

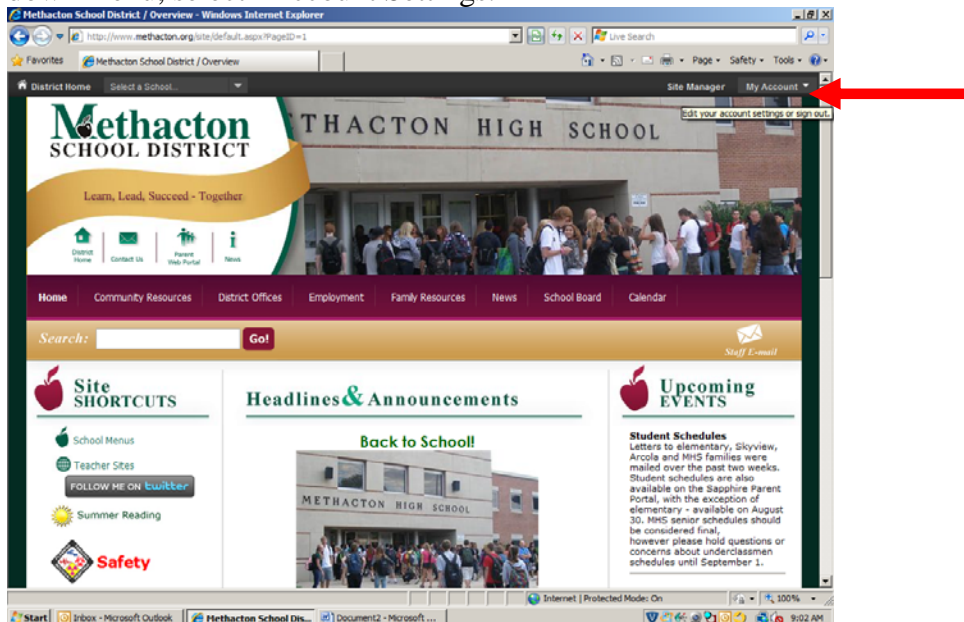
Methacton Website E-Alert Subscription Procedures

Read instructions and note **red arrows** in screen shots below. Send e-mail to information@methacton.org or call 610-489-5000, ext. 15007 or 15412 with questions. Thank you!

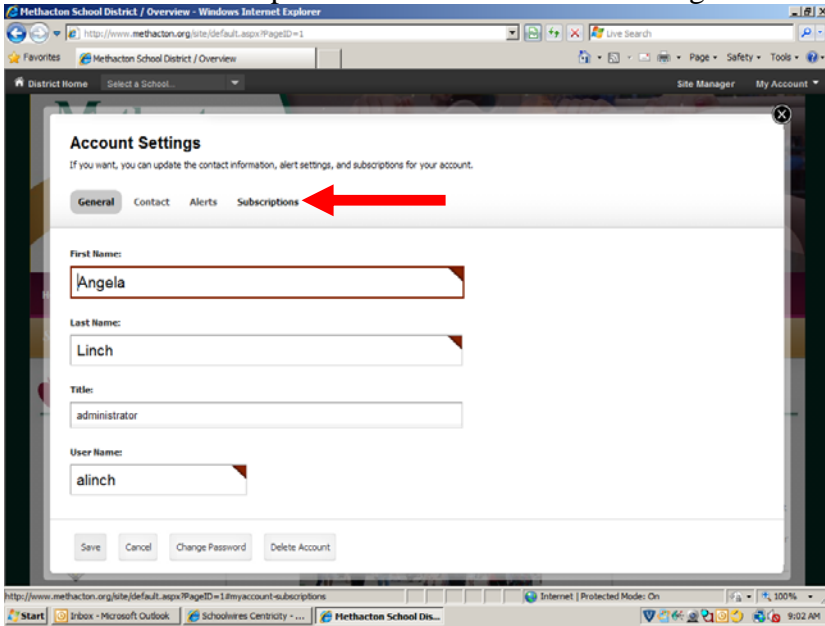
1. Visit www.methacton.org; click “Register” (if you have not already created an account) or “Sign In” (if you already have a username and password for Methacton’s website) in the top-most right-hand corner of the screen. If you need to register, please see registration instructions at the end of this document, and then return to step one of these procedures.



