Dear Parents,
In order to provide the best possible communication between our district and your household, we request that you register on our website. Once registered, you should subscribe for E-Alerts at sites and sections you find relevant.

What are E-Alerts?
E-Alerts are messages sent to you by staff at your School District. There are two types of E-Alerts you can receive: Broadcast E-Alerts and Content E-Alerts. You must be a registered user to receive E-Alerts.
Broadcast E-Alerts
Broadcast E-Alerts are typically sent to groups of registered users and contain information such as newsletters, emergency closings, cancellations, meeting notices and the like. A Broadcast E-Alert can be delivered as an email message or you may opt to have it sent to your mobile phone as a Short Message Service (SMS) text message.
Content E-Alerts
Content E-Alerts are sent to registered users who have subscribed to a homepage (which includes the homepage calendar) or website sections of interest. For example, you might subscribe to your School District's homepage or to the section of your child's teacher. When the District homepage or the teacher's section is updated and a content E-Alert is sent, you will receive email notification that content has modified. The email contains a link that you click to navigate to the subscription location.

Here's how you register for our website:
1. Navigate to the website. The address of the website is: www.middleboro.k12.ma.us
2. If you do not have a user account (all Middleborough School employees already have a user account), you can create your own user account.
   Click the **Register link** in the MyStart Bar to begin.

3. Enter your date of birth and click Submit. (You must be at least 13 years old in order to register.)
4. Complete the data fields in the registration form. At a minimum, you must complete the required fields of First Name, Last Name, Email Address, User Name, Password and Confirm Password fields. All information that you enter is kept private and is available to only you and the site administrators.
5. Click the *I agree to the Schoolwires Terms of Use* checkbox and click **Submit.** Click on the link to review the Terms of Use. Note that the Please send me E-Alerts for this site checkbox is checked for you.
6. If registration is successful, you receive a success message. Sign in to the website by clicking the Sign in link in the message or clicking Sign in located at the top right of the screen.
7. Once you have signed in, you are ready to add E-Alert Subscriptions.

How do I Edit My E-Alert Settings?
Because your user account includes an email address, Broadcast E-Alert editors are able to send you Broadcast E-Alerts as email messages. If you would like to receive text message Broadcast E-Alerts on your mobile phone, you need to edit your E-Alert Settings.
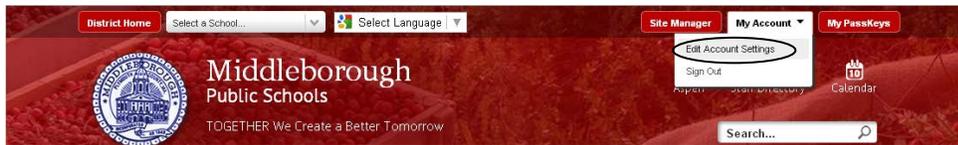
Mobile E-Alerts
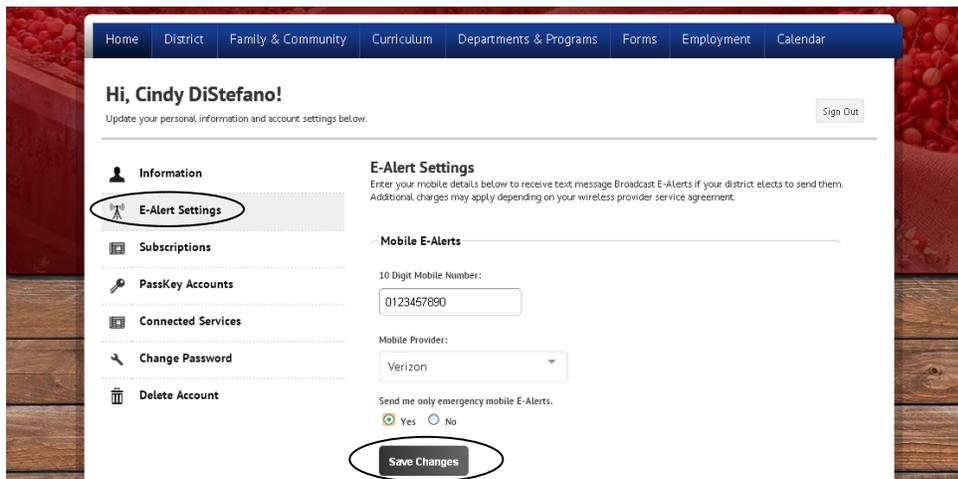Here's how you sign up to receive SMS text message Broadcast E-Alerts.
1. **Sign in** to the school website.

2. Click **My Account**. A drop-down list displays.
3. Click **Edit Account Settings**. The Account Settings window opens on the General tab.

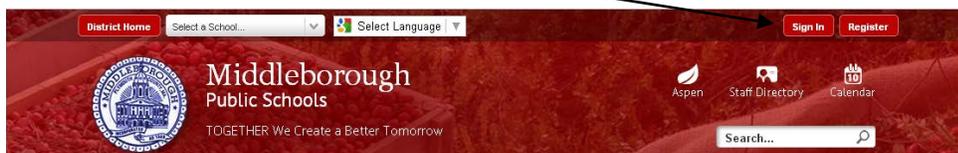4. Click **E-Alert Settings** in the left column.

5. Enter your ten-digit Mobile Number (e.g., 1234567890).
6. Select your Mobile Provider from the drop-down list.
7. If you wish to only receive mobile Broadcast E-Alerts if they are flagged as Emergency, click the Yes radio button. By default, the No radio button is selected.
8. Click **Save Changes**.

