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## Notification Center Steps

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Please use this outline to sign-up for Notifications through your child's school district.

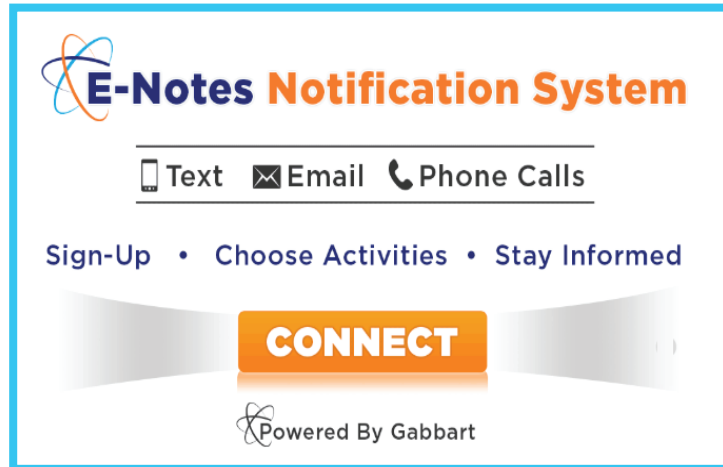
You can manage and subscribe to your School's favorite E-note lists using the following options:

# OPTION 1

## Stack Item

1

To sign up or sign in to manage your subscriptions using the Page Stack option simply click 'Connect'.



2

This brings you to the E-note Notification center where you can register your information by clicking 'Setup Account'

A screenshot of the E-Notes Notification Center sign-in form. It features the "E-Notes NOTIFICATION CENTER" logo at the top. Below the logo are two input fields: "Email address" and "Password". A blue "Sign in" button is positioned below the password field. At the bottom of the form, there are two links: "Setup Account" and "Forgot Password".

3

Input your First name, Last Name, and Email Address. and Click Register.

A screenshot of the E-Notes Notification Center registration form. It features the "E-Notes NOTIFICATION CENTER" logo at the top. Below the logo are three input fields: "First Name:" with the value "Gabbart", "Last Name:" with the value "Train", and "Email Address:" with the value "Training@Gabbart.com". A blue "Register" button is positioned below the email field. At the bottom of the form, there are two links: "Login?" and "Forgot Password?".

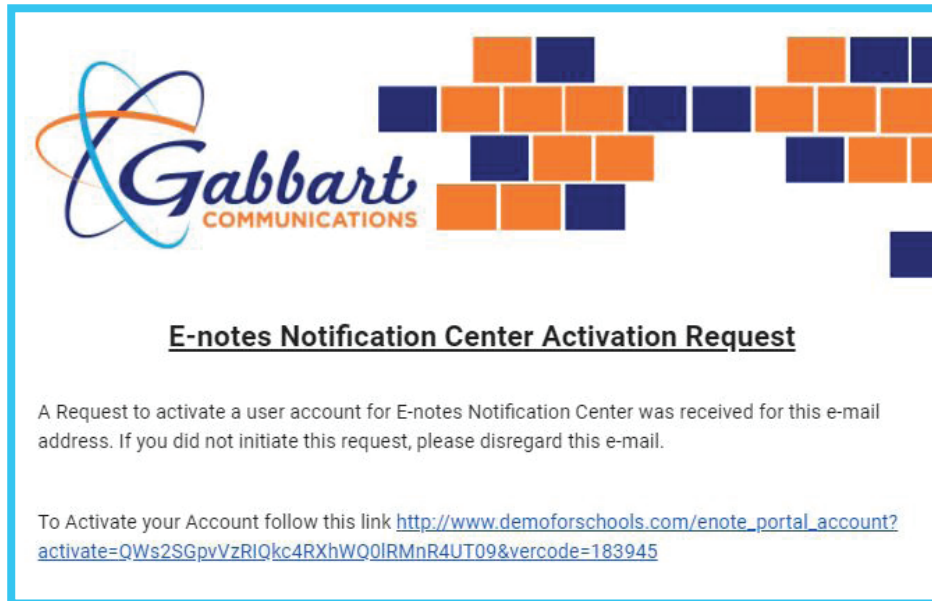
4

You will see a Message in green above the registration form confirming your request:

Success! An email has been sent to "Training@Gabbart.com" ... Please check your Email.

