Dear Parents/Guardians:

In order to provide the best communication between the school district and the community, we are inviting you to become registered users to receive **e-alerts** that will notify you of new messages containing periodic information and specific content that have been updated on the website. With e-alerts, you will receive an automatic email notification when significant changes are made to upcoming events, school lunch menu or to any section to which you subscribe. You will receive an email message that contains a link that will give you direct and immediate access to this new and important information.   **To create an account profile, click on the Register button on the homepage of the school website at www.plainville.k12.ma.us   and then follow the steps below:**

1. Please fill out the required fields on the form. To submit the form, click *Done*. As soon as your user account is created, you will receive an email confirmation regarding your account profile along with your username and password within 24-48 hours of your registration.

2. To subscribe to e-alerts, please sign into the school website at www.plainville.k12.ma.us using the username and password that have been provided to you in the email confirmation.   This can be done by clicking on the *Sign In* button located at the top right of the school website.

3. Once you have signed in, you will need to click on the *My Account* button that appears at the top right of the page. *Under My Account*, select *Edit Account Settings*, your profile will be displayed and you will have the ability to edit your account settings listed on the left window such as your subscriptions, mobile alerts and password.

4. To subscribe to receive e-alerts, click *Subscriptions*.

6. Click on the *Manage Subscriptions* button. To receive e-alerts from **Homepage** and **Calendar channel for each school, place a check (√) in each box**. Next, click the *Other Areas of Interest* button. Select the school from the first drop down menu. A list of sections with check boxes will be displayed. Place a check (√) next to any sections on the school website that you would like to subscribe. **NOTE: You will receive email messages from these sections only if there are significant changes or updates on the webpages.**

7. Click *I'm Done.* You are now ready to receive important e-alerts from the school website. Remember to **Sign Out** under Account Settings.

8. If you wish to unsubscribe sections, please login to the school website and follow steps 3-7. On step 6, uncheck the section(s) to unsubscribe and click *I'm Done*.

9. If you forgot your password, click *Sign In* and then select *Forgot My Password*. You will enter your Sign-In Name (Username) and click the *Send Password* button.   Your password will be sent to the email address listed in your account.

If you have any questions, please send an email to webmaster@plainville.k12.ma.us