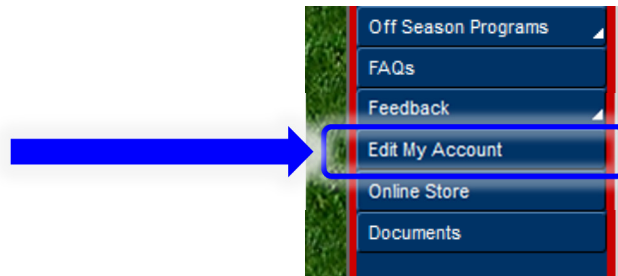


How To Sign-up to Receive Email and Text Alerts

1. Start by clicking on the “Edit My Account” button on the left-hand menu bar (shown below)



2. You will be prompted to log in using your email address and your password (see below)

A 'Sign in' form on a website. It has a dark blue header with 'Team', 'Girls Program', 'Boys Program', and 'Registration 2013'. The form itself is white with a blue border. It contains an 'Email' field with 'joe.sample@aol.com', a 'Password' field with masked characters, and a 'forgot?' link. A blue 'Continue' button is below the fields. A security notice and links for 'Privacy Policy / Terms of Use' are at the bottom.

If you have forgotten your password, click on the “forgot?” link that is just above the password box on the right.

3. You will then see the “Family Members” page. Start by clicking on the name of the person who you would like to receive the updates (see example below)

A screenshot of the 'Family Members' page on the Hamilton-Wenham Youth Lacrosse website. The page has a dark blue header with the site name and location. Below is a navigation bar with 'Home', 'Team', 'Girls Program', 'Boys Program', and 'Registration 2013'. The main content area shows a table for 'Family Members' with columns for Member(s), Registration History, Date, Cost, Paid, and Due. The first row is for 'Joe Sample' and is highlighted with a blue box and a blue arrow pointing to it from the left. Below this is a section for 'Children' with a table for 'Johnny Sample'.

4. Once on the "Participant Information" screen, you can:

- a. Choose to receive texts by selecting your mobile phone provider from the drop-down list
- b. If you **do not** wish to receive **any** email from HW Lacrosse select the "Do not email" box
- c. Choose to be reminded of games and practices by selecting the checkbox(es) of your choice.

The screenshot shows the 'Participant Information' registration form. The form includes fields for First Name (Joe), Last Name (Sample), Address (123 Any Street), City (South Hamilton), State (MA), Postal Code (01982), Country (UNITED STATES), Home Phone (978-468-0000), and Work Phone (617-123-4567). There are also dropdown menus for Roster selection. Annotations are as follows:

- a.** Points to the **Provider** dropdown menu, which is currently set to "No Text Messages".
- b.** Points to the **Do not email** checkbox, which is currently unchecked.
- c.** Points to the **Remind me of** section, which includes checkboxes for **Games** and **Practices**, both of which are currently unchecked.

Below the checkboxes, there is a note: "If checked, you will receive a reminder email the day before each event your teams are involved. Grayed options indicate that it is club policy that all members receive reminders for that event type."

5. When finished making your selection(s), be sure to click the "Submit" button to save your selections.

Submit