

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.



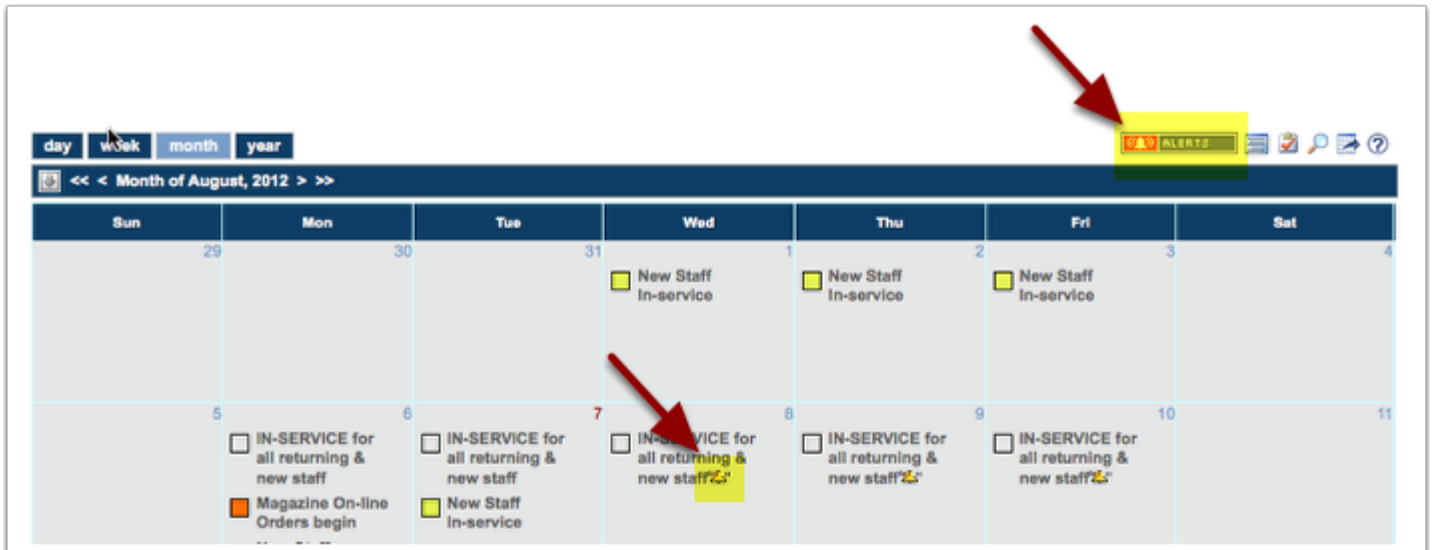
Alerts for Calendars, News, and Athletics

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

[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

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:

1 Send To: **Email** **Phone** -- 0 sms enabled phone numbers --

2 Reminder: 18 Hours Before Each Event/Game

Alert Options: Cancellations/Postponements/Changes **3**
 Score/Results **4**

Update Settings

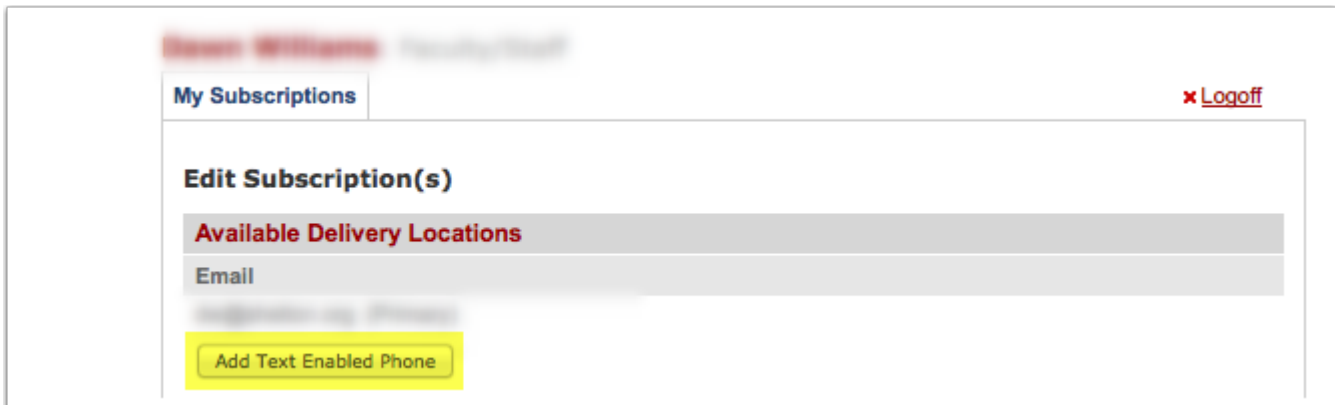
You will then see a screen where you can manage the rest of your alerts.

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.

