Event Alerts

How can I sign up for event alerts on my phone?

Parents can receive email and text message alerts for events posted on the school calendars and for cancellations/postponements/changes to the athletic teams’ schedules. To sign up for alerts, you must be logged in the Parent Portal and you must have an email address and/or cell phone listed in your account profile. To change, add or remove an email address or cell phone number, please contact your child’s school office (Brenda Hafner (CDS), Denis Durkt (JS), Becci Carter (MS) or Kaycee Sewchock (SS)).

For calendar event alerts, visit the calendar on the SSA website: [http://www.shadysideacademy.org/about/calendar](http://www.shadysideacademy.org/about/calendar)

At the top of the calendar, on the right hand side, click on the yellow bell to manage your calendar subscriptions and alert options. If you are not logged in, it will prompt you to do so.

1. Under “Calendar Info” select the calendar(s) you would like to receive alert notifications for. Please note: you will receive an alert for each and every event posted on that calendar. You cannot filter by grade or event.
2. Under “Alert Settings” select the email address(es) and/or mobile phone number where you would like to receive the alerts. Using the dropdown menu, select when you would like to receive the alert.
3. Click “Update Settings.”

For athletic team alerts, visit the team pages in the Athletics section of the site: [http://www.shadysideacademy.org/athletics](http://www.shadysideacademy.org/athletics)

1. In the right hand navigation, click on “Senior School Teams” or “Middle School Teams.”
2. From the green tabs at the top of the page, select the season – fall, winter or spring. Then click on the sport/team name.
3. On the “Team Schedule” tab, click on the yellow bell icon at the top right.
4. Click on the blue “Alerts” button next to the team.
5. Under “Alert Settings” select the email address(es) and/or mobile phone number where you would like to receive the alerts. Using the dropdown menu, select when you would like to receive the alert.
6. Under “Alert Options” you can choose to receive “Cancellations/Postponements/Changes” and/or “Scores/Results.”
7. Click “Update Settings.”
To cancel your alerts, visit the Parent Portal: [http://www.shadysideacademy.org/parents/parent-portal](http://www.shadysideacademy.org/parents/parent-portal)

1. On the main tab, in the “My Account” box, click on “Profile.”
2. Click on the “Subscriptions” tab.
3. If you signed up for athletics alerts, under “Athletics Alerts” each team will be listed. You can click on the red “X” to remove the team and stop the notifications.
4. If you signed up for calendar alerts, under “Calendars” the calendar(s) will be listed. You can click on the red “X” to remove the team and stop the notifications.

Questions? Contact: Megan Grguras, Web and Social Media Manager, [mgrguras@shadysideacademy.org](mailto:mgrguras@shadysideacademy.org).