


## PARENT, PATRON AND STUDENT INSTRUCTIONS

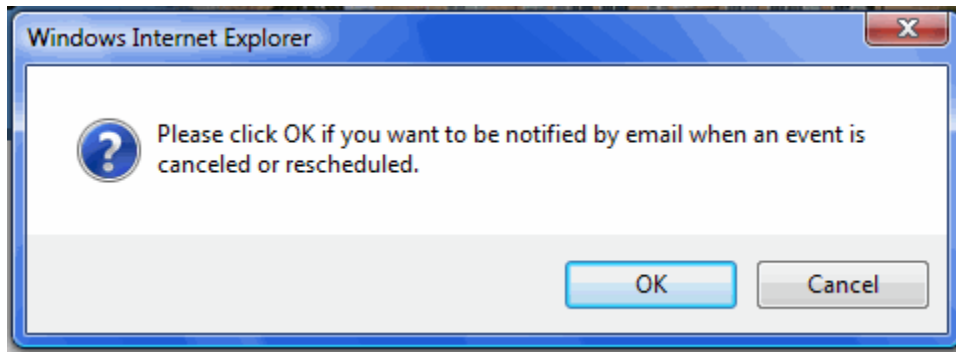
### Creating your Account

To be notified by email when an event is canceled or changed, you must be registered on the site. The process is simple.

Click on the [Parent, Patron, and Student Registration](#) text in red for a new account.

<a href="#">Home</a>	<h2>Register</h2> <p>You do not need to register if you only want to view or print information on the site. If you want to be notified when an event is changed or canceled, Please complete the form below. All fields are required.</p> <p>Username: <input type="text" value="ALincoln"/></p> <p>Password: <input type="password" value="••••••••"/></p> <p>Confirm Password: <input type="password" value="••••••••"/></p> <p>First Name: <input type="text" value="Abraham"/></p> <p>Last Name: <input type="text" value="Lincoln"/></p> <p>Email Address: <input type="text" value="honestabe@email.com"/></p> <p>Cell Phone: <input type="text" value="555-555-5555"/></p> <p><i>Please enter your cell phone number above only if you wish to receive game information updates via text message.</i></p> <p><input type="button" value="Register"/></p>
<a href="#">How Do I Use This Site?</a>	
<a href="#">Scheduling Software</a>	
 <b>QUICK LOGIN</b>	
Username: <input type="text"/>	
Password: <input type="password"/>	
<input type="button" value="Log In"/>	
Forget your password? Just <a href="#">Click here</a> to reset it.	
<a href="#">Parent, Patron and Student Registration</a>	

Complete the form and double check your email address and/or your cell phone number. Notifications will only be sent to valid email addresses. Text messages will only be sent to valid phone numbers. It's a good idea to keep a copy of your Username and Password in case you want to come back and change events preferences. Click the Register button.



You will be asked if you want to enter your preferences. If you want to indicate the sports you would like to be notified about, click OK. You can always log in to your account and change your preferences later.

 QUICK LOGIN

Username:

Password:

Log In

Not registered? [Click here](#) to sign up for a new account.

Home

How Do I Use This Site?

Scheduling Software

## Find My School

AR	Metropolis High School
CA	
CO	
FL	
GA	
IL	
KS	
MD	
ME	
MI	
MO	
OH	
SD	
WY	

Show My School

Click your state and your school name and click Show My School

 QUICK LOGIN

Username:

Password:

Not registered? [Click here](#) to sign up for a new account.

- Home
- How Do I Use This Site?



## Metropolis High School

[Subscribe to Event Notifications](#)

[View Calendar](#)

[View Sports Schedules](#)

[View Classroom Pages](#)

[View Menus](#)

[Download Events For Outlook](#)

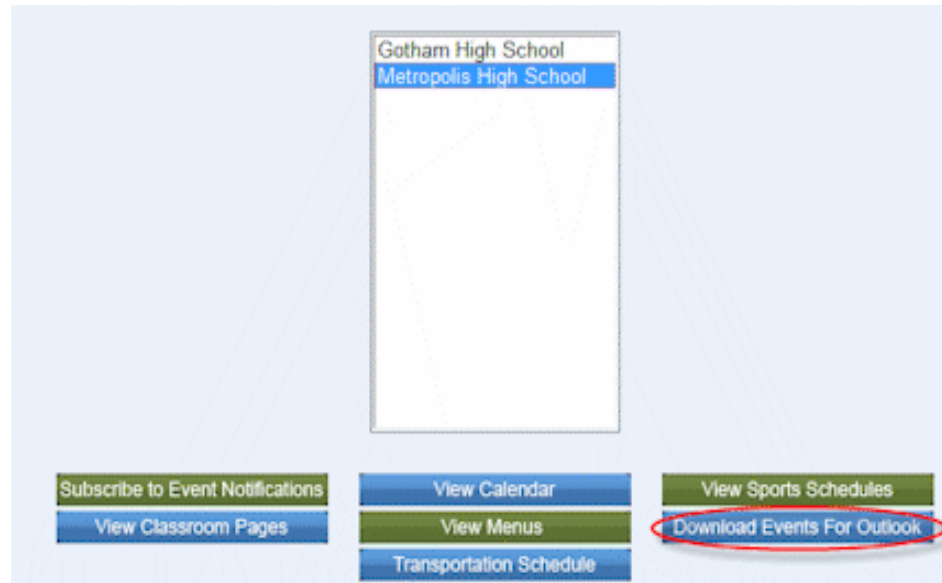
To sign up to be notified when an event is changed or cancelled, click [Subscribe to Event Notifications](#)

