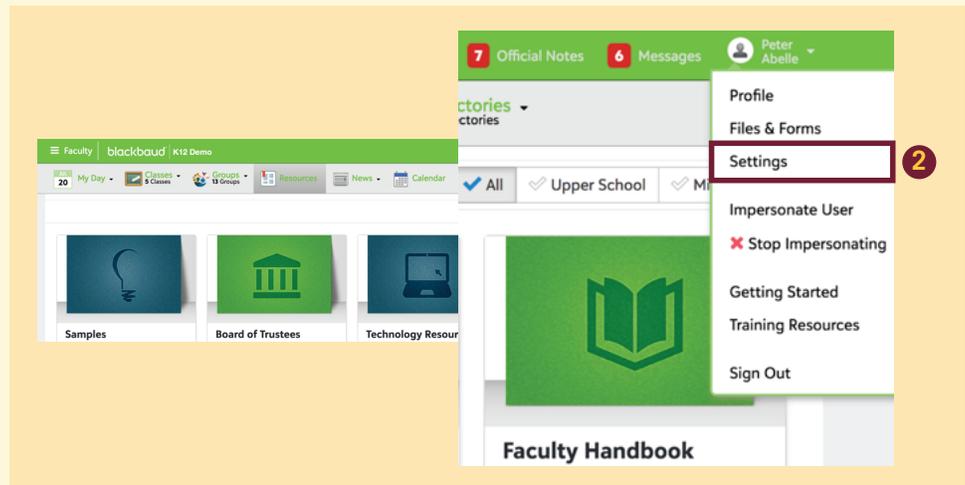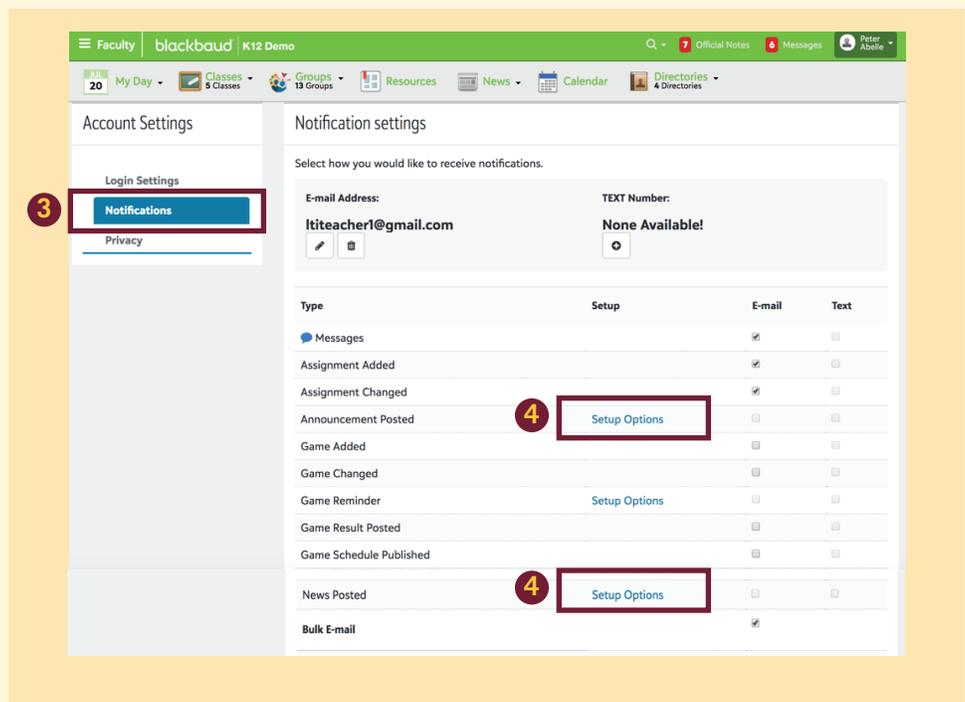# NOTIFICATION INSTRUCTIONS
HOW TO SIGN UP FOR E-MAIL & TEXT MESSAGES

1 Log into the portal.

2 Under your name in the upper right, select Settings.

3 Select Notifications.

4 For both Announcement **Posted and News Posted**, select "Setup Options."

5 After clicking on Setup Options, select the Groups that pertain to you AND your child and click save:

Best practice is to SELECT ALL so you'll receive notifications for groups you or your child is a member of. (We have groups for parents.) You will only receive notifications from groups you or your child are active members of, but by selecting all, you will not need to make changes should your child join a club or team later.

ACADEMICS =
course related information

ACTIVITY =
clubs, etc

ADVISORY =
information from the advisor

ATHLETICS =
sport-related updates

COMMUNITY =
grade or group specific information, this includes parent groups

DORMS =
this pertains to boarding students only

ROLES =
Not Applicable

Notification Options   ✕

General Categories

My Groups

☑ Academics   ☑ Activity   ☑ Advisory

☑ Athletics   ☑ Community   ☐ Dorm

☐ Roles

My Child's Groups

☑ Academics   ☑ Activity   ☑ Advisory

☑ Athletics   ☑ Community   ☐ Dorm

☐ Roles

Save   Cancel

*REMEMBER to do the above step for BOTH Announcement Posted **and** News Posted! This ensures you will receive emails/texts when Announcements and News posts are made.*

6 After completing step 5 for Announcements and News, click on E-mail. At this point, you have successfully signed up to receive email notifications.

