

## **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.

Navigate to the church website	https://www.saintpatrickcc.com
Click on the top navigation link labeled <b>Notify Me.</b>	Home About - Contact NotifyMe Serving Others - Serv

## Notify Me – Logging in to the Website Program



Click the <b>LOGIN</b> button.	Notify Me         Below are a list of the available Site Notificatio.         Login with your existing account, or register a         Notification Groups         Adult Education         Electronic Parishioner Notice         Faith Formation         Knights of Columbus         Liturgical Ministers         SPIRIT
<ul> <li>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.)</li> <li>Click the Lost or Forgotten Password link.</li> </ul>	Login Username ragtopmom@gmait.com Enter your email address in this field Password Password Remember Me? ref Login
<ul> <li>This screen is intended to be used to generate an email for the purpose of resetting your password.</li> <li>Enter your email address and click the <b>Submit</b> button.</li> </ul>	Forgot your password? Please provide the email associated with your account Email Radoomom@gmail.cont Enter your email address here Submit After providing your email address, you will be sent a link with instructions to continue. Please allow several minutes for the email to arrive Return to Login Page



<ul> <li>Navigate to your email inbox. You should receive an email with a link to facilitate setting your password.</li> <li>Take note of the username in this field (should reflect your email address).</li> <li>Click the <u>Change password</u> link.</li> </ul>	Reset Your Password > Inbox × St. Patrick Catholic Church <donotreply@schoolinsites.com> &gt; to me Reset your account password Your username: ragtopmom Please click the link provided below to reset your assword. Change password U</donotreply@schoolinsites.com>
<ul> <li>Enter a password. NOTE: Passwords must be alphanumeric.</li> <li>Click Update Password.</li> </ul> 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 &.	Change Your Password.
<ul> <li>Navigate back to the church website and the Notify Me area.</li> <li>Click the LOGIN button.</li> </ul>	https://www.saintpatrickcc.com/sys/notifyme/Subscribe         Notify Me         Below are a list of the available Site Notification         Login with your existing account, or register a         Notification Groups         Adult Education         Electronic Parishioner Notice         Faith Formation         Knights of Columbus         Liturgical Ministers         SPIRIT



<ul> <li>Enter your username (*see your email for the appropriate username).</li> <li>Enter your password.</li> <li>Check to save your password if you like.</li> <li>Click Login.</li> </ul>	Login Username Enter your username here) Password Memember Me? Optional
<ul> <li>Select the desired notification groups and method of communication. (NOTE: SMS = text messages)</li> <li>Click Save.</li> </ul>	Notify Me   Select the Notification Groups you w   Group Name   Adult Education   Adult Education   Electronic Parishioner Notice   Faith Formation   Knights of Columbus   Liturgical Ministers   SPIRIT   SPIRIT

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.

While still logged into the website program, navigate to the upper right-hand corner and choose <b>My Profile</b> .	<ul> <li>Create ragtopmom</li> <li>My Profile</li> <li>Lon Out</li> </ul>
<ul> <li>Your profile appears.</li> <li>Click the Edit Profile link to make appropriate changes.</li> </ul>	Your Info       Account Tools         User Name       ragtopmom         Full Name       Doris Moody         Display Name       Doris Moody         Job Title       User Roles         Email       ragtopmom@gmail.com         Department       Image: Comparison of the partment         Bio       Image: Comparison of the partment         Phone Number       Verizon Wireless



<ul> <li>Complete information as desired.</li> <li>Cell number is required if you have checked the SMS box in the Notify Me subscription area.</li> <li>Please select your cellphone provider from the pull-down menu.</li> <li>Click Save to make changes effective.</li> </ul>	Edit Profile         First Name       First         Last Name       Last         Display Name       First Last Name         Job Title       Not required         Department       Not required         Bio       Not required         Phone Number       205-000-0000         Wireless       Verizon Wireless         Provider       Not required         Birth Date       Not required
Click in the upper right-hand corner of the website and choose <b>Log Out</b> .	Create ragtopmom - My Profile Lon Out