The screenshot shows a school website interface. On the left, there is a 'QUICK LOGIN' section with a key icon and a 'Quick Login' button. Below it, a welcome message for 'George Washington' includes links to 'access your account' and 'log out'. A navigation menu contains links for 'Home', 'How Do I Use This Site?', 'Scheduling Software', and 'Sign Up for a Free Trial'. A 'TESTIMONIALS' section features a quote about 'One School Street'. The main content area is titled 'Your School' and includes a 'View Calendar' link. A 'Sport' dropdown menu is open, listing '9-12 Girls Softball', 'Fall Baseball', 'Jr. High Basketball', and 'Varsity Basketball'. At the bottom of this section is a button labeled 'Subscribe to Event Notifications For This Sport'.

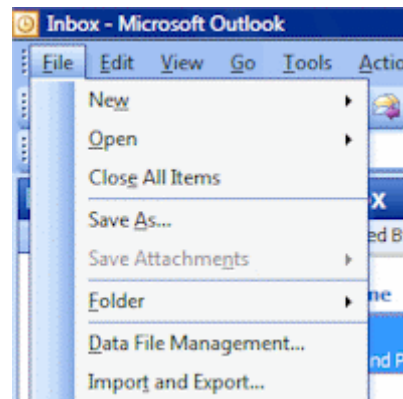
You will see a list of your school's sports. To be notified when an event is changed or canceled for a sport, or a list of sports, select the sport and click **Subscribe to Event Notifications For This Sport**.

### **Downloading Events to Microsoft Outlook**

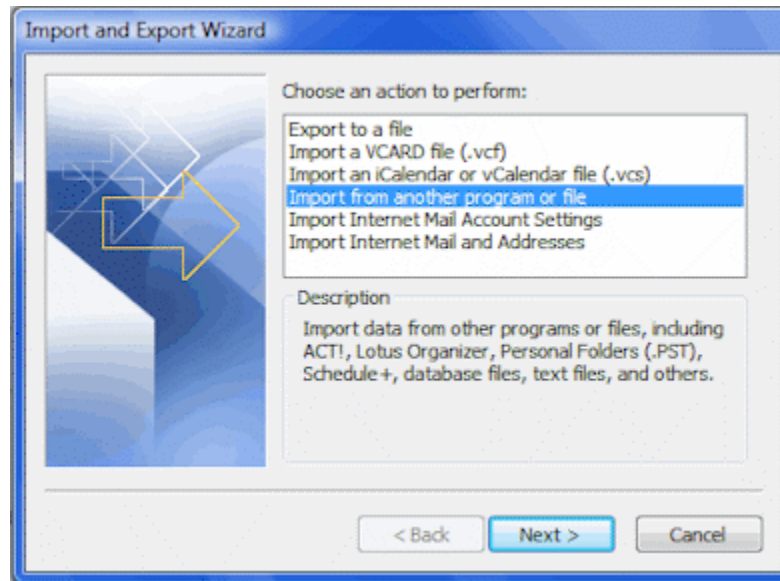
You can download an events file that will import into your Microsoft Outlook Calendar. First, locate your school by clicking the **Find My School** button on the home page.



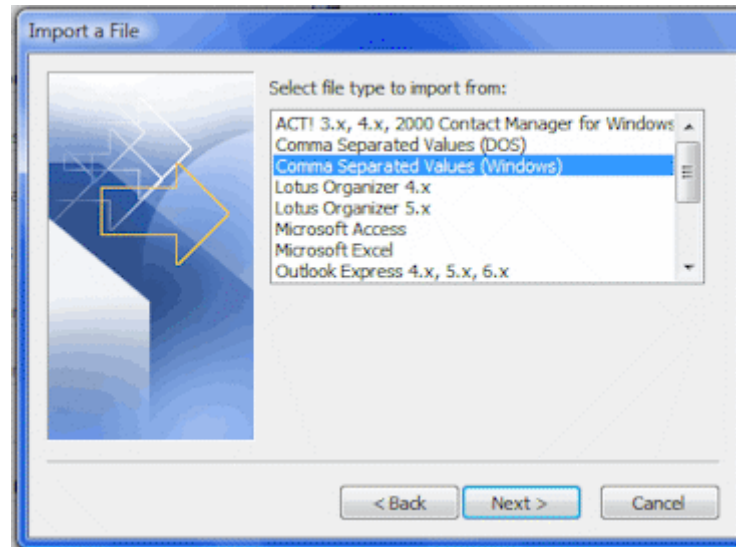
Click the button to Download Events for Outlook. This creates a compatible file. Save this file to a location on your computer where you can find it easily.



