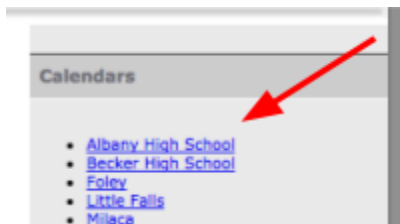


## How to Get Notifications and Reminders about Athletic Events

Visit the Granite Ridge Conference website at:

<https://www.graniteridgeconference.org/public/genie/246/school/1144/>



Now you are on Albany's Page.

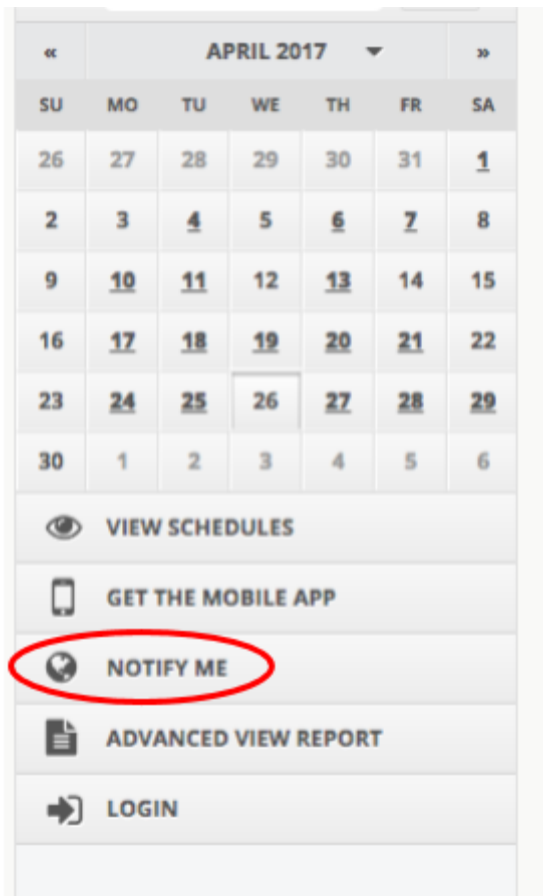
(Continue to the next page of this document for further instructions.)

Look to the right and find the calendar. Below the calendar are some options to click. Choose 'Notify Me'

Next you will be prompted to either login or create a login. (see image below)

Fill in your information on the left if you already have a login.

If you do not have a login, see the steps below to create one.



## Creating a login.

Type in your email & choose a password. Then click 'Create My Account'

The image shows a registration form with two columns. The left column is titled "Already have an account? Login Now" and contains fields for "Email Address" (with placeholder "Please enter your registered email address") and "Password" (with placeholder "\*\*\*\*\*"), and a "Login" button. The right column is titled "Don't have an account yet? Create it now!" and contains fields for "Email Address" (with placeholder "Please enter your preferred email address") and "Password" (with placeholder "Create a password"), and a "Create My Account" button. A red arrow points from the left column to the right column.

Fill in the required information (you don't have to do the mobile number) and then click 'Save and Continue' on the bottom right. (Not shown on the image.)

### **My Account**

In Notify Me, you can set yourself up to receive automatic texts and email notifications for any of the activities you're involved with.

*\*starred boxes are required*

|   |   |
|---|---|
| First Name *  | Mobile Phone Number (10-digits w/out dashes e.g. 0987654321)          |
| <input type="text"/>                                  | <input type="text"/>  |
| Last Name *   | Mobile Provider   |
| <input type="text"/>                                  | <input type="text" value="-- Please select your mobile provider --"/> |
| Primary Email Address *                               | Desired Password *(For changing your notification in the future)      |
| <input type="text" value="aswenson@district745.org"/> | <input type="password"/>  |
| Who Are You *   |   |
| <input type="text"/>                                  |   |

**You now have an account!**

Next choose the activities you want to receive notifications for. Then click 'Continue to Next Step' 

Lastly, you can choose to get reminders about events, and/or to get notifications when there are changes to events.

### Step 3 - Setup Notification Preferences

You can set yourself up to receive automatic texts and email notifications for any of the activities you're involved with. Check off the activities you would like notifications or reminders for, then click continue.

| Activity Name              | Send Reminders Before Activity  | ▼ Fill down | Schedule Change   |
|----------------------------|---|-------------|---|
| Band A                     | <input checked="" type="checkbox"/> ---<br>1 hour<br>2 hours<br>4 hours<br>6 hours<br>8 hours<br>12 hours<br>20 hours |             | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Baseball Varsity           |   |             | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Baseball JV                |   |             | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Baseball C                 |   |             | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Basketball - Girls Varsity |   |             | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Basketball - Girls JV      |   |             | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Basketball - Girls 9       |   |             | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Basketball - Boys 9        |   |             | <input checked="" type="radio"/> Yes <input type="radio"/> No |

Scroll down and click 'Save my Settings'

You are set! You should begin receiving notifications to your email and/or mobile device.

If you do not receive notifications by email, check your Spam folder.

Add [auto-notify@rschooltoday.com](mailto:auto-notify@rschooltoday.com) to your contacts to help prevent this.