

Connect Suite: Notify Me (current subscribers)

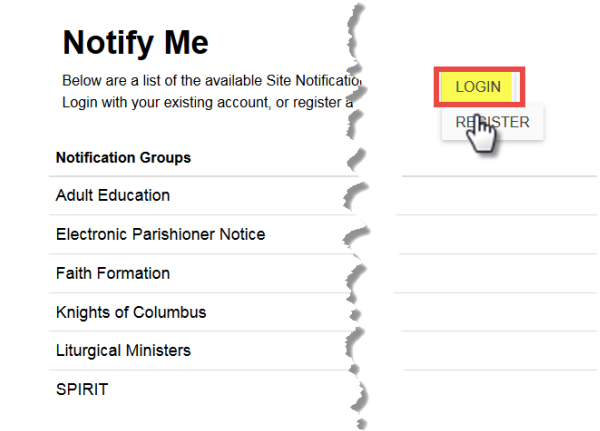
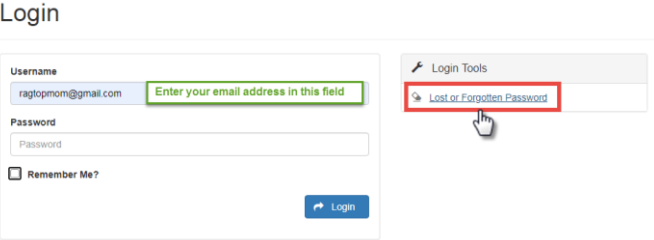
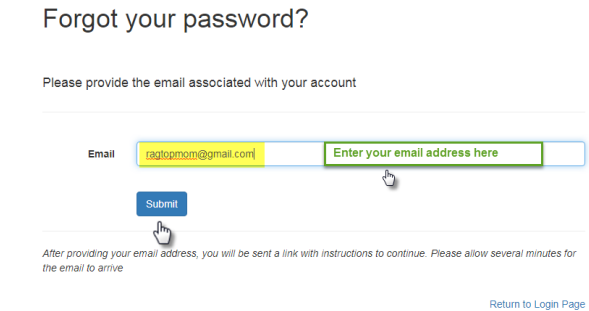
NotifyMe is a self-subscribing alert system allowing you to receive messages via email and SMS (text messaging) notification. Anyone may sign up for these notifications and may subscribe to the specific group(s) of interest.

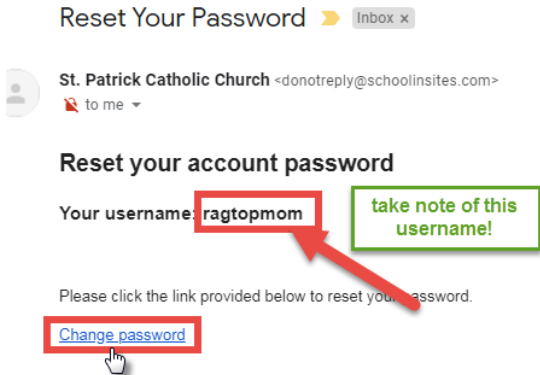
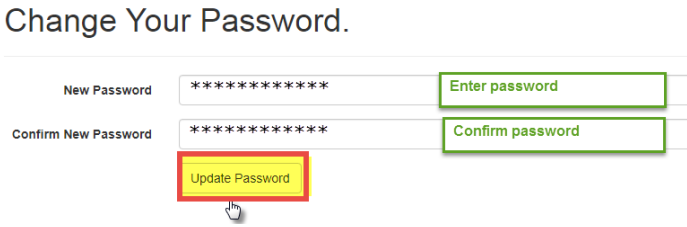
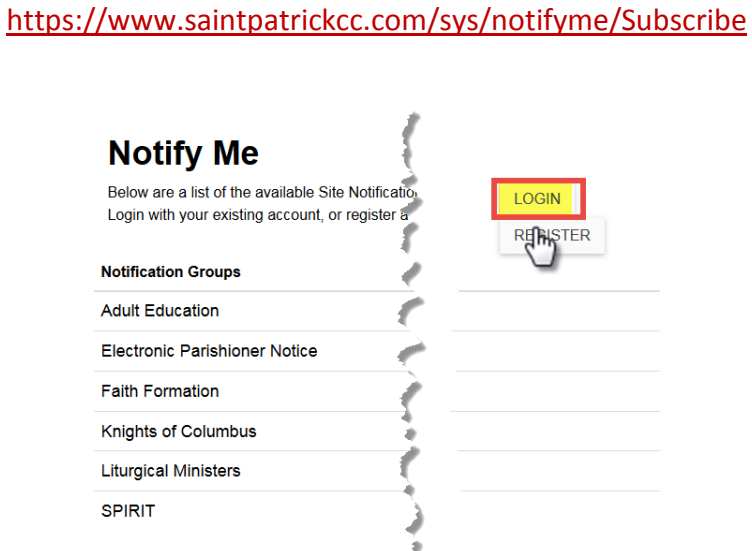
The data and subscriptions from the previous website were imported; therefore, you are subscribed to the categories as previously intended. However, you may want to change your notification categories or update your information within the program, particularly if you wish to receive text message notifications in the future.

