

Signing up for calendar alerts

You can sign up to be alerted of any calendar changes at any time. Follow the steps below to get you started.

1. Go to the page that has the calendar you are interested in receiving alerts for. Once you do, in the upper-right corner of the screen, click on the icon with a bell.



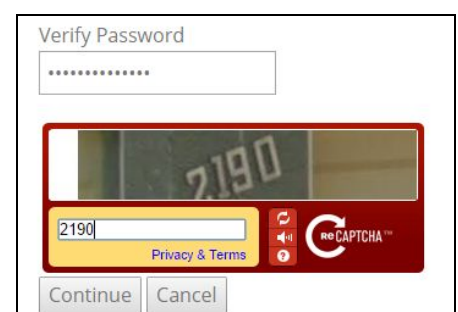
2. A window similar to the one on the right will then open. Click on the **Create New Account**.

A screenshot of the Coventry Public Schools login page. The header features the school's logo and the text "Coventry Public Schools" and "Learn, Grow, Succeed". Below the header is a "Login" section with the instruction "Please provide your username and password to log in:". There are two input fields for "Username" and "Password", followed by a "Login" button. At the bottom of the login section, there are links for "Forgot Username or Password" and "Create New Account".

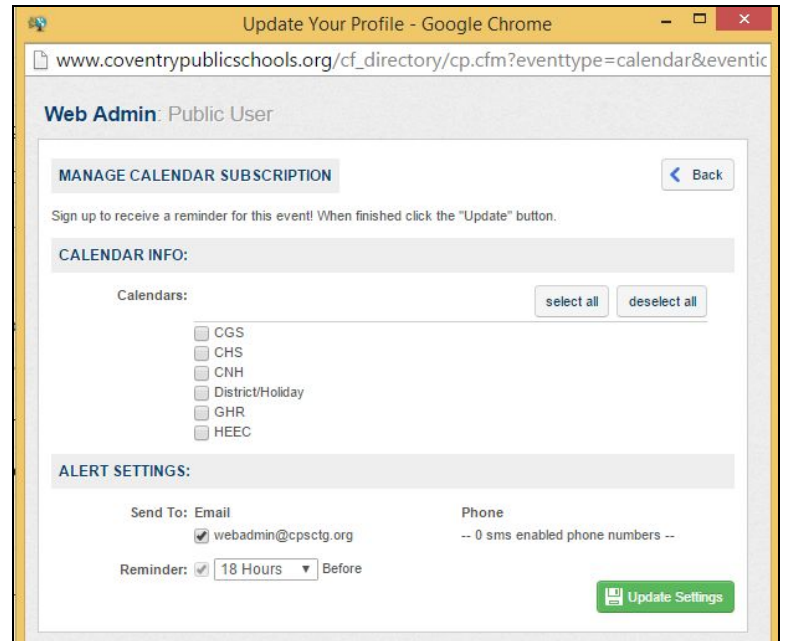
3. Fill in your login information, including your name, email and a password.

A screenshot of the Coventry Public Schools "Create Account" page. The header is the same as the login page. Below the header is a "Create Account" section with the instruction "If you do not have a username and password, please supply the following information and click Continue. Your email address will be your username." There are three input fields: "First Name" (containing "Web"), "Last Name" (containing "Admin"), and "Email".

4. You will then be asked to type in the numbers/letters shown in the picture. This verifies to the site that it is actual person creating the account. Please type in what you see and click **Continue**.

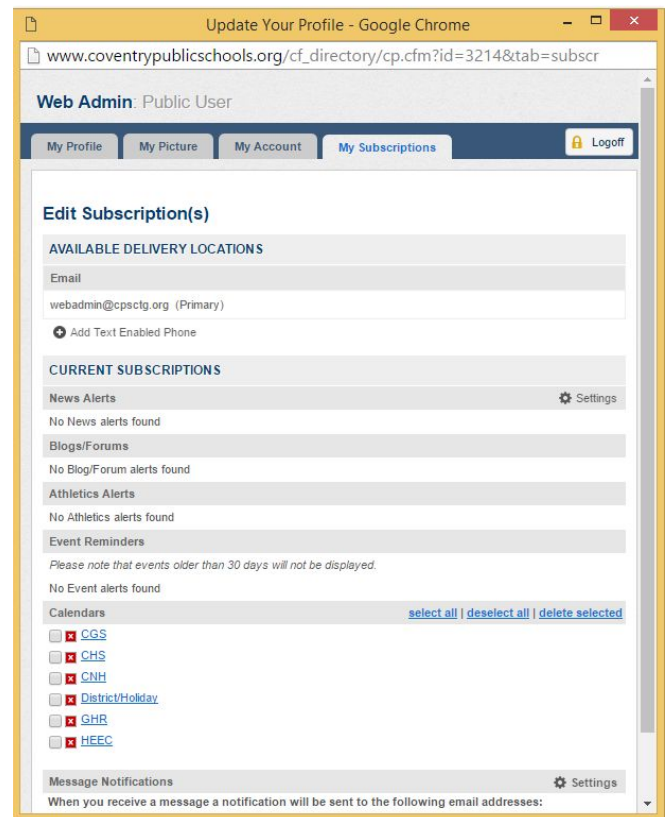
A screenshot of a "Verify Password" page. At the top, there is a password input field with a masked password ".....". Below this is a reCAPTCHA verification box showing a blurred image of the number "2190" and a text input field containing "2190". There are links for "Privacy & Terms" and a "reCAPTCHA" logo. At the bottom, there are "Continue" and "Cancel" buttons.

- Once you click **Continue**, you will receive a message that an email has been sent to regarding your new login information. Soon after, a window similar to the one on the right will appear. Click the checkboxes to select the calendars you would like to subscribe to, as well as the alert settings. Once you are done, click **Update Settings** to save your changes.



- Once you click to update settings, you will be brought to a window to update your profile. You will now be signed up to receive email alerts. If you would like, at this window you can add a text-enabled phone which will allow alerts to be sent to your phone.

You can also login at the webpage using your username and password to make any changes to your account.



Once your account has been created, you will receive an email that lets you know you are all set. From this point, should there be a change to a calendar event, you will receive an alert, similar to the one shown below.