How do I Manage My Content E-Alert Subscriptions?
In order to receive Content E-Alerts, you must first subscribe to areas on the website. When an editor of an area to which you have subscribed modifies content within that area and sends a Content E-Alert, you receive email notification indicating that content has been updated. Click the link in the email message to navigate directly to the subscribed area.
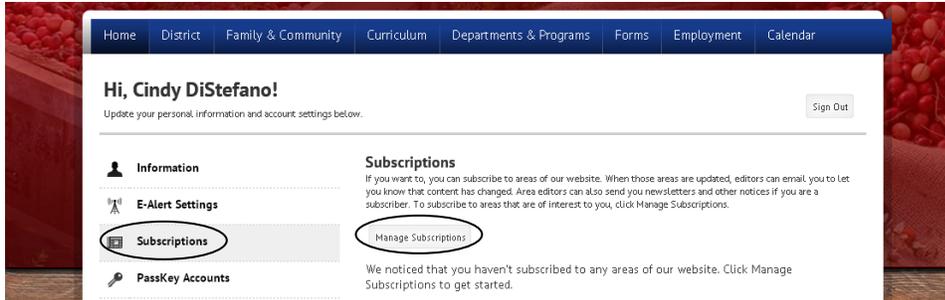Here's how you manage your subscriptions.

1. **Sign in** to the school website.

2. Click **My Account**. A drop-down list displays.
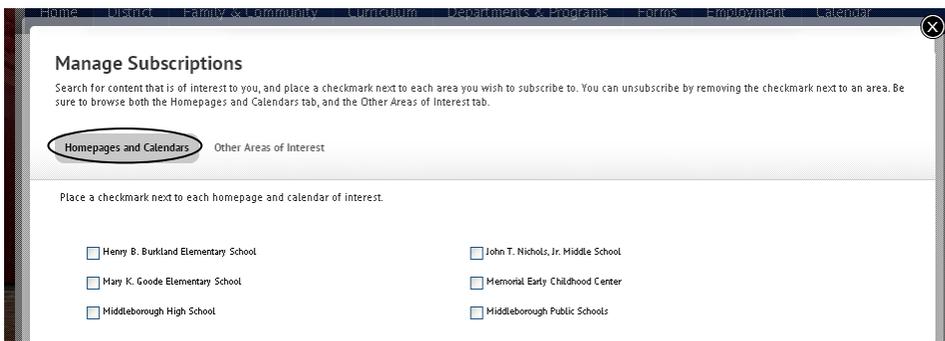3. Click **Edit Account Settings**. The Account Settings window opens.
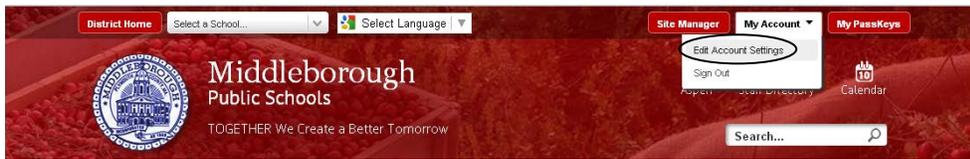
4. Click **Subscriptions** in the left column.

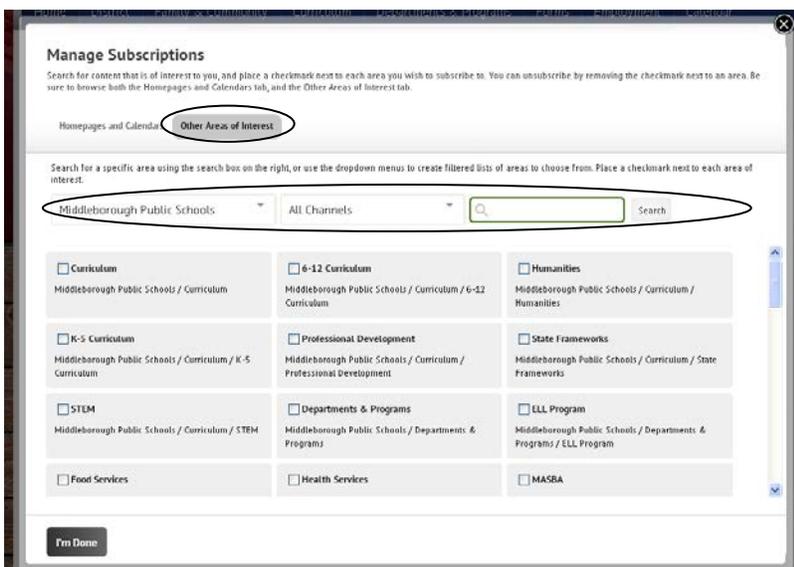5. Click **Manage Subscriptions**. The Manage Subscriptions window opens.
6. Use the **Homepages and Calendars** tab to subscribe to the homepages and calendars of your district or school sites. Click the checkbox to the left of a site to select it.

7. Use the **Other Areas of Interest** tab to select sections of interest. You can browse through all areas. Or, you can filter by District or School sites, by Channels or enter a search string. Click the checkbox to the left of a section to select it.
a. To filter sections, select a District or School site and Channel combination.
b. To further limit your results, you can enter all or part of a section name in the search field and click **Search**.

8. Click **I'm Done**. Your selections display under **Manage Subscriptions**.

To unsubscribe from an area click **Remove.**