**Notify Me Instructions**

1. Click on the Notify me Link
2. 
3. Create an account
4. Fill in the name, email, and phone information
	1. Make sure to put in your phone carrier information so you can receive text messages if requested
5. The next page is “Step 2” Choose Activities
	1. You can choose to get notifications based on the school, the events, or school only events.
	2. I would not choose “Categories”-schools. That portion is not completely set up
	3. Choose the level, or levels, under “Conference/Non-Conference Events
	4. Click “Continue to next step” at the bottom
6. The next page is “Step 3” Notification preferences
	1. You will see the activity/event you chose on the previous screen
	2. Hit the down arrow and select notification you would like. (1 hour, or 1 day…)
7. When you are finished, it will bring you to the calendar. There is nothing more you need to do

If a game is changed or cancelled, for the event you chose, you will receive the notification of that via email and text.

Calendar:

Now that you are on the calendar, you can also use this to pull up only the schedule you are interested in seeing.

1. On the right side of the page, under the month view of the calendar, click the eye “view Schedules” option.



1. You will see the list of available schedules to choose from.
2. Select the one or more you are interested in, and click “view”.
3. A new window will pop open with the schedule you chose.
4. You can print this screen, email it, or download it. Look in the top right corner to see those options.
5. You can also “subscribe” to this schedule. It the same upper right hand corner of the screen, click on “Subscribe” and you will get a detailed screen on how to have the schedule integrate in your own personal calendar

