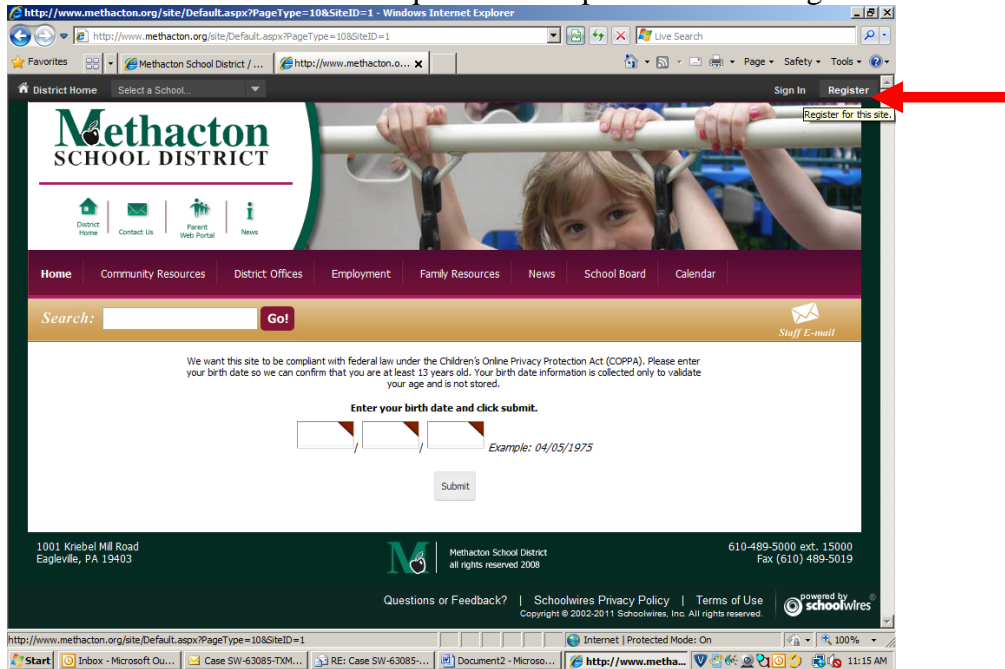


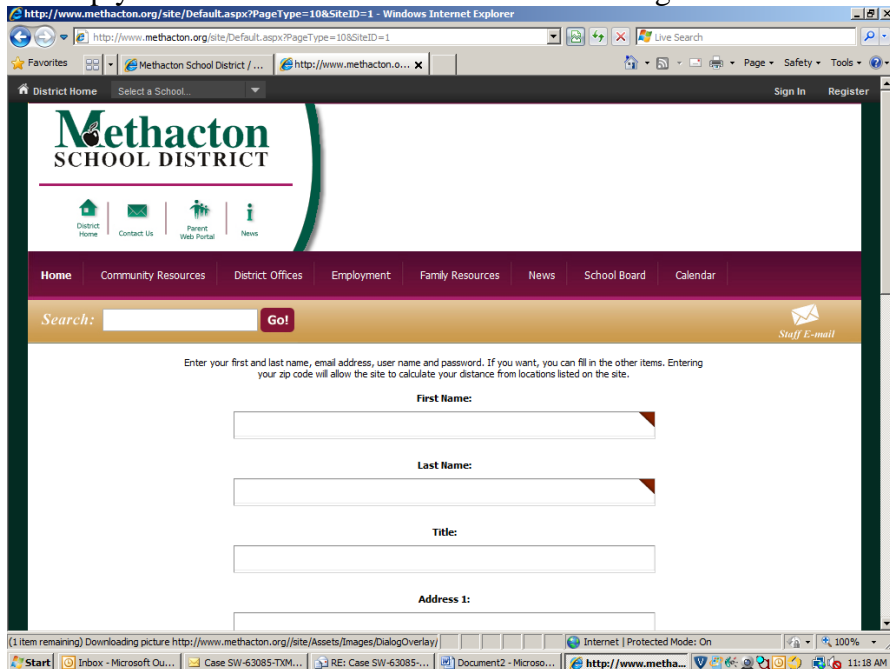
Methacton Website Registration Procedures

Read instructions and note **red arrows** in screen shots below. Send e-mail to information@methacton.org or call 610-489-5000, ext. 15007 or 15412 with questions. Thank you!

1. Visit www.methacton.org and click the Register button in the top-most right-hand corner of the screen. This will load a verification window for date of birth, required by the Children's Online Privacy Protection Act. This information is not stored but required to complete the initial registration.



