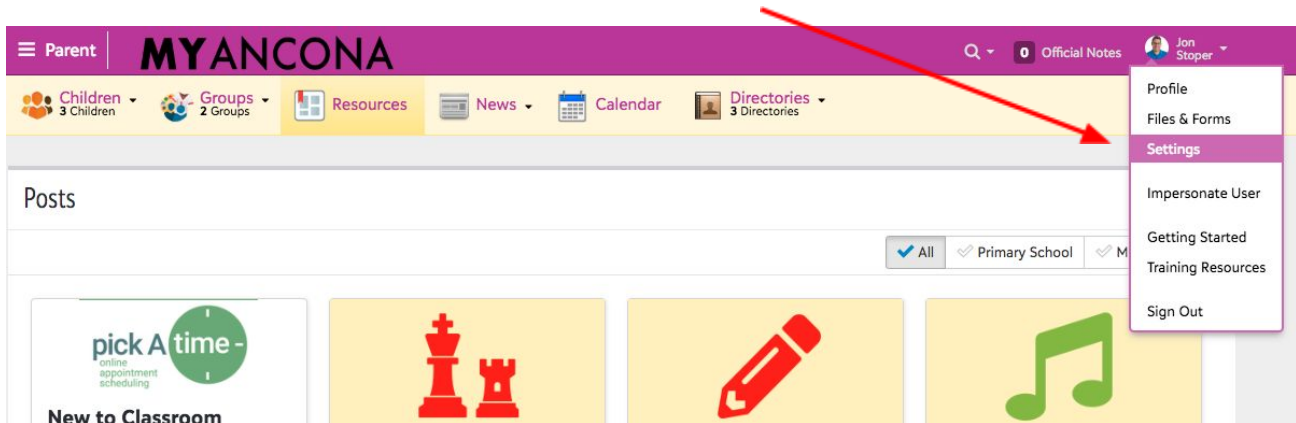


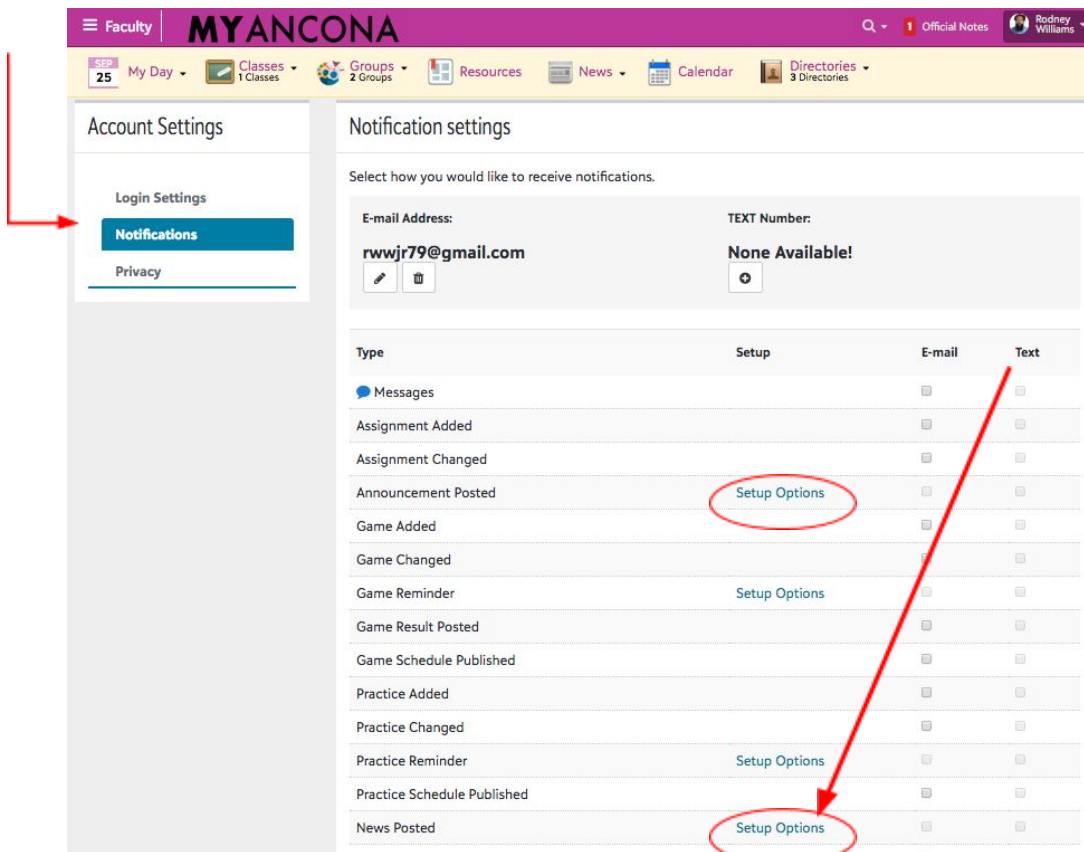
My Ancona Notification Opt-in Instructions

