



Potowmack Elementary School Webpage E-Alert Subscription

Dear Parents,

Would you like to receive e-mails when important information is updated on the school website? Just follow the steps below to subscribe to available sections on line. Thank you for supporting our *Going Green* initiative.

REGISTRATION & SUBSCRIPTION STEPS

Registration Steps:

1. Go to our school website at: <http://www.lcps.org/potowmack>
2. Click **REGISTER** in the upper right corner of the window.
3. Enter your date of birth, click **Submit**.
4. Complete the required fields. At the bottom of the form, be sure to check the boxes saying you agree to the *Terms of Use* and *Please send me E-Alerts from this site*, then click **Submit**.

NOTE: The e-mail address provided in this section will be the one used for all e-alert subscriptions for which you subscribe.

Subscription Steps:

1. Go to the Potowmack webpage. Click **SIGN IN** in the upper right corner of the window. Log in using the Sign-in Name and Password you established in the previous step.
2. Click the down arrow next to **MY ACCOUNT** in the upper right corner of the window. Click **EDIT ACCOUNT SETTINGS**.
3. Click **SUBSCRIPTIONS** on the left side of the screen.
4. Click **MANAGE SUBSCRIPTIONS** in the middle of the screen.
5. When the next screen appears, choose Potowmack Elementary School.
6. Next, click **OTHER AREAS of INTEREST** (located at the top of the screen).
7. From this page, you may select any or all sections on our school website to which you would like to subscribe. Scroll down the page to see all available sections.

This will enable you to receive email messages from the editors of these sections, **if** they decide to announce a significant update on their pages. Please select any that may apply to you or your child/children.

8. Scroll to the very bottom and click **I'M DONE**. You will now see all of the sections you are subscribing to.
9. Click **SIGN OUT** in the upper right corner of the window.

You will now be set to receive e-mail alerts when our website is updated. You can change or update your subscription or profile information at any time by signing into your account. Thank you for helping us to provide exemplary communication to our parents and students.