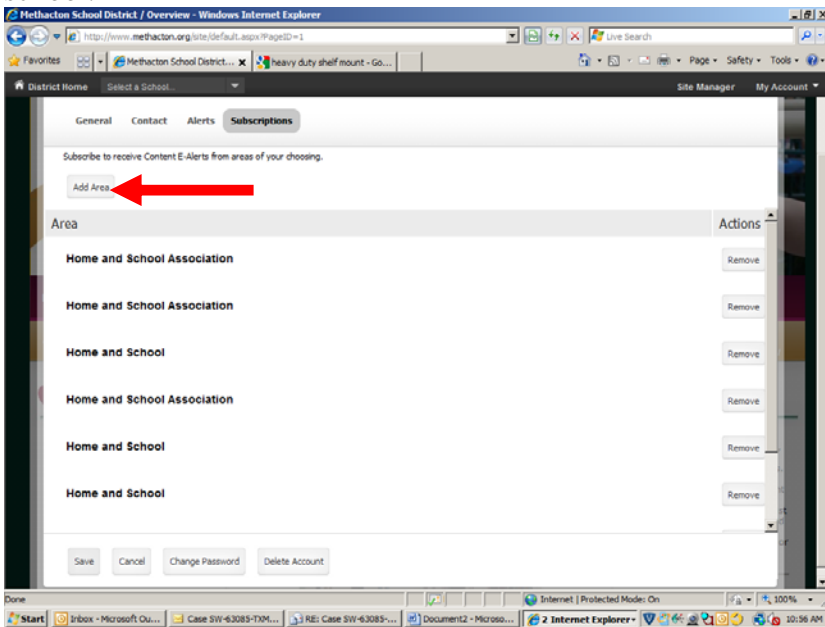
2. Once logged in, click “My Account” button in top-most right-hand corner of the screen. This will open a drop down menu, select “Account Settings.”



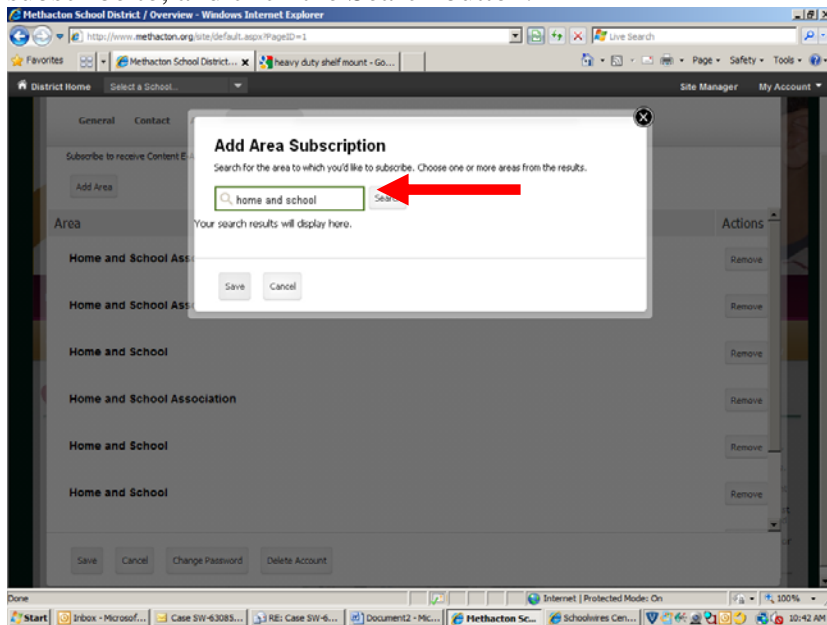
3. Click the “Subscriptions” tab in the Account Settings window.