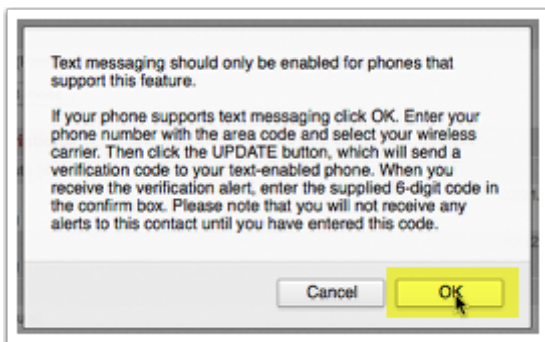
The screenshot shows the 'My Subscriptions' page. At the top right, there is a 'Logoff' link. The main content area is titled 'Edit Subscription(s)'. Under 'Available Delivery Locations', there are fields for 'Email' and 'Phone'. A 'Verify' link is next to the phone field. Below this is a note about charges and an 'Add Text Enabled Phone' button. The 'Current Subscriptions' section lists several categories: 'Email Mailing Lists (eNotify)' with a 'Settings' link; 'All Staff' with a date and time and a red 'x' delete icon; 'Tech Test' with a date and time and a red 'x' delete icon; 'News Alerts' with a 'Settings' link; 'Blogs/Forums' with 'No Blog/Forum alerts found'; 'Athletics Alerts' with a 'select all | deselect all | delete selected' link and two sub-items: 'Middle School Golf' and 'Varsity Boys Football', both with red 'x' delete icons; 'Event Reminders' with a note about 30-day events and 'No Event alerts found'; and 'Calendars' with 'No Event alerts found'. Two callout boxes are overlaid: one labeled 'Delete' with an arrow pointing to the red 'x' icon next to 'All Staff', and another labeled 'Edit' with an arrow pointing to the 'Athletics Alerts' category name.

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.

The screenshot shows the 'Edit Subscription(s)' form. At the top right is a 'Logoff' link. Below the title are sections for 'Available Delivery Locations', 'Email', and 'Phone'. The 'Phone' section has two radio buttons: 'Add New Phone' and 'Enable Existing Phone Number'. The 'Enable Existing Phone Number' option is selected. Below these are two dropdown menus: one for the phone number (showing '201-754-1234') and one for the carrier (showing 'AT&T'). To the right of the carrier dropdown are 'Save Phone' and 'Cancel' buttons. Red circles with numbers 1, 2, and 3 are overlaid on the form: circle 1 is on the 'Enable Existing Phone Number' radio button, circle 2 is on the carrier dropdown menu, and circle 3 is on the 'Save Phone' button.

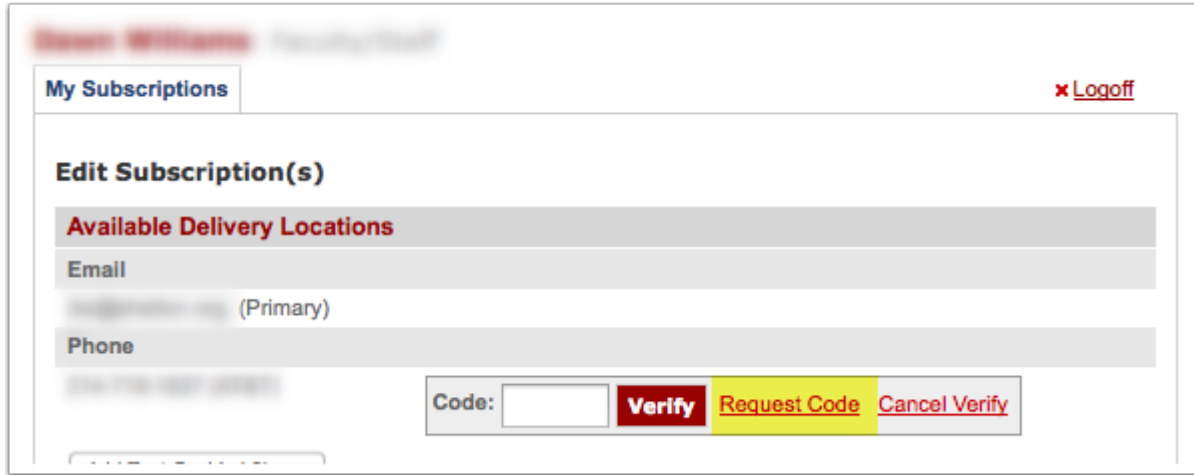
Verify your phone.

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

This screenshot shows the same 'Edit Subscription(s)' form as above, but with the 'Phone' section expanded. The 'Phone' field now contains the number '201-754-1234'. A yellow box highlights a 'Verify' button with a warning icon, located below the phone number. Below the 'Verify' button is an 'Add Text Enabled Phone' button.

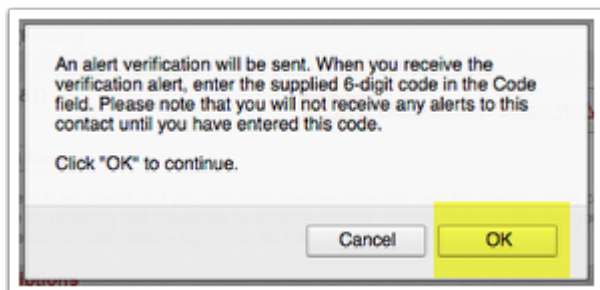
Click the "Request Code" link.

