Event Alerts

How can I sign up for event alerts on my phone?

Parents can receive email and text message alerts for events posted on the school calendars and for cancellations/ postponements/changes to the athletic teams' schedules.

For calendar event alerts, visit the calendar on the SSA website: http://www.shadysideacademy.org/about/calendar

At the top of the calendar, on the right hand side, click on the yellow bell to manage your calendar subscriptions and alert options. You will be prompted to login. **Use your Veracross username and password to login**.

Month Week	Day	< SEPTEMBER	2021 🔻 🖒	🖶 🍸 1 Selected 🔊 🔔
1. Under "	Calendar Info" select the cale	ndar(s) you would	MANAGE CALENDAR SUBSCRIPTION	< Back

- Under "Calendar Info" select the calendar(s) you would like to receive alert notifications for. Please note: you will receive an alert for each and every event posted on that calendar. You cannot filter by grade or event.
- Under "Alert Settings" select the email address(es) and/or mobile phone number where you would like to receive the alerts. Using the dropdown menu, select when you would like to receive the alert.
- 3. Click "Update Settings."

ALENDAR INFO:				
Calendars:			select all	deselect all
	Academy Holidays and Closings Admissions Calendar Alumni & Development College Counseling Country Day School Hillman Center for Performing Arts Junior School Senior School Semmer & Auxiliary Programs			
LERT SETTINGS:				
Send To: Email		Phone		
Reminder:	✓ mgrguras@shadysideacademy.org	0 sms e	enabled pho	ne numbers -

For athletic team alerts, visit the team pages in the Athletics section of the site: <u>http://www.shadysideacademy.org/athletics</u>

- 1. In the right hand navigation, click on "Senior School Teams" or "Middle School Teams."
- From the green tabs at the top of the page, select the season – fall, winter or spring. Then click on the sport/team name.
- 3. On the "Team Schedule" tab, click on the yellow bell icon at the top right.
- 4. Click on the blue "Alerts" button next to the team.
- Under "Alert Settings" select the email address(es) and/or mobile phone number where you would like to receive the alerts. Using the dropdown menu, select when you would like to receive the alert.
- Under "Alert Options" you can choose to receive "Cancellations/Postponements/Changes" and/or "Scores/Results."
- 7. Click "Update Settings."

Athletic Team Feeds & Alerts

Hover over the ICAL icons for subscription options.

Copy the following URL for the feed:

Baseball - Junior Varsity Boys	ICAL	Alerts	
Baseball - Middle Sch Boys	ICAL	🐥 Alerts	
Baseball - Varsity Boys	ICAL	🐥 Alerts	
Basketball - Freshman Boys	ICAL	🔺 Alerts	
Basketball - Junior Varsity Boys	ICAL	🔺 Alerts	
Basketball - Junior Varsity Girls	ICAL	🔺 Alerts	
Basketball - Middle Sch Boys 6th	ICAL	🜲 Alerts	
Basketball - Middle Sch Boys 7th	ICAL	🔺 Alerts	
Basketball - Middle Sch Boys 8th	ICAL	🐥 Alerts	
Basketball - Middle Sch Girls	ICAL	🐥 Alerts	
Basketball - Varsity Boys	ICAL	🐥 Alerts	
Basketball - Varsity Girls	ICAL	Alerts	
Cheerleading - Varsity Girls	ICAL	🐥 Alerts	
Crew - Varsity Boys	ICAL	🐥 Alerts	
Crew - Varsity Coed	ICAL	🐥 Alerts	
Crew - Varsity Girls	ICAL	Alerts	
Cross Country - Junior Varsity Boys & Girls	ICAL	Alerts	
Coed Junior Varsity Cross Country	ICAL	🔺 Alerts	

close

To cancel your alerts, visit the calendar webpage: www.shadysideacademy.org/about/calendar and click on the yellow bell icon.