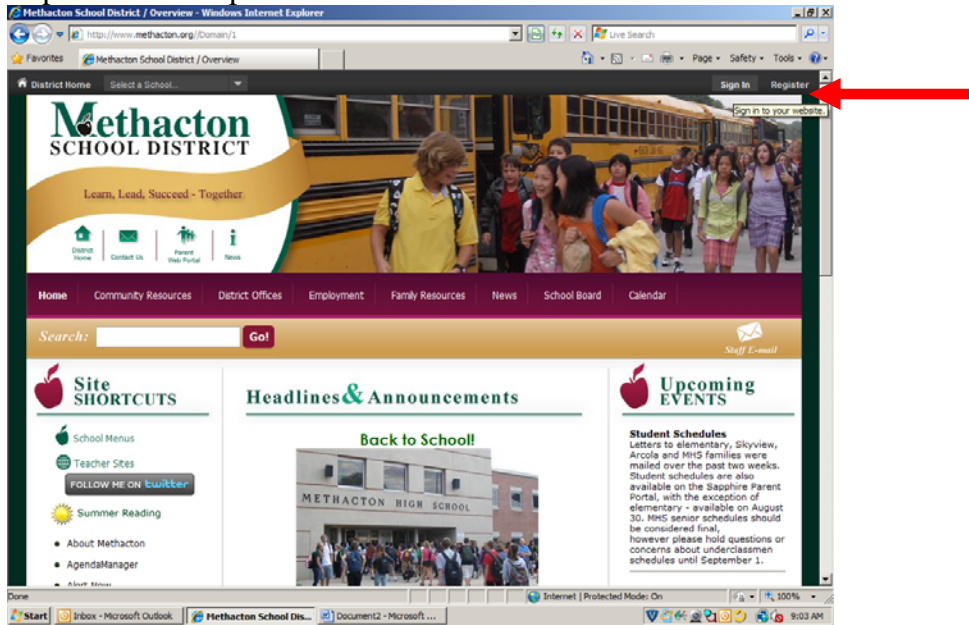
2. Simply fill in the fields and click "Submit" to register. Passwords are case sensitive.



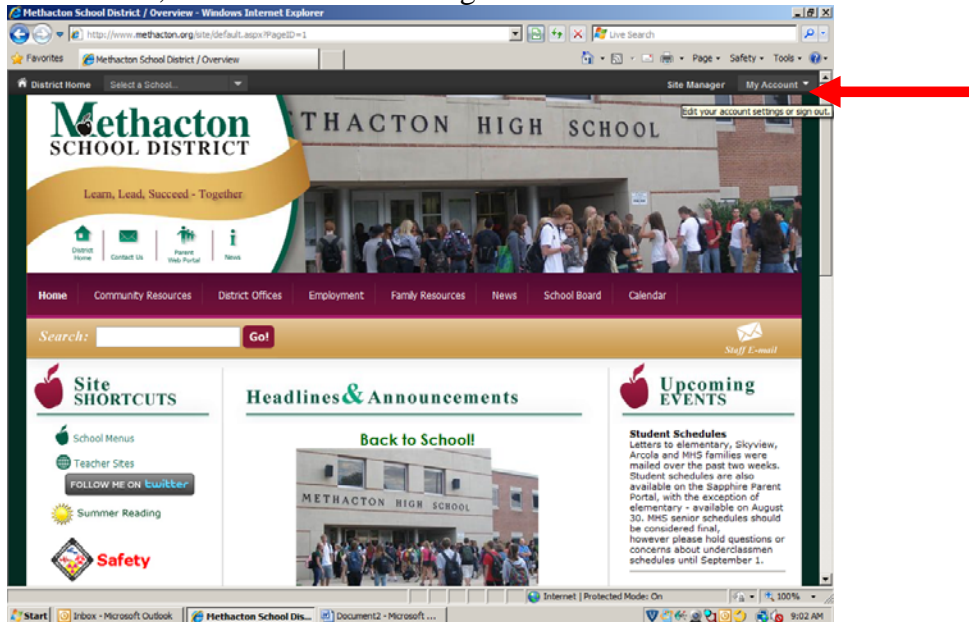
Methacton Website E-Alert Subscription Procedures

Read instructions and note **red arrows** in screen shots below. Send e-mail to information@methacton.org or call 610-489-5000, ext. 15007 or 15412 with questions. Thank you!

