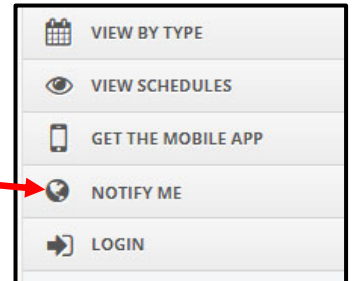


Setting up text/email notifications from the WBMS Event Schedule

1. Go to: <https://www.roanokecountymysa.org/public/genie/1685/school/1/>
2. Click **Notify Me** in the menu to the right
3. **Create your account** on the right side of the screen



- a. Enter your **email address**
- b. Create a **password**
- c. Click **Create My Account**

4. **Fill out the required fields**

- a. Mobile Phone Number is required in order to receive text messages
- b. Click **Save and Continue**

A form titled 'Don't have an account yet? Create it now!'. It has two input fields: 'Email Address' (with a red circle around the label and a placeholder 'Please enter your preferred email address') and 'Password' (with a red circle around the label and a placeholder 'Create a password'). Below the fields is a 'Create My Account' button. A red arrow points from step 4c to this button.

5. **Check the boxes** for all Activities, School Events, and specific teams for which you'd like to receive schedule notifications.
6. **Set your reminder time** (for example, 1 hour before each event) for each Activity.

- a. **leave this as YES**

A form with a checkbox 'I'm interested in Virginia 529 Info.' and a table. The table has columns for 'Activity Name', 'Send Reminders Before Activity', and 'Schedule Changes Notifications'. The first row shows 'Basketball - Boys MS' with a dropdown menu set to '1 hour' and radio buttons for 'Yes' (selected) and 'No'. Red arrows point from step 6a to the '1 hour' dropdown and the 'Yes' radio button.

- b. Click **Save My Settings**

You can return to this website (link above) to:

- **View all posted WBMS Event Schedules**
- **Log In to your Account**
- **Change your notification settings**