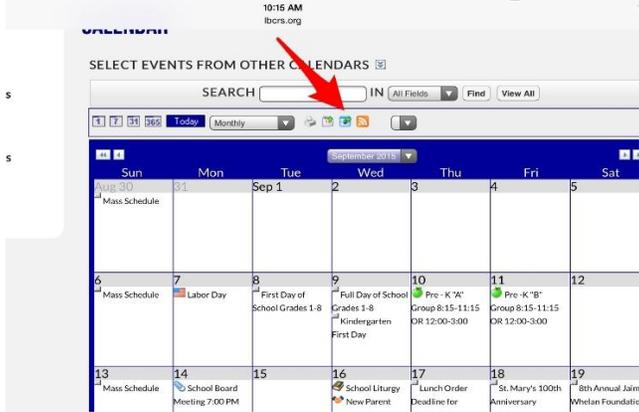


## **How to Sign Up for Email Alerts for Calendars**

**Step 1:** Open up the LBCRS website and click on the Calendar tab to view our school calendar. Click on the Subscribe Icon as shown below. This can be found to the left of the orange icon.



**Step 2:** Give the alert a name (Suggestion: School Calendar). Type in your email address. Select the frequency you want to receive alerts. (Suggestion: Immediately for the School Calendar as this will provide you with up-to-date changes)

Lastly, type in the security measure picture and click Add Alert.

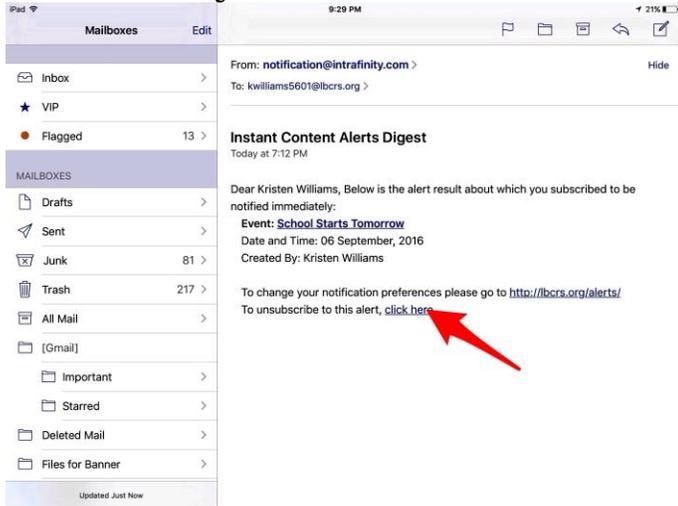
**Step 3:** For all other calendars – Class Homeroom Calendars, Parents’ Club Calendar, and Sports Calendars: The process is the same, except that the frequency of alerts should be set to Daily so that you do not receive an email for every single calendar entry made by a teacher each week. Don’t forget to give it a specific name (Ex: Class 4-1 Calendar or Parents’ Club Calendar.)

# How to Unsubscribe from Email Alerts for Calendars

There are two ways that you can unsubscribe from Calendar Alerts.

## 1. Unsubscribing via the email you received with an alert:

As seen below in a screenshot of an email alert that was received, there are two options presented. However, the ONLY option you have as a parent is to click on the link to unsubscribe to this alert. This will then bring you to a page that allows you to discontinue receiving alerts for this calendar.



## 2. Unsubscribing via the Calendar:

This option is available from desktops/laptops only and is dependent on the options you selected when first signing up for the alert.

As seen below in a screenshot of a calendar that someone is currently signed up for alerts from, there is a red X on the envelope icon(email alerts icon) which you can click on to remove. By clicking to remove the X, you are unsubscribing from the alerts for this calendar.