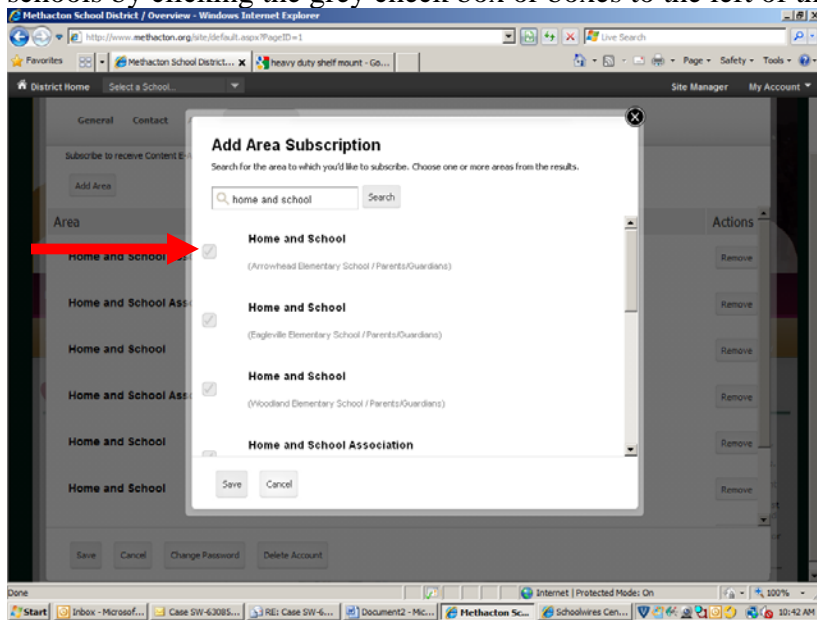
4. Click the Add Area button, either to subscribe for the first time, or to add a new subscription for a new school.



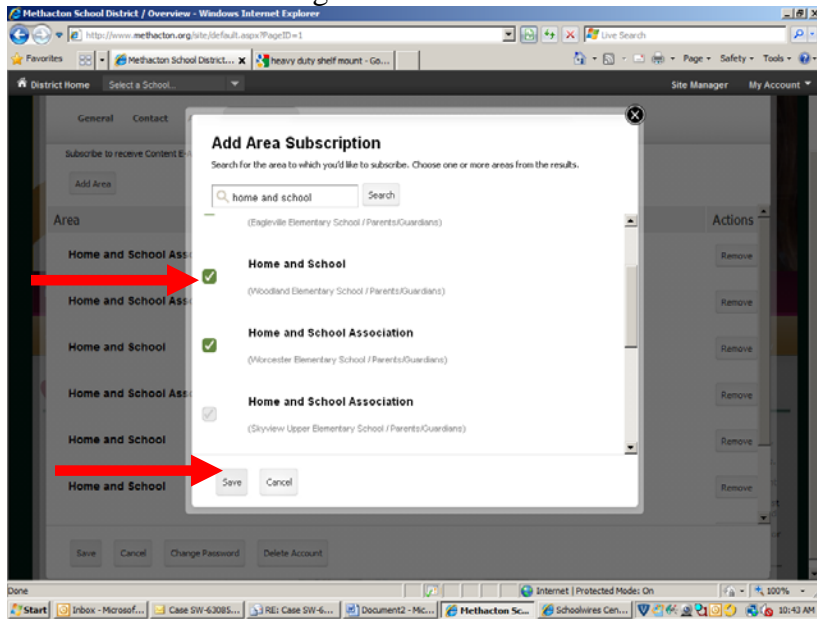
5. Search for the area from among all the sections of the Methacton website. Area names are alphabetical, and all home and schools are listed as “Home and School” or “Home and School Association.” You can also search by teacher name to subscribe to a specific teacher’s homepage. Enter the name of the section you wish to subscribe to, and click the Search button.



