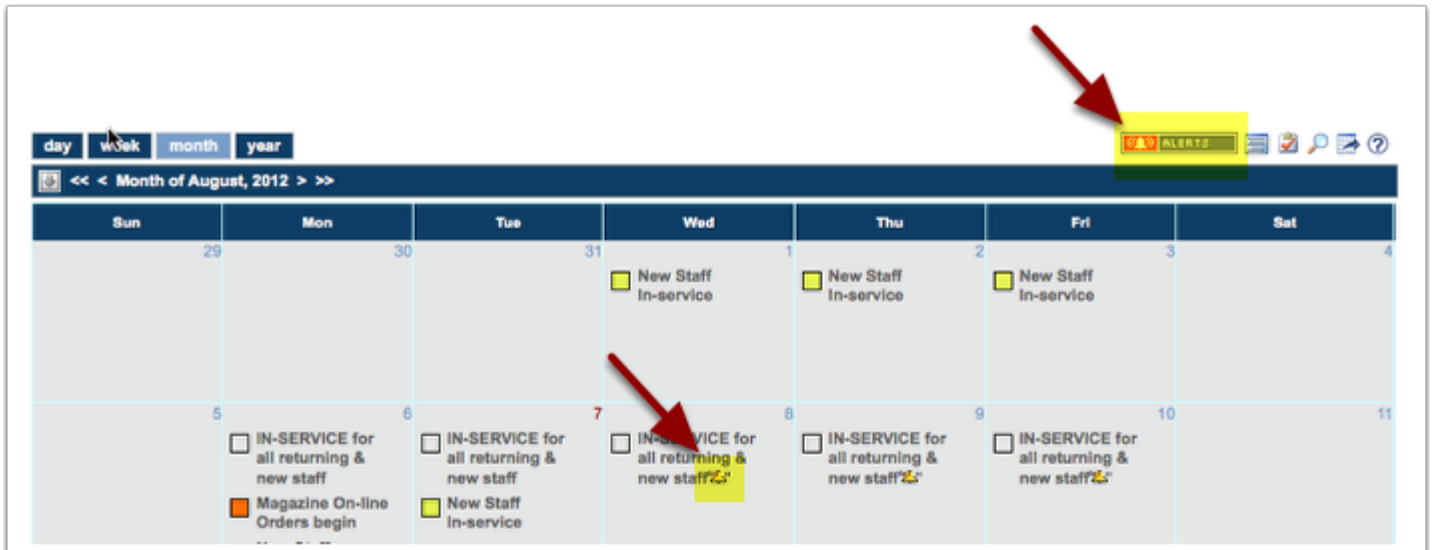
You will see a login screen that looks like the one below that will allow you to login.

You will use the same username and password you use for enrollment, grades, etc. to set alerts. This login information was sent to you when your student was first enrolled at Shelton. (If you don't have this information, please contact the division office appropriate to your student.)

Site Alerts

In order to sign up for Alert Notifications please login. If you are a new user please register below.

Login Or Register to Receive:

- Newsletter Subscriptions
- News Updates
- Athletics Results, Postponements, Cancellations
- Calendar & Athletic Event Reminders

Click here to view a short introduction to Alerts Notifications

Site Login

Please provide your username and password to log in:

username [   ]

password [   ]

[login]

Register New User

Once you are logged in, you will then see a screen that looks like this.

On this screen you can set:

1. Where you would like to receive the alerts, email and/or phone (directions for adding and verifying a mobile phone for text alerts below)
2. Whether you want to receive reminder alerts before each event and the time interval for your reminder alerts
3. Whether you would like to receive alerts for cancellations, postponements, and changes
4. Whether you want to receive alerts for scores and results (athletics only)

When you are finished, click the "Update Settings" button

You will then see a screen where you can manage the rest of your alerts.

You can delete an alert by clicking on the red x next to an alert or you can edit your settings by clicking on the name of the alert. You can also add and verifying a mobile phone for text alerts here. Instructions are below.

How to add a mobile phone, so that you can receive the alerts as an sms message (text.)

Click the "Add Text Enabled Phone" button.
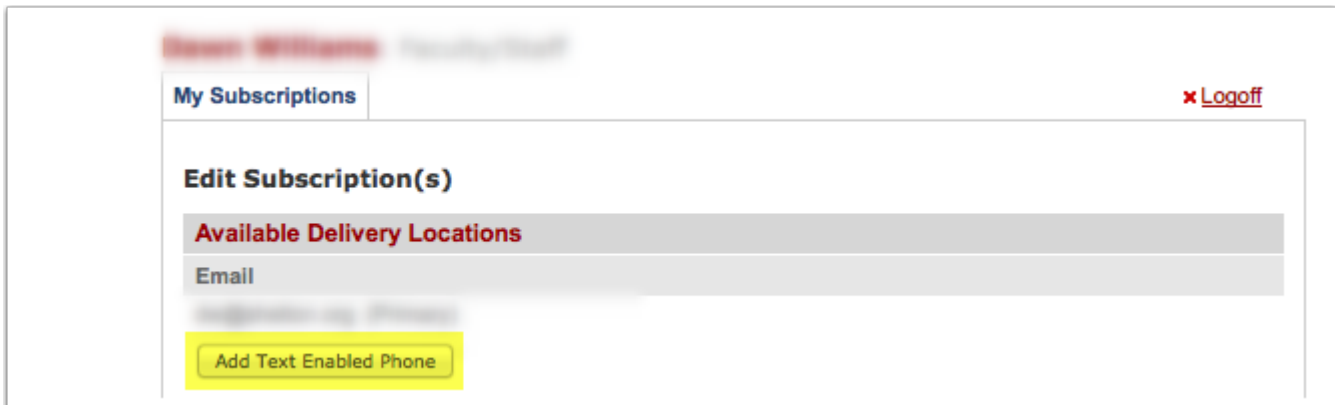
You will see a message with information about completing the process, click the "OK" button.
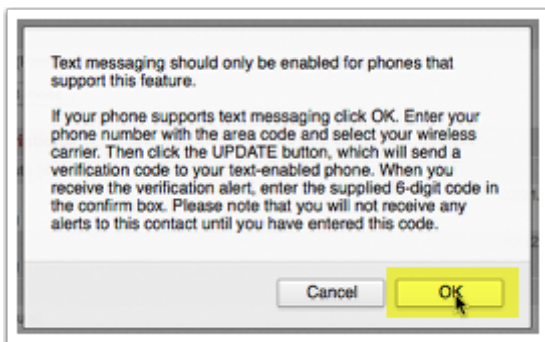
Add your phone number and carrier.