This will send the code via an sms message (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.



The screenshot shows a user interface for managing subscriptions. At the top left, there is a 'My Subscriptions' tab. At the top right, there is a 'Logoff' link. Below the tab, the heading 'Edit Subscription(s)' is visible. Underneath, there are sections for 'Available Delivery Locations', 'Email', and 'Phone'. The 'Email' section shows a partially obscured email address followed by '(Primary)'. The 'Phone' section shows a partially obscured phone number. At the bottom of the form, there is a 'Code:' label next to an empty input field. To the right of the input field are three buttons: a red 'Verify' button, a yellow 'Request Code' button, and a grey 'Cancel Verify' button.

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



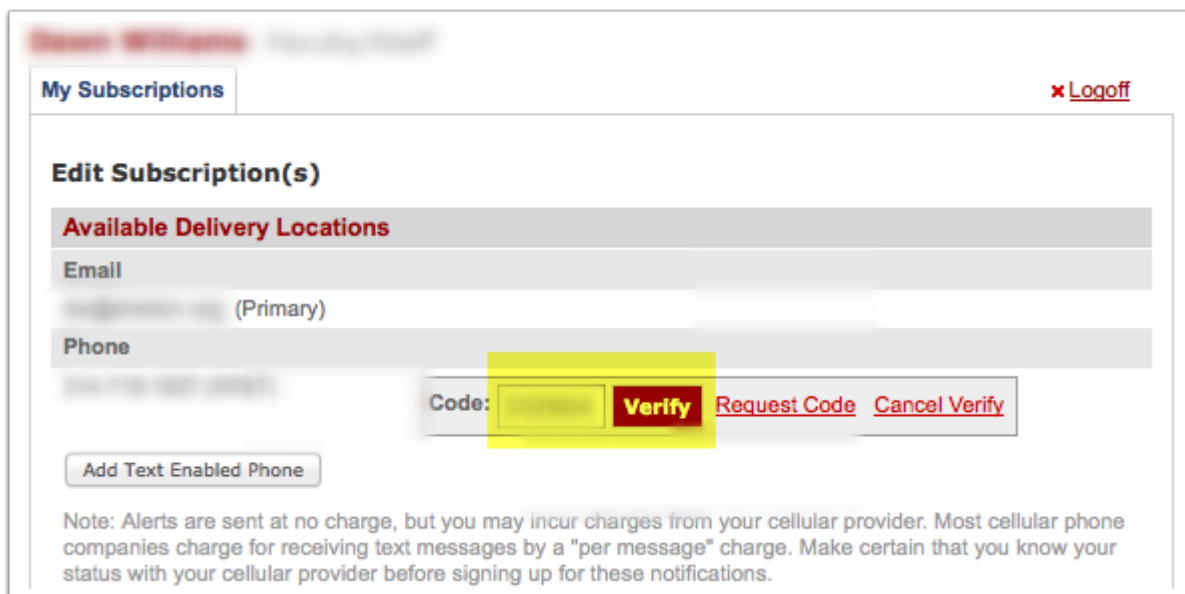
The screenshot shows a dialog box with the following text: 'An alert verification will be sent. When you receive the verification alert, enter the supplied 6-digit code in the Code field. Please note that you will not receive any alerts to this contact until you have entered this code.' Below the text, it says 'Click "OK" to continue.' At the bottom of the dialog box, there are two buttons: a grey 'Cancel' button and a yellow '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.

The screenshot shows a user interface for 'My Subscriptions'. At the top left, the user's name 'Dawn Williams' and role 'Faculty/Staff' are visible. A 'Logoff' link is in the top right. The main heading is 'Edit Subscription(s)'. Below this, there are sections for 'Available Delivery Locations', 'Email', and 'Phone'. The 'Phone' section shows a phone number and a green box with a checkmark and the text 'Text Enabled'. A button labeled 'Add Text Enabled Phone' is located below the phone number. A note at the bottom states: '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).

The screenshot shows the 'Manage Team Subscription' page. At the top left, the user's name 'Dawn Williams' and role 'Faculty/Staff' are visible. A '<Back' link is in the top right. The main heading is 'Manage Team Subscription'. Below this, there is a paragraph: 'Sign up to receive team updates and event reminders! Available updates include postponements, cancellations, and event results. When finished click the "Update" button.' The 'Team Info:' section shows 'Team: Varsity Boys Football'. The 'Alert Settings:' section has two columns: 'Send To: Email' with a checked checkbox and 'Phone' with an unchecked checkbox. Below this, the 'Reminder:' section shows a checked checkbox, a dropdown menu set to '18 Hours', and the text 'Before Each Event/Game'. The 'Alert Options:' section has two checked checkboxes: 'Cancellations/Postponements/Changes' and 'Score/Results'. A red 'Update Settings' button is in the bottom right corner.