



# Newfane Central School District

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Newfane Central School District Website

How to register and sign up for E-Alerts

There are two steps, REGISTER and then SUBSCRIBE

## First Step: To REGISTER for our site:

1. Go to our website: <http://www.newfane.wnyric.org>
2. Click on the **Register** button at the top right of the page.
3. Enter your date of birth and click **Submit** (you must be older than 18 to do this).
4. Please fill out the form that displays. NOTE: there are 6 *required* fields.
5. Make sure the box that states, "Please send me e-mail about Events and Activities" is selected, and click **Submit**.
6. You will now see a message that your registration has been accepted.

## Second Step: To SUBSCRIBE for our site:

1. Please sign into the website using the Sign-In Name and password you just assigned to yourself (in First Step above). This can be done either by clicking on the **Sign In** button at the top right of the site, or by clicking on the hyperlink below the acceptance message.
2. Once signed in, you will need to click on the **Access My Info** button that appears at the top right of the page.
3. You will now see your profile displayed and available to edit if necessary.

**Please scroll down until you see "My Alerts & Subscriptions".**

4. Click on Edit Subscriptions
5. At this point, you will be able to select any sections on our website to which you would like to subscribe. This subscription will enable you to receive e-mail messages from the editors of the sections, if they decide to announce a major update on their pages.
6. In your selection process, it is recommended that you select district homepage so that you can be informed about district emergency situations. Beyond that choice, we suggest selecting any school in which your children are enrolled.
7. Scroll to the bottom of the page and click **Subscribe**. You are now set to receive important alerts from our website.