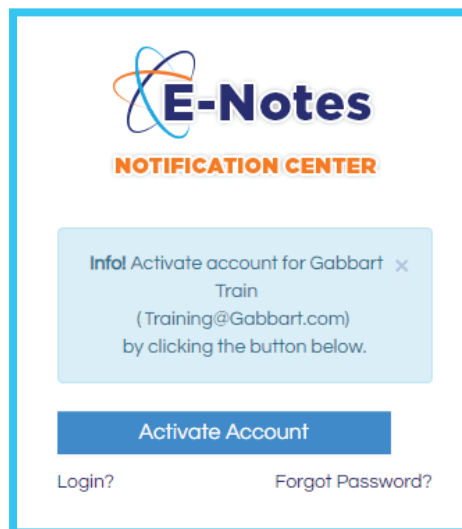
5

Click on the link sent to your email address to Activate your Account.



6

Click Activate Account and Setup your password.



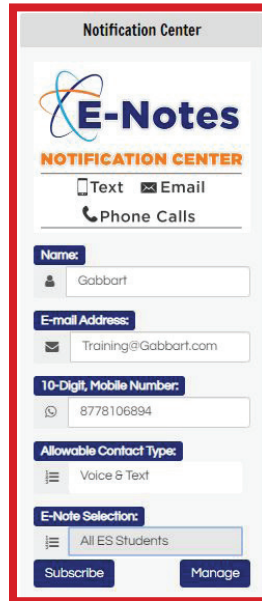
7

Login using your email address and the password you setup

# OPTION 2

## Sidebar Sign-up Module

1 The second option will appear in the sidebar of your School's website.



The screenshot shows a mobile-style sign-up form titled "Notification Center" for "E-Notes". It includes fields for Name (Gabbart), E-mail Address (Training@Gabbart.com), and 10-Digit Mobile Number (8778106894). There are also dropdown menus for "Allowable Contact Type" (set to "Voice & Text") and "E-Note Selection" (set to "All ES Students"). At the bottom are "Subscribe" and "Manage" buttons.

2 Input your name, E-mail Address and Mobile Number.

3 Allowable Contact Type- allows you to select how you wish to be contacted you can choose to be contacted by Voice & Text or by Voice or Text Only.

4 Choose the E-note List you wish to Subscribe to and Click Subscribe

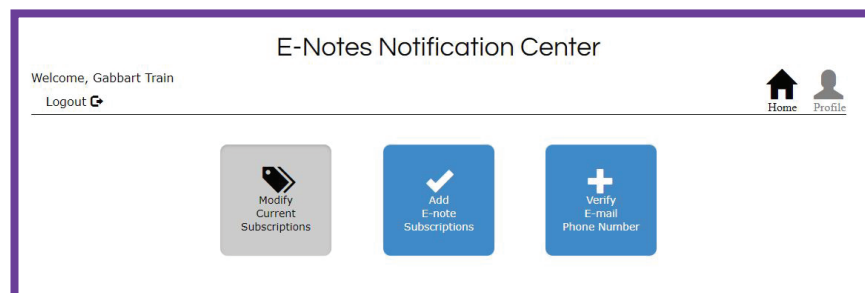
5 To Manage your Subscriptions Select 'Manage' and follow Steps 2-7 from Option 1.

Please note that if you choose to be contacted only by text. You will only receive messages that were sent out as text messages. This means that if your School sends a Voice notification and does not follow up with a text you will not receive the message.

# OVERVIEW

## of Notification Center

1 Here is a picture of the Homepage of your E-notes Notification Center.



2

Your options:

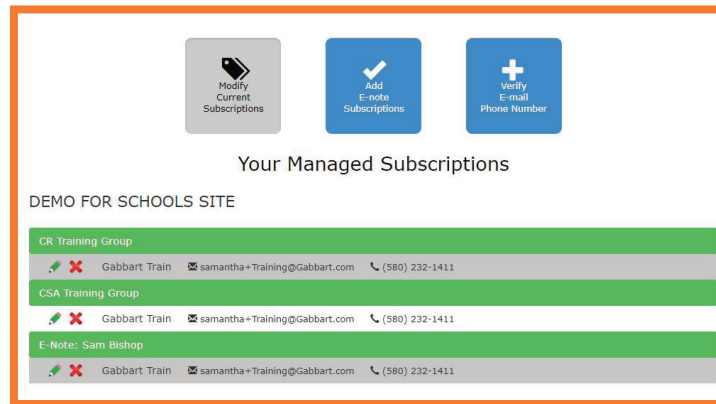
- Modify your current Subscriptions
- Add E-note Subscriptions
- Verify Email/Phone Number
- Manage Profile