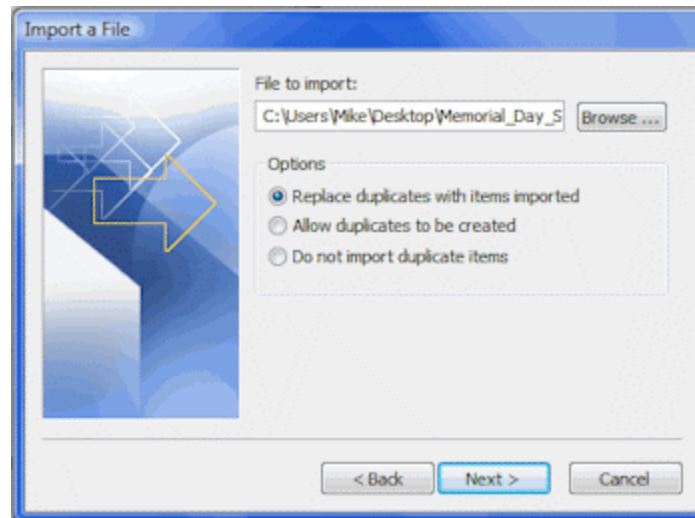
Open Outlook and go to the File menu. Choose Import and Export



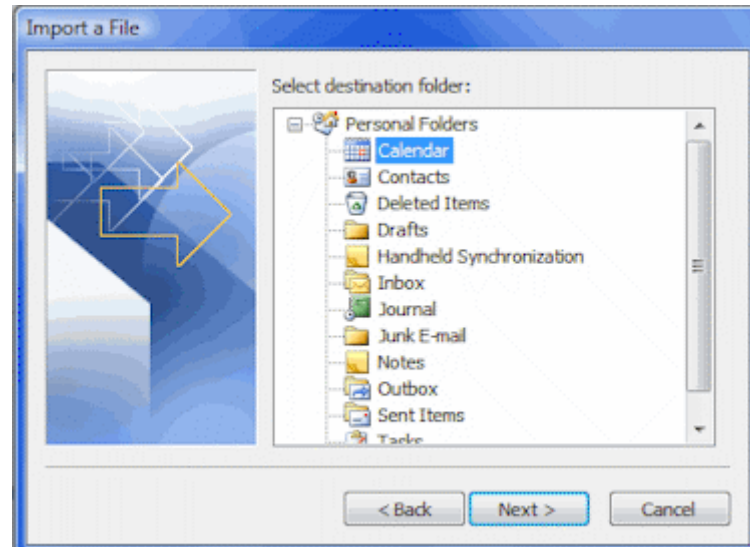
Choose to import from another program or file.



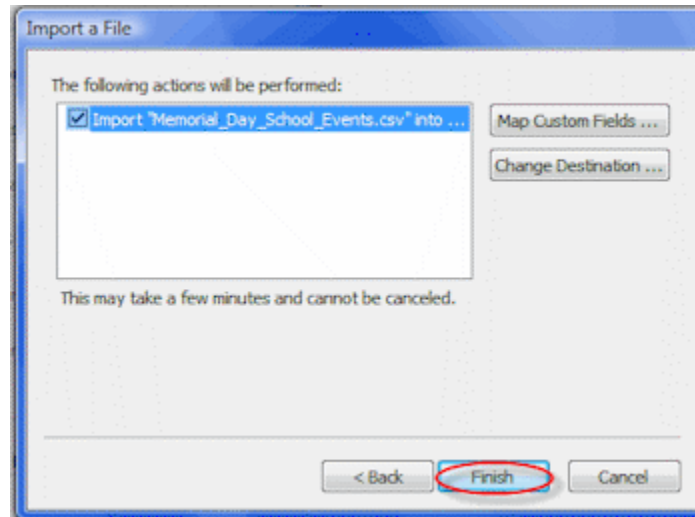
Select the Comma Separated Values (Windows) option.



Browse for the location of the file you saved and select it in the Browse box. Check the box to replace duplicates with items imported.



Select your Calendar folder.



Click Finish on the next screen.

The same process can be completed for downloading a iCal file for use on Google Calendars and Smartphones. Simply click on the Download events in ICal format.