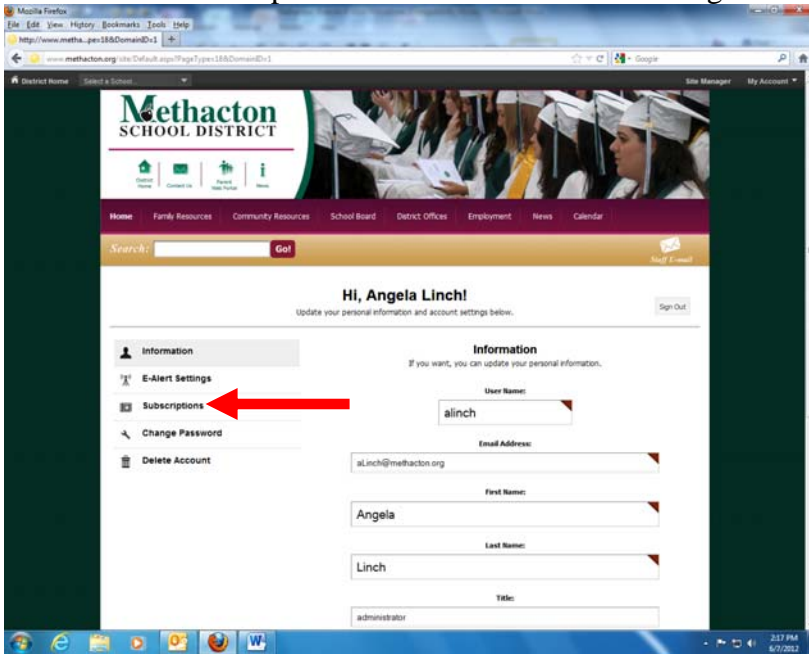
1. Visit www.methacton.org; click “Register” (if you have not already created an account) or “Sign In” (if you already have a username and password for Methacton’s website) in the top-most right-hand corner of the screen. If you need to register, please see registration instructions at the end of this document, and then return to step one of these procedures.



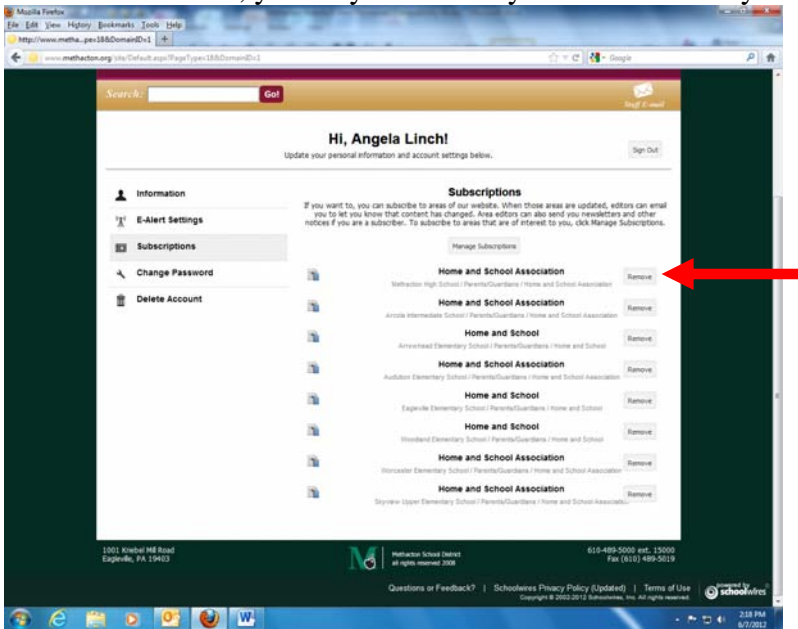
2. Once logged in, click “My Account” button in top-most right-hand corner of the screen. This will open a drop down menu; select “Account Settings.”



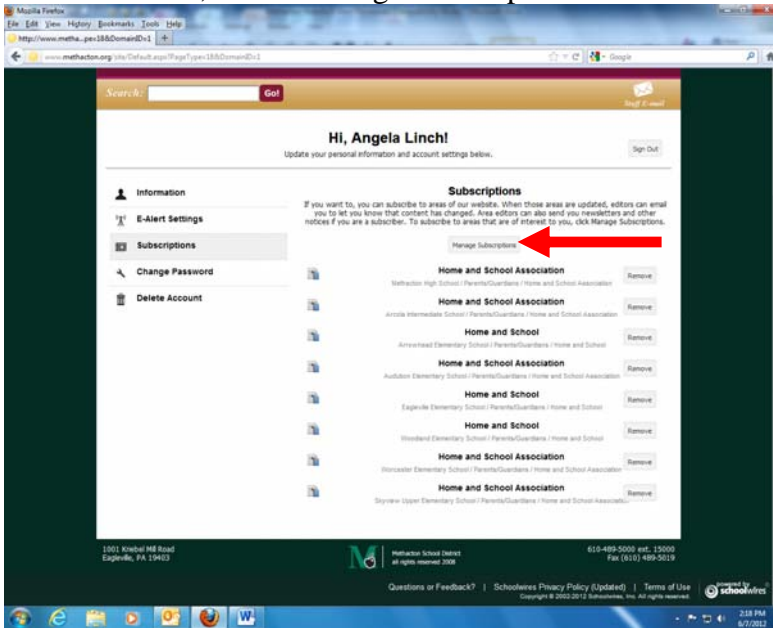
3. Click the “Subscriptions” item in the Account Settings window.



