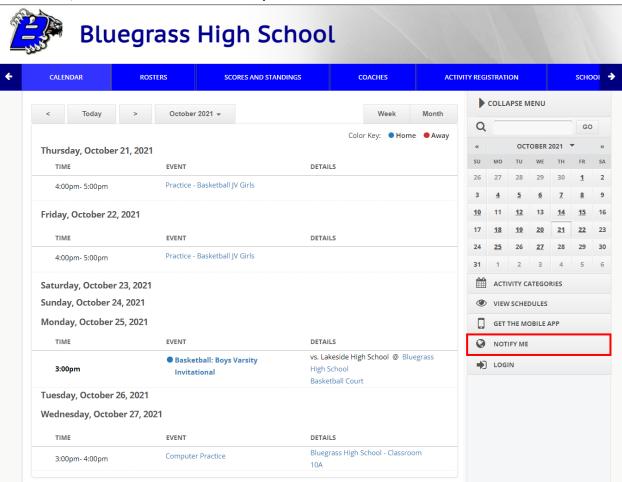
# **Activity Scheduler Help App**



### **NOTIFY ME**

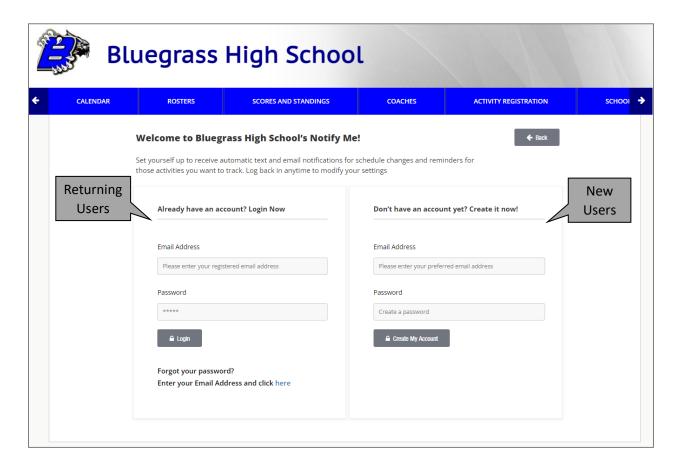
The Notify Me App is one of the most popular features of the Activity Scheduler Calendar. It has been redesigned and is more intuitive for users returning to edit their settings. To stay updated with School Events, and receive Email or Text reminders about your preferred activities, check below the few easy steps on subscribing to notifications.

To start off, click on the link on the Notify Me link as shown here:

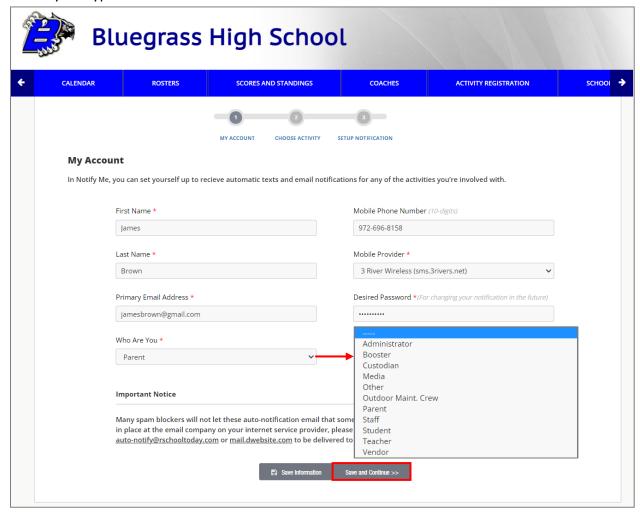


#### Step 1 - Login or Create an Account

If you are a Returning User, just login with your registered Email Address and Password. Otherwise, New Users need to create an Account first, enter your Email Address and desired Password, then click Create My Account.

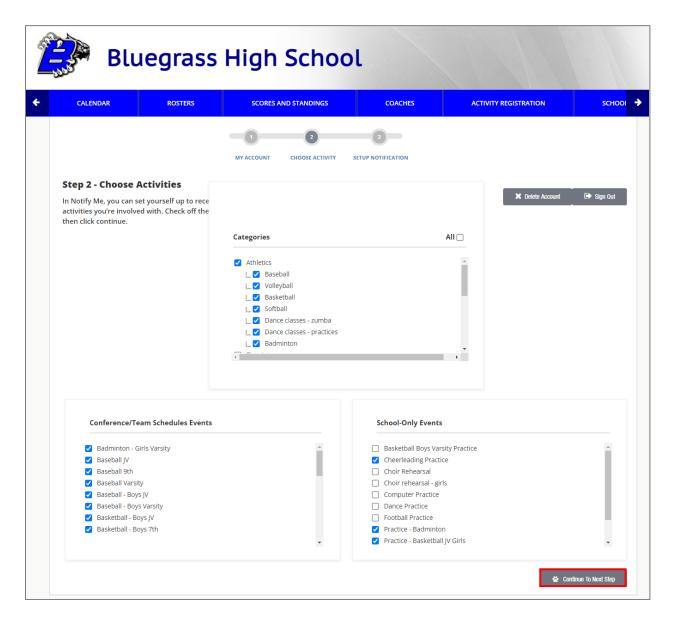


Then, you need to supply all necessary information (those with asterisk) under My Account Page. Select your type of User under the **Who Are You** field. Once done click Save and Continue.



## **Step 2 - Choose Activities**

Check off the boxes for the Activities may it be under Categories, Conference/Non-Conference, or School Only Events that you would like to receive texts and email notifications of. Click **Continue To Next Step** to proceed.



## **Step 3 - Setup Notification Preferences**

The last step is to set up the notification preferences if you want to receive reminders before each Activity and notification emails/texts for every schedule change. Once done, click **Save My Settings**.