You will see the screen below.

1. Select "Enable Existing Phone Number"
2. Choose a carrier from the dropdown menu,
3. Click the "Save Phone" button

If you do not see the phone number you would like to use, you can choose "Add New Phone." Please note: This *will not* update your phone number in the student information system. It would be better to contact your students' division office, give them your updated phone number, and complete this process the following day after your phone number has been updated and rolled through the system.

Verify your phone.

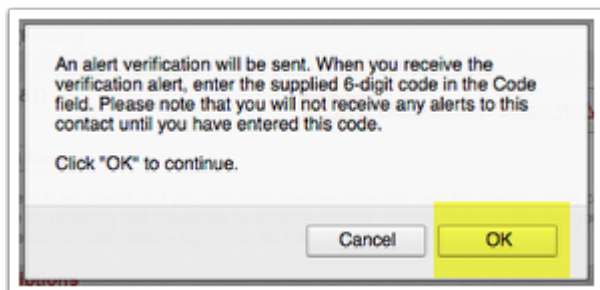Next, you will need to click the "Verify" link that will allow you to request a code.

Click the "Request Code" link.

This will send the code via an sms mesage (text) to your phone. You will enter this code to verify this number as one that can be selected to receive sms message (text) alerts.

You will see a message with information about completing the process, click the "OK" button.

In a few minutes, your phone should receive the sms message (text) containing your code.

Enter the verification code.

Go back to your computer and enter the code you received on your phone, and then click the "Verify" button.
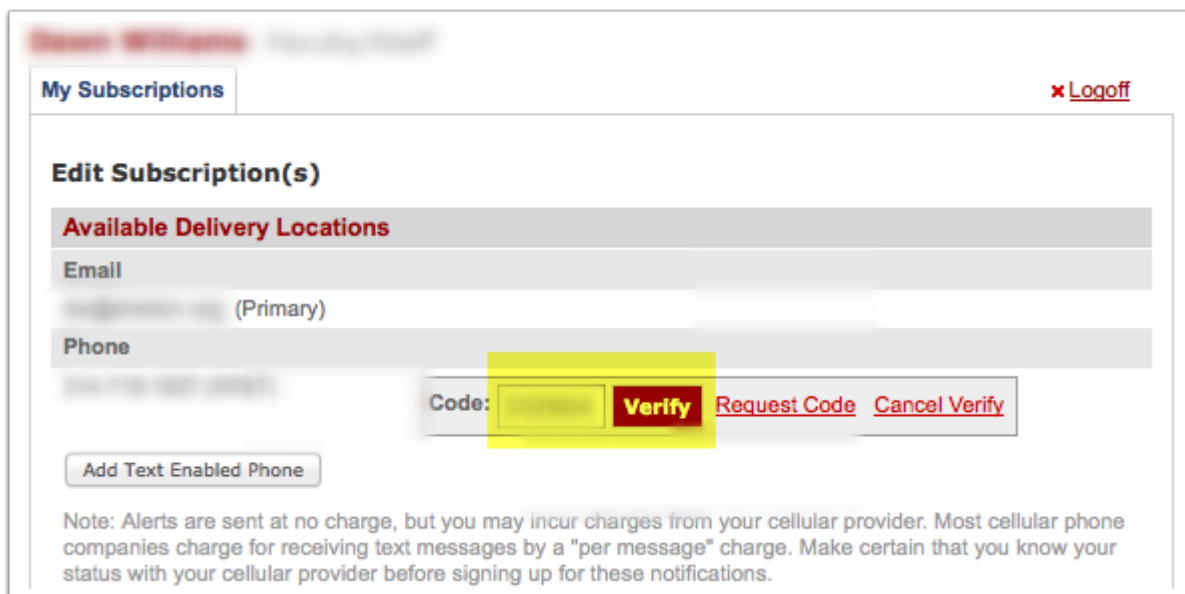
The process is complete when you see the "Text Enabled" message.

My Subscriptions
×Logoff

Edit Subscription(s)

Available Delivery Locations

Email

(Primary)

Phone

☑ 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.

Edit your subscriptions to use

After your mobile number is verified and enabled for texts, you can go back and edit your subscriptions to have alerts go to your phone as sms messages (texts).

Dawn Williams Faculty/Staff

Manage Team Subscription
<Back

Sign up to receive team updates and event reminders! Available updates include postponements, cancellations, and event results. When finished click the "Update" button.

Team Info:

Team: Varsity Boys Football

Alert Settings:

Send To: Email   Phone

☑   ☐ 2

Reminder: ☑ | 18 Hours ÷ | Before Each Event/Game

Alert Options: ☑ Cancellations/Postponements/Changes
☑ Score/Results

Update Settings