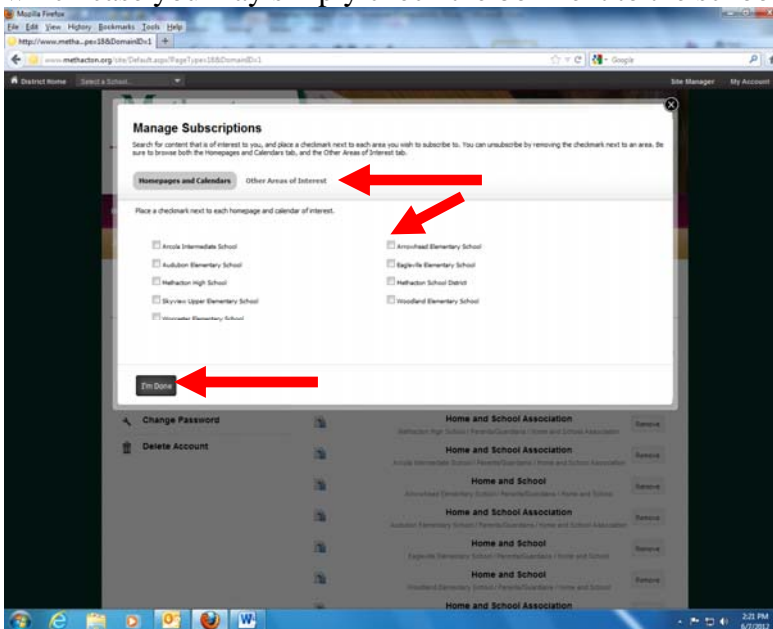
4. From this menu, you may remove any items for which you are subscribed by clicking the “Remove” buttons.



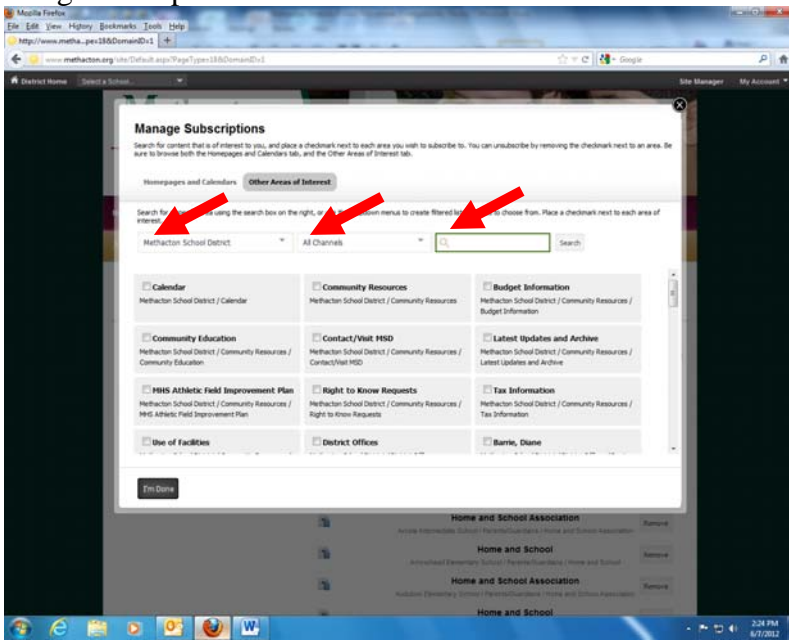
4. To add areas, click “Manage Subscriptions.”



5. Check, “Other Areas of Interest,” unless you simply want to subscribe to calendar and homepage e-alerts, in which case you may simply check the box next to the school or schools’ names and then click, “I’m Done.”



6. From this screen, you may sort to the sections you wish to subscribe to by selecting the school and channel using the drop down menus. You can also search for a section with the search option.



7. Once you have selected a school and channel, you will see a menu of options available for that channel. For example, to subscribe to Arcola's home and school e-alerts, simply select "Arcola Intermediate School" from the school menu, "Parent and Guardians" from the channel menu, and check the box next to "Home and School Association" once the menu loads. Then click, "I'm Done," or select another section in this channel, or another school or channel from the first and second drop-down menus. Remember to click, "I'm Done," saving your options. This will re-load your subscription management screen, allowing you to double check your selections.

