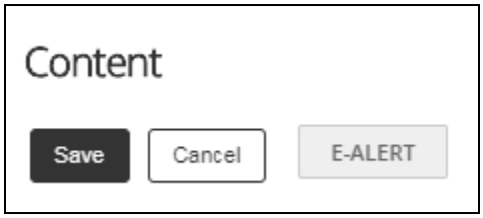
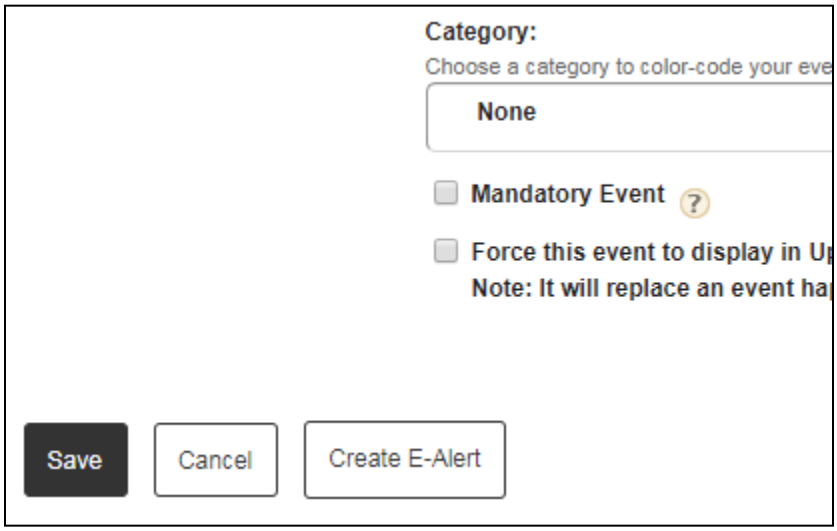
You may have seen the **E-ALERT** button as you're adding or updating the Apps on your page. Depending on the type of App, they can be found in different locations. You see them when you have to App open in editing mode.

On the Content app it's up on the top:



When you're putting events on a Calendar it's at the bottom by the Save button:



How to you use this feature

When you add content to your site, you can let people know by clicking the E-Alert button and it will allow you to send **subscribers** an email that content has been added/updated.

How Users Subscribe

1) **The Longer More Comprehensive Way:**

This way will allow users to subscribe to multiple schools and multiple sections at the same time.

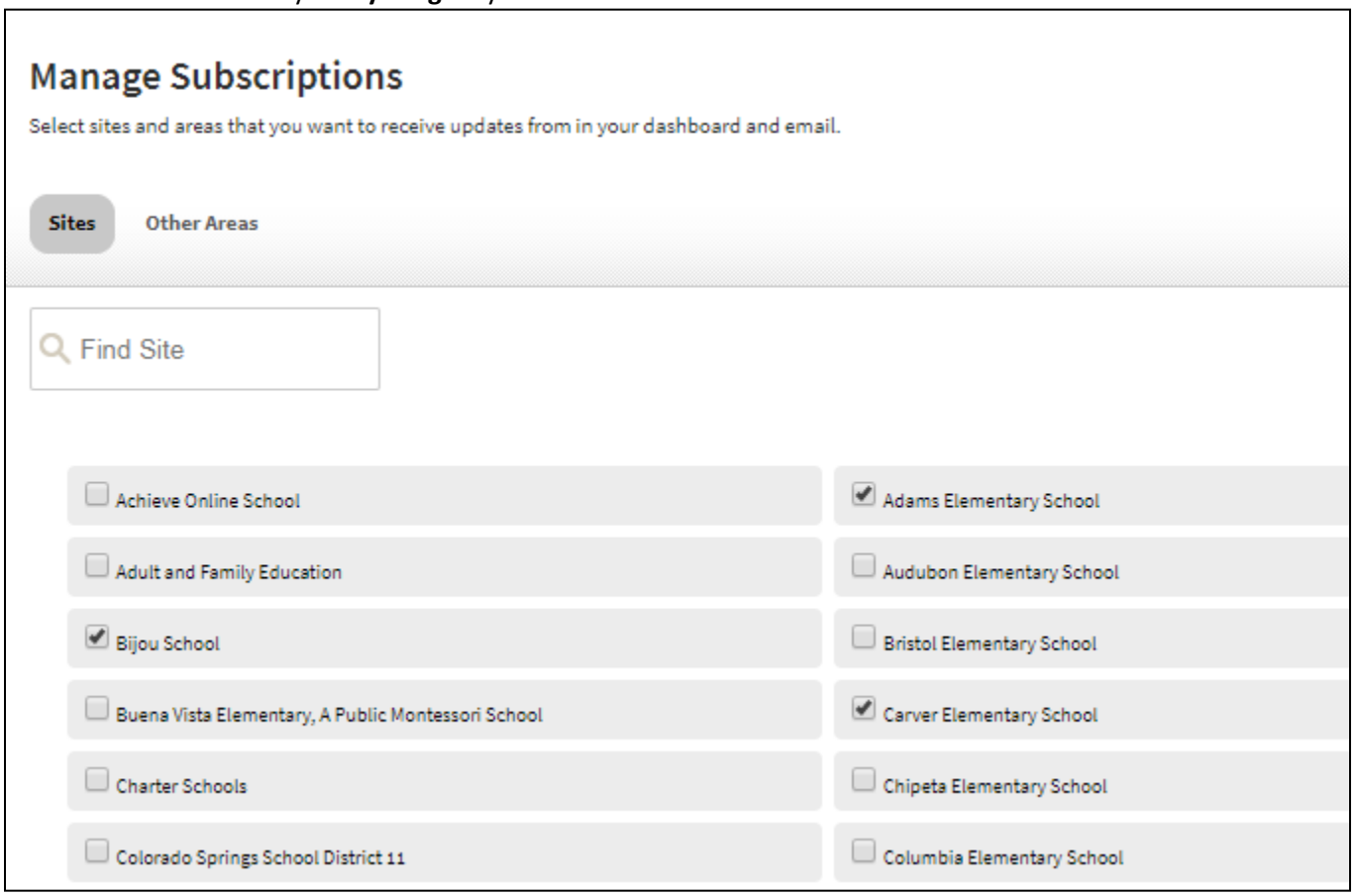
Login - Parents will use their Q Pin and Password to Log In. Employees use their email and network password