Select how you would like to receive notifications.

| | Login Settings | | |

Notifications

Privacy

E-mail Address: TEXT Number:

ltiteacher1@gmail.com   **None Available!**

✏ 🗑   ⊕

Type	Setup	E-mail	Text
💬 Messages		☑	☐
Assignment Added		☑	☐
Assignment Changed		☑	☐
Announcement Posted	Edit Options **6**	☑	☐
Game Added		☐	☐
Game Changed		☐	☐
Game Reminder	Setup Options	☐	☐
Game Result Posted		☐	☐
News Posted	Edit Options **6**	☑	☐
Bulk E-mail		☑	

7 If you'd also like to receive Text messages, select the Text boxes too.

8 If a phone number is not listed, click on the + and follow the directions to add a phone number.

Account Settings

Login Settings
Notifications
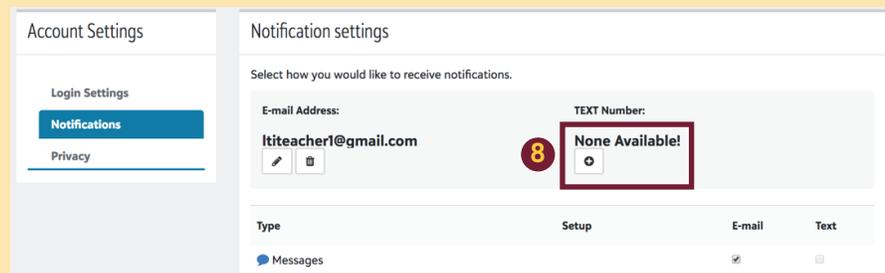Privacy

Notification settings

Select how you would like to receive notifications.

E-mail Address:
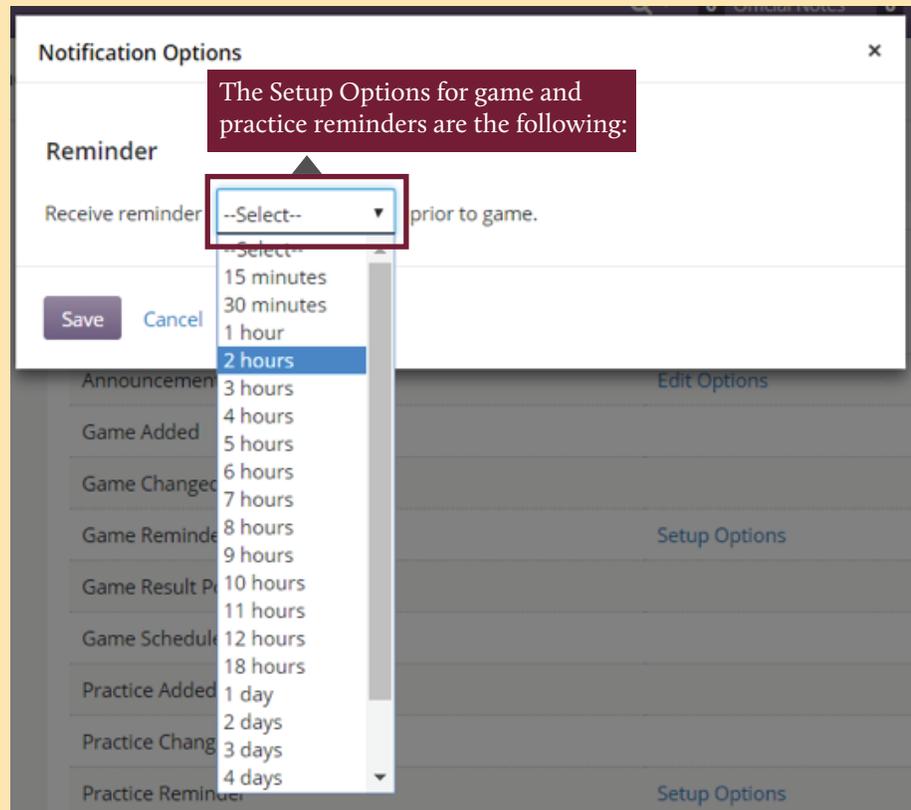**ltiteacher1@gmail.com**

TEXT Number:
8 **None Available!**
⊕

Type	Setup	E-mail	Text
💬 Messages		☑	☐

9 If your child plays sports and you'd like to receive game and practice reminders; Follow the steps above to make appropriate changes pertaining to athletic messages by clicking on Setup Options next to **Game Reminder** and **Practice Reminder.**

Notification Options ✕

The Setup Options for game and practice reminders are the following:

Reminder

Receive reminder [--Select-- ▾] prior to game.

--Select--
15 minutes
30 minutes
1 hour
2 hours
3 hours
4 hours
5 hours
6 hours
7 hours
8 hours
9 hours
10 hours
11 hours
12 hours
18 hours
1 day
2 days
3 days
4 days

Save   Cancel

Announcemen...   Edit Options
Game Added
Game Changed
Game Reminde...   Setup Options
Game Result P...
Game Schedul...
Practice Added
Practice Chang...
Practice Reminder   Setup Options

Messages are used when users (i.e. - parents, students or teachers) send messages to one another within the portal. Although this feature is available, it may not be the only method used by families and staff. It is similar to Facebook Messenger. It is a good idea to turn on notifications for this in the event someone messages you.

Login Settings
Notifications
Privacy

Select how you would like to receive notifications.

E-mail Address:
sidebottomb@ashleyhall.org

TEXT Number:
8437088008

Type	Setup	E-mail	Text
💬 Messages		☑	☑
Announcement Posted	Edit Options	☑	☑
Game Added		☑	☑
Game Changed		☑	☑
Game Reminder	Edit Options	☑	☑
Game Result Posted		☑	☑
Game Schedule Published		☑	☑
Practice Added		☑	☑
Practice Changed		☑	☑
Practice Reminder	Edit Options	☑	☑
Practice Schedule Published		☑	☑
News Posted	Edit Options	☑	☑
Assignment Added		☑	☑
Assignment Changed		☑	☑

Your notification settings will look like this if you want to receive ALL email and text notifications.