# MODIFY

## Your Current Subscriptions

1

At the bottom of your E-notes Notification Center's Homepage is 'Your Manage Subscriptions'



2

To unsubscribe to a list simply click the Red X icon next to the title of the list you no longer want to receive notifications for.

3

You can edit and update your Subscriptions by clicking the green pencil icon next to each list you wish to update.

4

To remove an email address or phone number from a specific list this is the option you will use then click the green Update Subscription Information Button.

Please Note: To remove a number or email from all E-note's you can do so under 'Manage my Profile'.

# ADD

## Subscriptions

- 1 The Next option listed is the Add E-note Subscriptions Section. This is where you will go to find Specific lists you want to receive notifications from. The instructions are outlined on the page, the first step is to select which contact information to use.

Modify Current Subscriptions   Add E-note Subscriptions   Verify E-mail Phone Number

### Add E-Note Subscriptions

Step 1: Select which verified Contact(s) to use.

Training@Gabbart.com   **Verified E-Mail(s)**

(580) 232-1411   **Verified Phone(s)**

Step 2: Select a campus to pull associated E-notes from.

**Choose a campus:**

Step 3: Select the E-Notes you wish to subscribe.

**Subscribe To Enotes**

**Currently Subscribed**

<input type="checkbox"/> Training	<input type="checkbox"/> Training	<input type="checkbox"/> Training Group
<input type="checkbox"/> 12th Grade	<input type="checkbox"/> E-Note	<input type="checkbox"/> Demo List
<input type="checkbox"/> Training class	<input type="checkbox"/> E-Note Demo Teach	<input type="checkbox"/> Hockey
<input type="checkbox"/> Boys Basketball	<input type="checkbox"/> E-Note Demo List	<input type="checkbox"/> HS Boys Basketball
<input type="checkbox"/> Demo	<input type="checkbox"/> E-Note	<input type="checkbox"/> Demo

- 2 The second step on that page is to Select a Campus to pull a list of E-notes from.

- 3 Lists you are already subscribed to will appear in green.

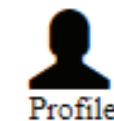
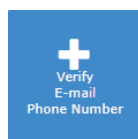
- 4 Select which E-note lists you want to receive notifications from and click 'Add Subscriptions' at the bottom of the page.

Add Subscriptions

# VERIFY

## E-mail & Phone Number

- 1 You can reach this section by pressing the Verify E-mail/Phone number block on your Notification Center Homepage or you can Click the Profile option.



2

The First option you see on the page is to add a contact. You can select a new E-mail, Mobile Phone or Landline here.

E-Notes Notification Center

Welcome, Gabbart Train  
Logout

Home Profile

### Manage Profile/Contacts

#### Add Contact

A verification code will be sent via e-mail, text message or phone call depending on what type of contact you are verifying. You will need to have immediate access to that e-mail account or phone.

**Type of contact:**  
Select the type of ve

Verify Contact

#### Verified Contacts

- Training@Gabbart.com (3 Subscriptions Found) Primary Username
- +15802321411 (2 Subscriptions Found)

Replace Contact Change Password

# ADD

## Contacts

1

To add a New cell phone Select 'Cell Phone Number' on the Type of Contact and select Verify Contact.

#### Add Contact

A verification code will be sent via e-mail, text message or phone call depending on what type of contact you are verifying. You will need to have immediate access to that e-mail account or phone.

**Type of contact:**  
Mobile Phone Number

**Type of Allowed Contact:**  
Voice Calls and Text

**Contact Info**  
**Phone Number:**  
Phone Number

Verify Contact

2

This gives you additional options to chose the type of contact you want to allow (Voice & Text, Voice or Text)

3

The Verification code will be sent by email, phone call, or text message depending on what type of contact you are verifying.

4

Once you receive the verification code you will want to input the code and click Verify Ownership