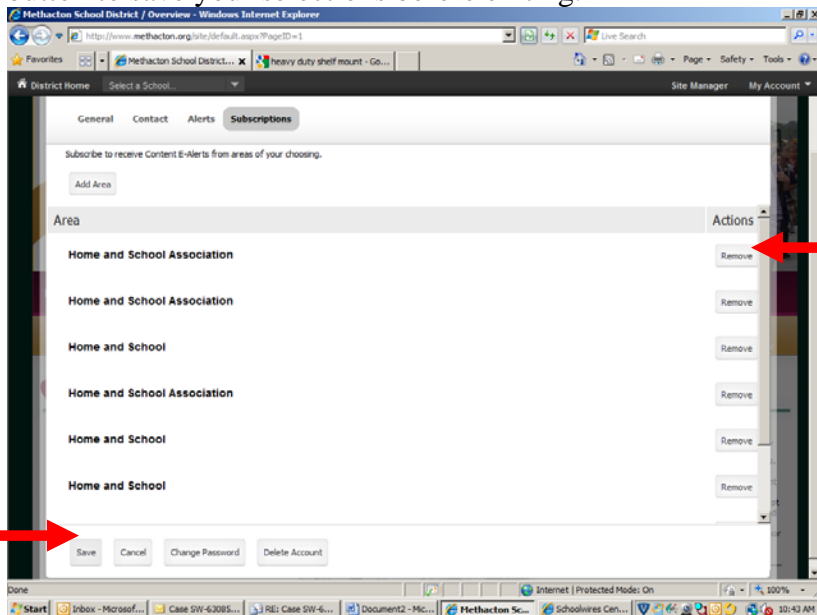
6. This will load a menu of all areas assigned with that name, with the sub site name in parenthesis below. Sub sites refer to the individual schools. Select the home and school or other section associated with your school or schools by clicking the grey check box or boxes to the left of the section name.



6. The box will turn green for selected areas. After making your selections from this menu, click the Save button before conducting a new search.



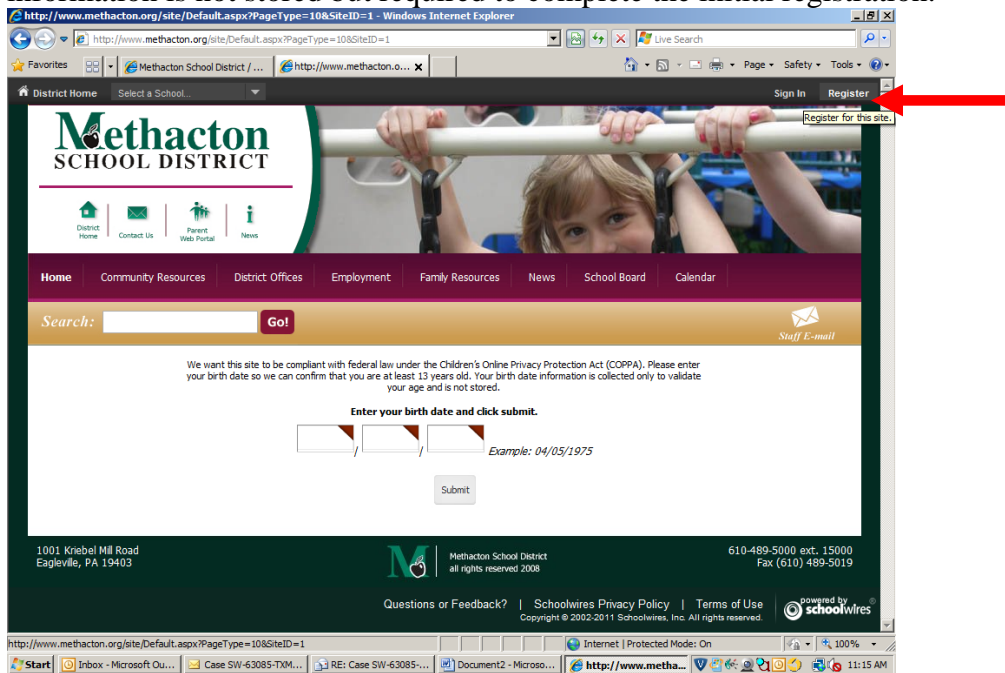
6. Review your selections once you return to the Subscription window and click the Save button. To unsubscribe, simply click the Remove button to the right of any section name, and be sure to click the Save button to save your selections before exiting.



Methacton Website Registration Procedures

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1. Visit www.methacton.org and click the Register button in the top-most right-hand corner of the screen. This will load a verification window for date of birth, required by the Children's Online Privacy Protection Act. This information is not stored but required to complete the initial registration.



2. Simply fill in the fields and click "Submit" to register. Passwords are case sensitive.