Click the circle on the top of the Dashboard on the far left side of the screen

Click SUBSCRIPTIONS

Click MANAGE

The top level list of sites will allow you to subscribe to an entire site. They can use that if they want to subscribe to absolutely **everything** on your site or other sites.



To subscribe to specific areas:

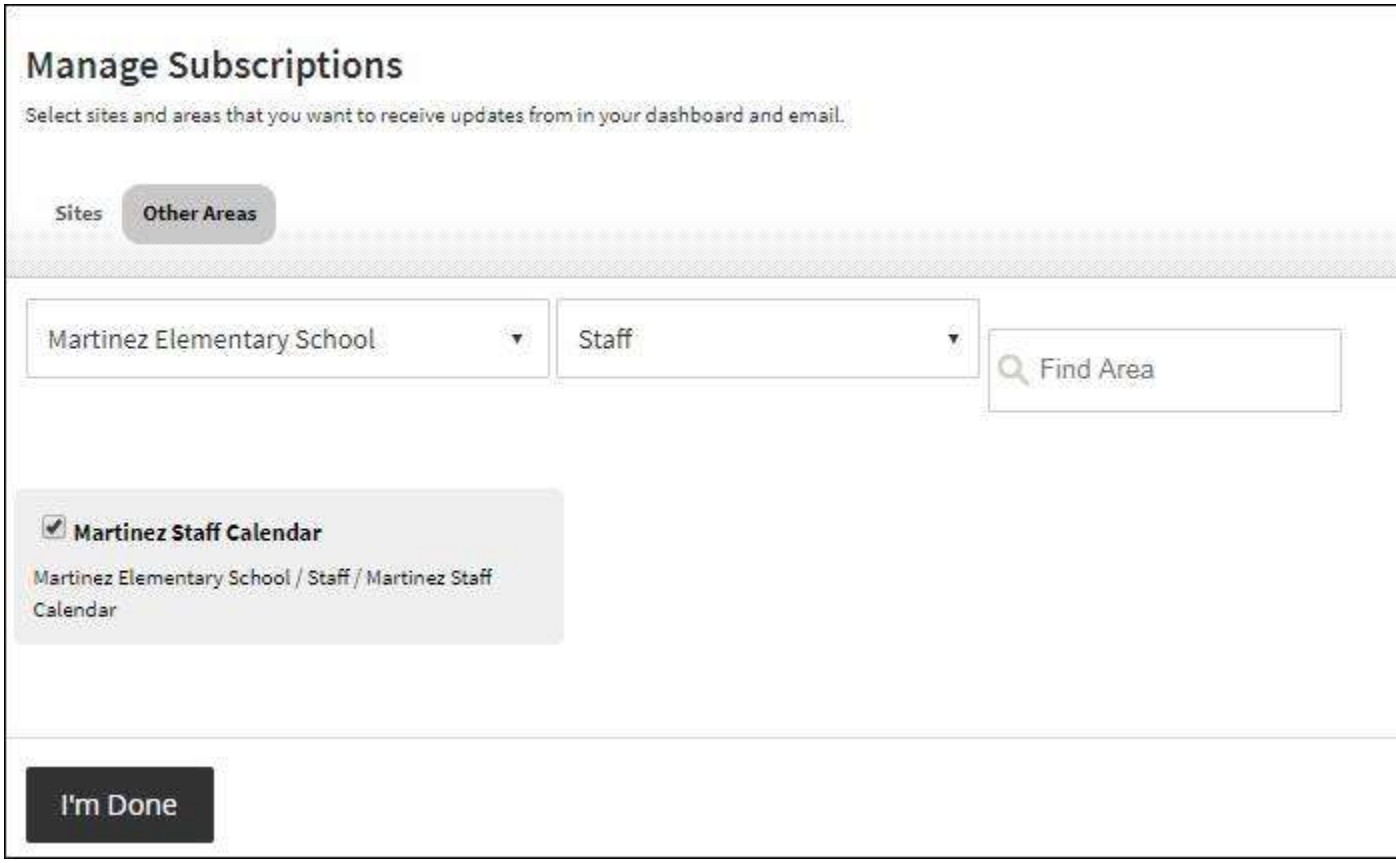
Click OTHER AREAS

In the first box choose the School

In the second box, choose the Channel

Then check the section(s) below that they want to subscribe to. You can go to all the sites/channels/sections you want and check all you want.

When you've checked all you want, **Click I'm Done**.



2) The Easier Way

Drop a Content App on any page within your section.

Type this into the App - **[$subscribelink$]**

When users are logged in, a SUBSCRIBE button will show. If they are already subscribed, the button will say UNSUBSCRIBE.

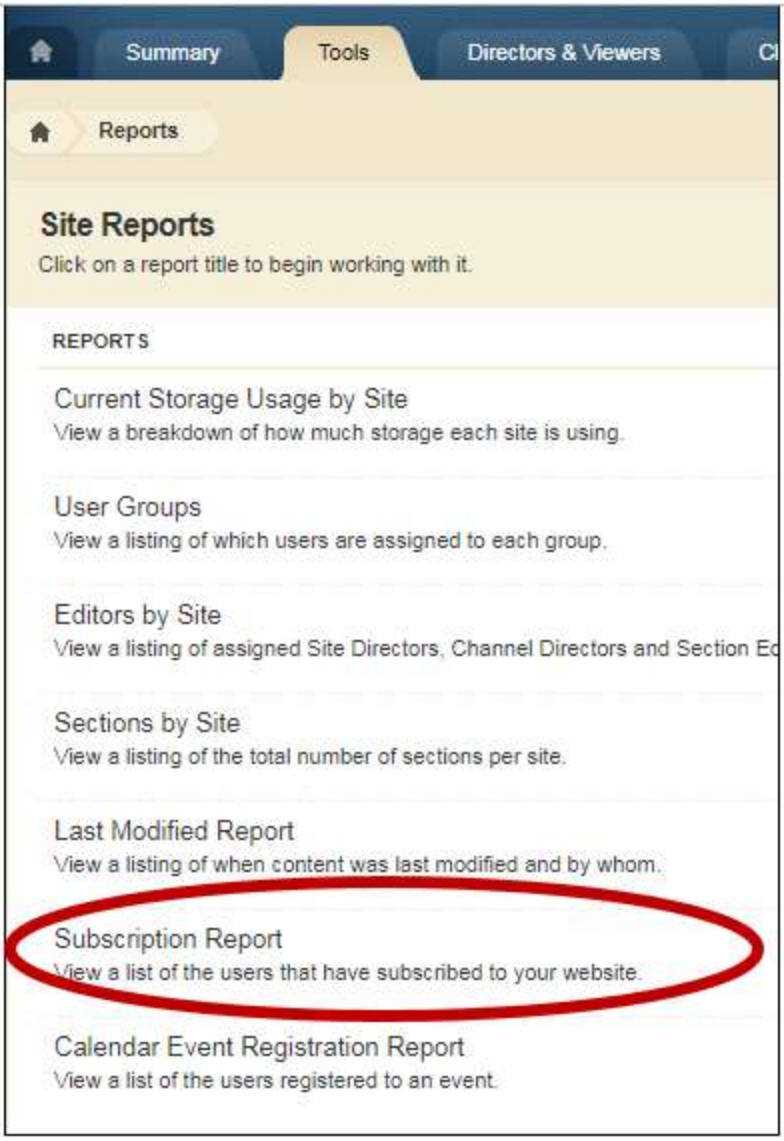
If they are not logged in, nothing will show. So you may want to put some other text on the page to tell people to log in. There is an example on the Nick's Notes page: https://www.d11.org/Superintendent/NicksNotes.

This will subscribe users to that Section only (the section where that page sits)

How to check and see how many subscribers you have.

Go to your Site Manager

Click TOOLS > REPORTS > SUBSCRIPTION REPORT


Summary
Tools
Directors & Viewers
Reports
Site Reports
Click on a report title to begin working with it.
REPORTS
Current Storage Usage by Site
View a breakdown of how much storage each site is using.
User Groups
View a listing of which users are assigned to each group.
Editors by Site
View a listing of assigned Site Directors, Channel Directors and Section Ed
Sections by Site
View a listing of the total number of sections per site.
Last Modified Report
View a listing of when content was last modified and by whom.
Subscription Report
View a list of the users that have subscribed to your website.
Calendar Event Registration Report
View a list of the users registered to an event.