

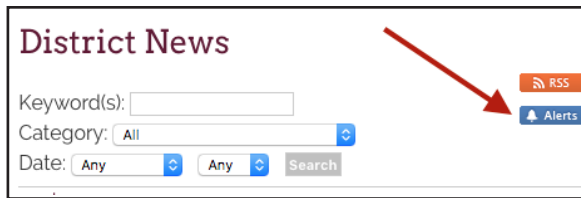
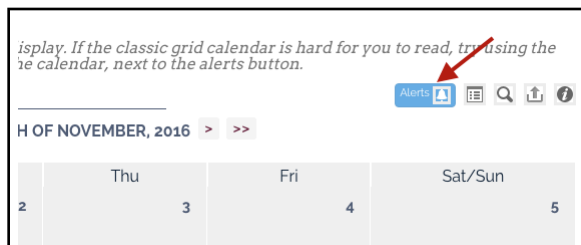
DEXTER COMMUNITY SCHOOLS

Subscribing to District Calendar and News Updates

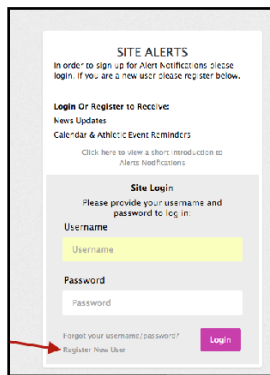
Our website includes calendars for each building, the entire district, the Board of Education, and middle school and high school athletics. You can access the main calendar at www.dexterschools.org/calendar. That has links to all the sub calendars. You can access each building's calendar within its section of the website. We also have categories for news based on building, program, and topic.

Families and staff can sign up for email alerts for calendar events at your convenience, scheduled anywhere from one week to thirty minutes before the event. News alerts are sent when items are published. Follow the steps below to sign up for and customize your calendar and news alert preferences.

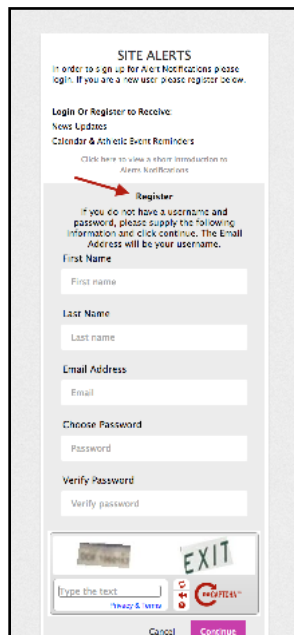
1. Click on the **Alerts** button at the top right corner of any calendar or news page.



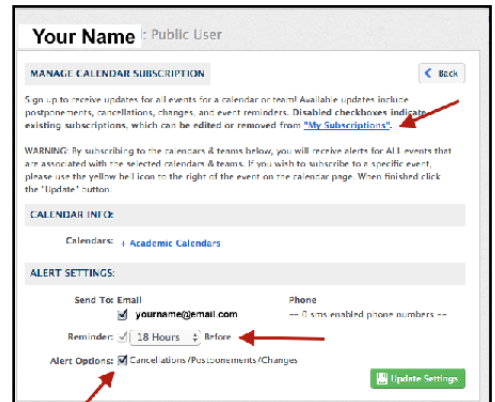
2. Click on **"Register New User."**



3. Follow prompts to register for a new account.

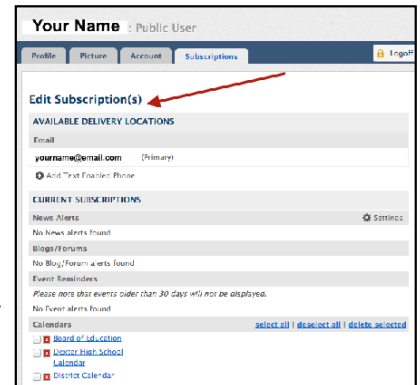


4. Edit your calendar/news alert settings. Click on **"My Subscriptions"** to choose your calendars and whether you want alerts for event changes.



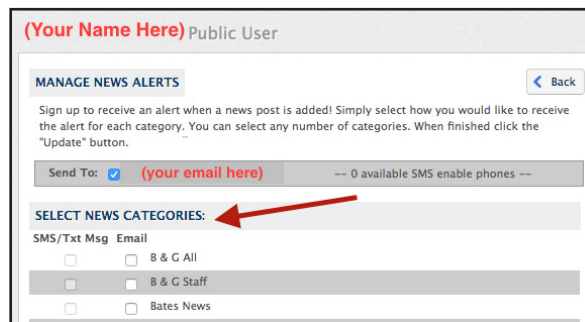
Be sure to click **"Update Settings."**

5. Select your calendar and news alert choices. Use the **profile** tab to edit your username and email address. Use the **account** tab to change your password.



Calendars -->

News



That's it. You can edit your selected calendar and news alerts schedule at any time by logging in and going to the **Subscriptions** tab. If you forget your login information, click on the **forgot your username / password** link to get that information emailed to you. You must use the email you signed up with.