**Event Alerts**

**How can I sign up for event alerts on my phone?**

Parents can receive email and text message alerts for events posted on the school calendars and for cancellations/postponements/changes to the athletic teams’ schedules.

For calendar event alerts, visit the calendar on the SSA website: [http://www.shadysideacademy.org/about/calendar](http://www.shadysideacademy.org/about/calendar)

At the top of the calendar, on the right hand side, click on the yellow bell to manage your calendar subscriptions and alert options. You will be prompted to login. **Use your Veracross username and password to login.**

1. Under “Calendar Info” select the calendar(s) you would like to receive alert notifications for. Please note: you will receive an alert for each and every event posted on that calendar. You cannot filter by grade or event.
2. Under “Alert Settings” select the email address(es) and/or mobile phone number where you would like to receive the alerts. Using the dropdown menu, select when you would like to receive the alert.
3. Click “Update Settings.”

For athletic team alerts, visit the team pages in the Athletics section of the site: [http://www.shadysideacademy.org/athletics](http://www.shadysideacademy.org/athletics)

1. In the right hand navigation, click on “Senior School Teams” or “Middle School Teams.”
2. From the green tabs at the top of the page, select the season – fall, winter or spring. Then click on the sport/team name.
3. On the “Team Schedule” tab, click on the yellow bell icon at the top right.
4. Click on the blue “Alerts” button next to the team.
5. Under “Alert Settings” select the email address(es) and/or mobile phone number where you would like to receive the alerts. Using the dropdown menu, select when you would like to receive the alert.
6. Under “Alert Options” you can choose to receive “Cancellations/Postponements/Changes” and/or “Scores/Results.”
7. Click “Update Settings.”

**Athletic Team Feeds & Alerts**

Hover over the ICAL icons for subscription options.

Copy the following URL for the feed:

```
Baseball - Senior Varsity Boys  
Baseball - Middle Sch Boys  
Baseball - Varsity Boys  
Basketball - Freshman Boys  
Basketball - Junior Varsity Boys  
Basketball - Junior Varsity Girls  
Basketball - Middle Sch Boys 6th  
Basketball - Middle Sch Boys 7th  
Basketball - Middle Sch Boys 8th  
Basketball - Middle Sch Girls  
Basketball - Varsity Boys  
Basketball - Varsity Girls  
Cheerleading - Varsity Girls  
Crew - Varsity Boys  
Crew - Varsity Coed  
Crew - Varsity Girls  
Cross Country - Junior Varsity Boys & Girls  
Coed Junior Varsity Cross Country  
```
To cancel your alerts, visit the calendar webpage: www.shadysideacademy.org/about/calendar and click on the yellow bell icon.

1. By default, you will see the “Manage Calendar Subscriptions” screen. Click the "Back" tab located at the top right of the screen.
2. You will now see the Edit Subscription(s) tab.
3. If you signed up for athletics alerts, under “Athletics Alerts” each team will be listed. You can click on the red “X” to remove the team and stop the notifications.
4. If you signed up for calendar alerts, under “Calendars” the calendar(s) will be listed. You can click on the red “X” to remove the team and stop the notifications.

Questions? Contact: Megan Grguras, Web and Social Media Manager, mgrguras@shadysideacademy.org

<table>
<thead>
<tr>
<th>Edit Subscription(s)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AVAILABLE DELIVERY LOCATIONS</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:brucetestb@gmail.com">brucetestb@gmail.com</a> (Primary)</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:btestb@email.com">btestb@email.com</a></td>
<td></td>
</tr>
<tr>
<td>☐ Add Text Enabled Phone</td>
<td></td>
</tr>
<tr>
<td>CURRENT SUBSCRIPTIONS</td>
<td></td>
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<tr>
<td>Email Mailing Lists (eNotify)</td>
<td>☐ Settings</td>
</tr>
<tr>
<td>News Alerts</td>
<td>☐ Settings</td>
</tr>
<tr>
<td>No News alerts found</td>
<td></td>
</tr>
<tr>
<td>Blogs/Forums</td>
<td></td>
</tr>
<tr>
<td>No Blog/Forum alerts found</td>
<td></td>
</tr>
<tr>
<td>Athletics Alerts</td>
<td>select all</td>
</tr>
<tr>
<td>☐ Field Hockey – Varsity Girls</td>
<td></td>
</tr>
<tr>
<td>☐ Basketball – Varsity Girls</td>
<td></td>
</tr>
<tr>
<td>☐ Softball – Varsity Girls</td>
<td></td>
</tr>
<tr>
<td>Event Reminders</td>
<td></td>
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<tr>
<td>Please note that events older than 30 days will not be displayed.</td>
<td></td>
</tr>
<tr>
<td>No Event alerts found</td>
<td></td>
</tr>
<tr>
<td>Calendars</td>
<td>select all</td>
</tr>
<tr>
<td>☐ Senior School</td>
<td></td>
</tr>
</tbody>
</table>
Subscribing to Calendars and Athletic Schedules

How can I subscribe to a school calendar or athletic team schedule?

School Calendars

School calendars are available for Academy Holidays and Closings, Country Day School, Junior School, Middle School, Senior School, College Counseling, Summer & Auxiliary Programs, Hillman Center for Performing Arts and Admissions events. To add a calendar feed to your preferred calendar or device, visit https://www.shadysideacademy.org/about/calendar and click the gray RSS feed icon.

Hover over the green iCAL in the pop-up menu for Calendar Feeds. You will see options get the iCal URL, the Google iCal URL, or to add the calendar to the default calendar tool of the device you are currently using. If you’d like the URL, click that option and the calendar URL will appear at the top of the pop-up screen for you to copy and paste.
**Athletics Schedules**

To find a Senior School team, visit [www.shadysideacademy.org/athletics/senior-school-teams](http://www.shadysideacademy.org/athletics/senior-school-teams) and use the tabs to navigate between fall, winter or spring sports to find your team. To find a Middle School team, visit [www.shadysideacademy.org/athletics/middle-school-teams](http://www.shadysideacademy.org/athletics/middle-school-teams).

Click on your team to open the Team Details webpage. Scroll to the Team Schedule and click on the gray RSS feed icon.

Next, you will see a pop-up menu of all available team schedules, including Varsity and Junior Varsity. Hover over the green iCAL button to see a list of options to get the iCal URL, the Google iCal URL, or to add the calendar to the default calendar tool of the device you are currently using. If you'd like the URL, click that option and the calendar URL will appear at the top of the pop-up screen for you to copy and paste.