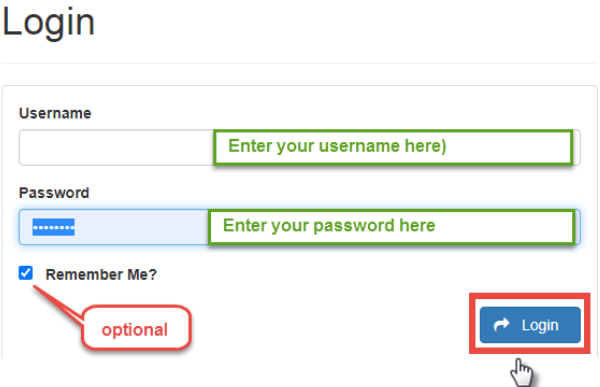
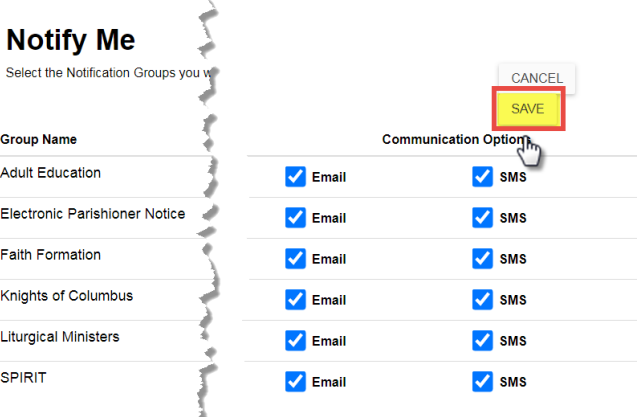
New Feature: In addition to Notify Me messages (normally sent out with important information during the week or your weekend reminders), you may also receive news or announcements that have been posted on the website as soon as they are published. This feature is called COPE (Create Once Publish Everywhere) and will be a wonderful way to stay connected to news and announcements as they happen.

Notify Me – Logging in to the Website Program

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| <p>Navigate to the church website</p> | <p>https://www.saintpatrickcc.com</p> |
| <p>Click on the top navigation link labeled Notify Me.</p> |  |

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| <p>Click the LOGIN button.</p> |  |
| <ul style="list-style-type: none"> • Enter your email address in the field provided. (This should be the same email address that you used when subscribing to Notify Me from the previous website.) • Click the <u>Lost or Forgotten Password</u> link. |  |
| <ul style="list-style-type: none"> • This screen is intended to be used to generate an email for the purpose of resetting your password. • Enter your email address and click the Submit button. |  |

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| <ul style="list-style-type: none"> • Navigate to your email inbox. You should receive an email with a link to facilitate setting your password. • Take note of the username in this field (should reflect your email address). • Click the <u>Change password</u> link. |  |
| <ul style="list-style-type: none"> • Enter a password. NOTE: Passwords must be alphanumeric. • Click Update Password. <p>Alphanumeric refers to the type of Latin and Arabic characters representing the numbers 0 - 9, the letters A - Z (both uppercase and lowercase), and some common symbols such as @ # * and &.</p> |  <p>You will receive a confirmation that your password has been reset.</p> |
| <ul style="list-style-type: none"> • Navigate back to the church website and the Notify Me area. • Click the LOGIN button. | <p>https://www.saintpatrickcc.com/sys/notifyme/Subscribe</p>  |