- By default, you will see the "Manage Calendar Subscriptions" screen. Click the "Back" tab located at the top right of the screen.
- 2. You will now see the Edit Subscription(s) tab.
- If you signed up for athletics alerts, under "Athletics Alerts" each team will be listed. You can click on the red "X" to remove the team and stop the notifications.
- If you signed up for calendar alerts, under "Calendars" the calendar(s) will be listed. You can click on the red "X" to remove the team and stop the notifications.

Edit Subscription(s)

AVAILABLE DELIVERY LOCATIONS	
Email	
brucetestb@gmail.com (Primary)	
btestb@email.com	
Add Text Enabled Phone	
CURRENT SUBSCRIPTIONS	
Email Mailing Lists (eNotify)	Settings
News Alerts	Settings
No News alerts found	
Blogs/Forums	
No Blog/Forum alerts found	
Athletics Alerts	select all deselect all delete selected
🗌 🛛 Field Hockey – Varsity Girls	
🗌 🗾 Basketball – Varsity Girls	
🗌 🗖 Softball – Varsity Girls	
Event Reminders	
Please note that events older than 30 days will not be displa	ayed.
No Event alerts found	
Calendars	select all deselect all delete selected
Senior School	

Questions? Contact: Megan Grguras, Web and Social Media Manager, mgrguras@shadysideacademy.org

Subscribing to Calendars and Athletic Schedules

How can I subscribe to a school calendar or athletic team schedule?

School Calendars

School calendars are available for Academy Holidays and Closings, Country Day School, Junior School, Middle School, Senior School, College Counseling, Summer & Auxiliary Programs, Hillman Center for Performing Arts and Admissions events. To add a calendar feed to your preferred calendar or device, visit <u>https://www.shadysideacademy.org/about/calendar</u> and click the gray RSS feed icon.



SEPTEMBER 2021 V



Hover over the green iCAL in the pop-up menu for Calendar Feeds. You will see options get the iCal URL, the Google iCal URL, or to add the calendar to the default calendar tool of the device you are currently using. If you'd like the URL, click that option and the calendar URL will appear at the top of the pop-up screen for you to copy and paste.

Cal	endar Feeds	Calendar Feeds	
ver over the ICAL icons	for subscription options.	Hover over the ICAL icons for subscription	options.
py the following URL for	the feed:	Copy the following URL for the Academy H	olidays and Closin
Public calendars on this p	age. ICAL	https://www.shadysideacademy.org/calendar/cale	ndar_7194.ics
selected Public calendars	ICAL	All Public calendars on this page.	ICAL
ademy Holidays and Closir	ngs 🔼	All selected Public calendars	ICAL
issions Calendar	Get Standard iCal URL	Academy Holidays and Closings	ICAL
mni & Development	Get Google iCal URL	Admissions Calendar	ICAL
ege Counseling	Add to Default Calendar App (Outlook 2k7, Apple iCal, etc)		ICAL
ntry Day School	ICAL		
an Center for Performing	Arts	College Counseling	ICAL
or School	ICAL	Country Day School	ICAL
le School	ICAL	Hillman Center for Performing Arts	ICAL
		Junior School	ICAL
or School		Middle School	ICAL
		Senior School	ICAL

Athletics Schedules

To find a Senior School team, visit <u>www.shadysideacademy.org/athletics/senior-school-teams</u> and use the tabs to navigate between fall, winter or spring sports to find your team. To find a Middle School team, visit <u>www.shadysideacademy.org/athletics/middle-school-teams</u>.

Click on your team to open the Team Details webpage. Scroll to the Team Schedule and click on the gray RSS feed icon.



Next, you will see a pop-up menu of all available team schedules, including Varsity and Junior Varsity. Hover over the green iCAL button to see a list of options to get the iCal URL, the Google iCal URL, or to add the calendar to the default calendar tool of the device you are currently using. If you'd like the URL, click that option and the calendar URL will appear at the top of the pop-up screen for you to copy and paste.

