

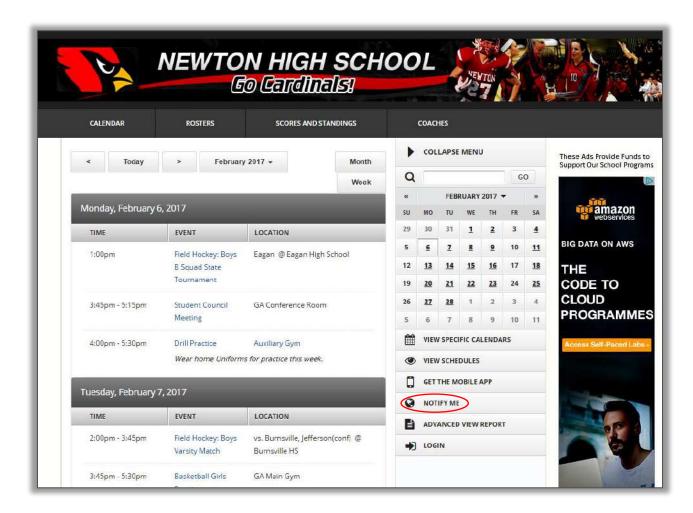
Activity Scheduler Quick Start Guide

February 2017

Notify me

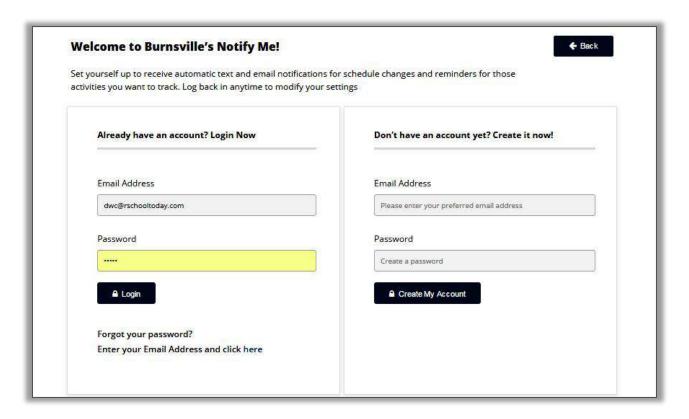
The **Notify Me** App is one of the most popular features of the Activity Scheduler Calendar. This has been redesigned and more intuitive for users returning to edit their settings. Check below the few easier steps on subscribing to notifications.

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

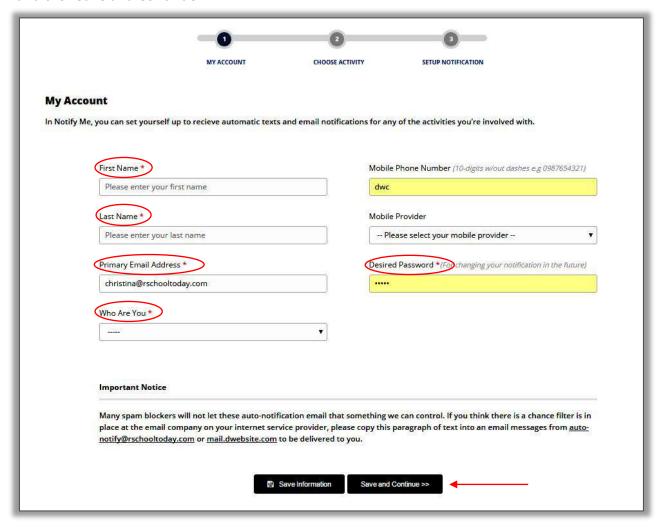


Step 1 Login or Create an Account

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 and then click 'Create My Account'.

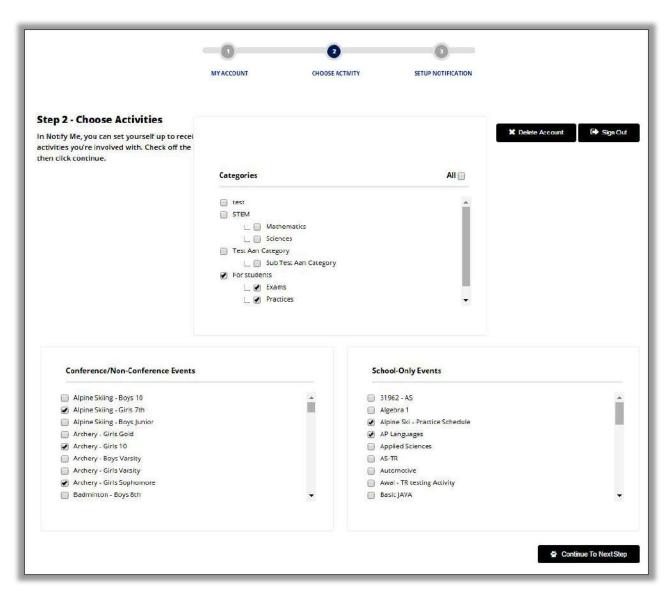


Then, you need to supply all necessary information (those with asterisk) under My Account Page, and click Save and Continue.



Step 2 Choose Activities

Check off the boxes for the Activities may it be under Categories, Conference/NonConference, or School Only Events that you would like to receive texts and email notifications of.



Step 3 Set up Notification Preferences

The last step is to Setup preferences if you like to be sent with Reminders before each Activity, and notification emails/texts for schedule changes. Once done, click on Save My Settings.