| <ul style="list-style-type: none"> • Enter your username (*see your email for the appropriate username). • Enter your password. • Check to save your password if you like. • Click Login. |  | | | | | | | | | | | | | | | | | | | | | |
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| <ul style="list-style-type: none"> • Select the desired notification groups and method of communication. (NOTE: SMS = text messages) • Click Save. |  <table border="1"> <thead> <tr> <th>Group Name</th> <th colspan="2">Communication Options</th> </tr> </thead> <tbody> <tr> <td>Adult Education</td> <td><input checked="" type="checkbox"/> Email</td> <td><input checked="" type="checkbox"/> SMS</td> </tr> <tr> <td>Electronic Parishioner Notice</td> <td><input checked="" type="checkbox"/> Email</td> <td><input checked="" type="checkbox"/> SMS</td> </tr> <tr> <td>Faith Formation</td> <td><input checked="" type="checkbox"/> Email</td> <td><input checked="" type="checkbox"/> SMS</td> </tr> <tr> <td>Knights of Columbus</td> <td><input checked="" type="checkbox"/> Email</td> <td><input checked="" type="checkbox"/> SMS</td> </tr> <tr> <td>Liturgical Ministers</td> <td><input checked="" type="checkbox"/> Email</td> <td><input checked="" type="checkbox"/> SMS</td> </tr> <tr> <td>SPIRIT</td> <td><input checked="" type="checkbox"/> Email</td> <td><input checked="" type="checkbox"/> SMS</td> </tr> </tbody> </table> | Group Name | Communication Options | | Adult Education | <input checked="" type="checkbox"/> Email | <input checked="" type="checkbox"/> SMS | Electronic Parishioner Notice | <input checked="" type="checkbox"/> Email | <input checked="" type="checkbox"/> SMS | Faith Formation | <input checked="" type="checkbox"/> Email | <input checked="" type="checkbox"/> SMS | Knights of Columbus | <input checked="" type="checkbox"/> Email | <input checked="" type="checkbox"/> SMS | Liturgical Ministers | <input checked="" type="checkbox"/> Email | <input checked="" type="checkbox"/> SMS | SPIRIT | <input checked="" type="checkbox"/> Email | <input checked="" type="checkbox"/> SMS |
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| Faith Formation | <input checked="" type="checkbox"/> Email | <input checked="" type="checkbox"/> SMS | | | | | | | | | | | | | | | | | | | | |
| Knights of Columbus | <input checked="" type="checkbox"/> Email | <input checked="" type="checkbox"/> SMS | | | | | | | | | | | | | | | | | | | | |
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You have now confirmed your desired Notify Me subscription categories.


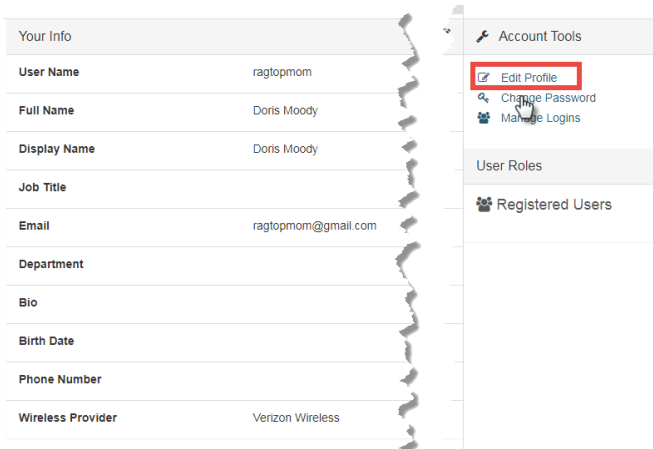
In order to receive SMS (text message) notifications, you must ensure that your cellphone number is accurate in your record. This information is contained in your **“Profile”**. Continue to the next page to update your profile appropriately.

You do NOT have to enter all information but here you can control your Username and complete your record as desired.

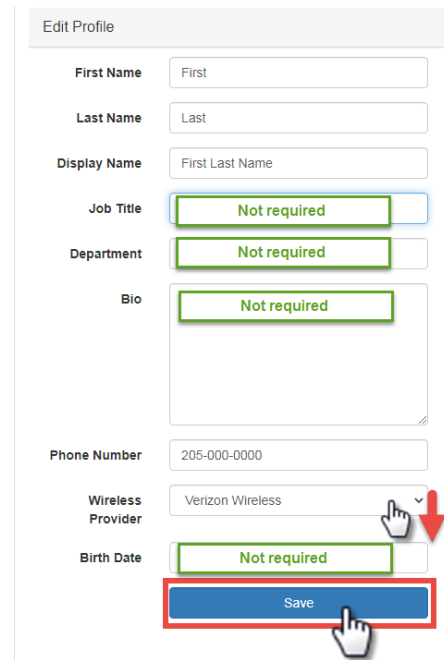
Your cell number and provider MUST be provided in your Profile for successful text messaging.

Notify Me – Updating your Profile in the Website Program

The following instructions will walk you through updating your Notify Me profile within the website program. The information you provide is seen only by the appropriate administrators for the website and will never be shared.

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| <p>While still logged into the website program, navigate to the upper right-hand corner and choose My Profile.</p> |  |
| <ul style="list-style-type: none"> • Your profile appears. • Click the Edit Profile link to make appropriate changes. |  |

- Complete information as desired.
- Cell number is required if you have checked the SMS box in the Notify Me subscription area.
- Please select your cellphone provider from the pull-down menu.
- Click **Save** to make changes effective.



Edit Profile

First Name

Last Name

Display Name

Job Title

Department

Bio

Phone Number

Wireless Provider

Birth Date

Click in the upper right-hand corner of the website and choose **Log Out**.