HOW TO SIGN UP FOR EMAIL & TEXT MESSAGES

1. Log into the portal.
2. Under your name in the upper right-hand side, 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. 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
- 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 the E-mail box. At this point, you have successfully signed up to receive email notifications.

Select how you would like to receive notifications.

E-mail Address: **ltiteacher1@gmail.com** TEXT Number: **None Available!**

Type	Setup	E-mail	Text
Messages		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assignment Added		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assignment Changed		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Announcement Posted	Edit Options	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Game Added		<input type="checkbox"/>	<input type="checkbox"/>
Game Changed		<input type="checkbox"/>	<input type="checkbox"/>
Game Reminder	Setup Options	<input type="checkbox"/>	<input type="checkbox"/>
Game Result Posted		<input type="checkbox"/>	<input type="checkbox"/>
News Posted	Edit Options	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bulk E-mail		<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

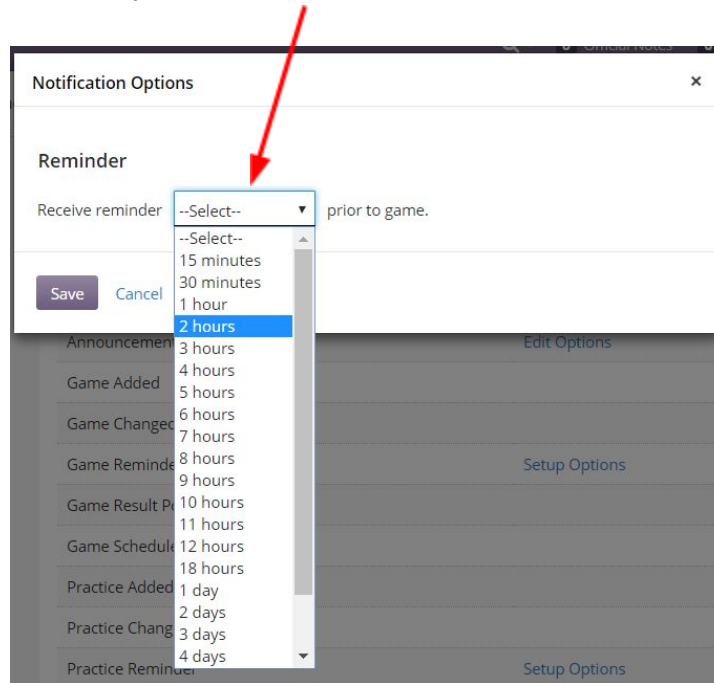
Select how you would like to receive notifications.

E-mail Address: **ltiteacher1@gmail.com** TEXT Number: **None Available!**

Type	Setup	E-mail	Text
Messages		<input checked="" type="checkbox"/>	<input type="checkbox"/>

9. Coming Winter 2018! 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**.

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



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

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		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Announcement Posted	Edit Options	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Game Added		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Game Changed		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Game Reminder	Edit Options	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Game Result Posted		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Game Schedule Published		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Practice Added		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Practice Changed		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Practice Reminder	Edit Options	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Practice Schedule Published		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
News Posted	Edit Options	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Assignment Added		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Assignment Changed		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Ancona does not use the "Messages" feature.