

# HOW TO SUBSCRIBE TO DAILY ANNOUNCEMENTS

Daily Announcements or Weekly Updates provide important information regarding the students' school day, upcoming events or important need-to-know information. Subscribing to Daily Announcements or Weekly Updates, delivers a link to your email inbox whenever the webpage has been updated. Subscribing to these E-Alerts is a great way to stay in the know!

The first step to subscribe to **daily announcements or weekly updates** is to log in using your WEBSITE account. If you have not yet registered for the website, please select "Register" and follow the steps in creating your account.



After logging in to your account, select "**My Account**" to manage your subscriptions.



After selecting “My Account,” you will see your account information on the webpage. In the left-side menu, select **subscriptions**, where you manage your subscriptions, and can view what pages you have subscribed to previously. To add or change your subscriptions, select “**Manage**.”



Home »

Hi, Kaitlin Witzberger!

Update your personal information and account settings below.

Sign Out

Information

**Subscriptions**

PassKey Accounts

Connected Services

Delete Account

### Subscriptions

Manage the sites and areas that matter to you. When certain information is updated in these areas, it will show automatically in your dashboard. **Subscriptions** also email you with information about these areas.

Manage

We noticed that you haven't subscribed to any areas of our website. Click Manage Subscriptions to get started.

In the Manage Subscriptions Menu, all the schools, plus the district name will appear. **Select the district page**, plus any additional schools you would like to receive new stories from. This will not, however, subscribe you to daily announcements. This subscription will send you notifications regarding news and features from the selected building(s) or district.

**Manage Subscriptions**

Select sites and areas that you want to receive updates from in your dashboard and email.

Sites Other Areas

Find Site

<input checked="" type="checkbox"/> East Woods Elementary	<input checked="" type="checkbox"/> Ellsworth Hill Elementary
<input checked="" type="checkbox"/> Evamere Elementary	<input type="checkbox"/> Hudson City Schools
<input checked="" type="checkbox"/> Hudson High School	<input checked="" type="checkbox"/> Hudson Middle School
<input type="checkbox"/> Master Facility Plan	<input checked="" type="checkbox"/> McDowell Elementary

I'm Done

After selecting your main page subscriptions, the next step is to select “**Other Areas.**”

**Manage Subscriptions**

Select sites and areas that you want to receive updates from in your dashboard and email.

Sites: **Other Areas**

Find Site

<input checked="" type="checkbox"/> East Woods Elementary	<input checked="" type="checkbox"/> Ellsworth Hill Elementary
<input checked="" type="checkbox"/> Evamere Elementary	<input type="checkbox"/> Hudson City Schools
<input checked="" type="checkbox"/> Hudson High School	<input checked="" type="checkbox"/> Hudson Middle School
<input type="checkbox"/> Master Facility Plan	<input checked="" type="checkbox"/> McDowell Elementary

I'm Done

Once in Other Areas, select the building your student attends (e.g. Hudson Middle School).

**Manage Subscriptions**

Select sites and areas that you want to receive updates from in your dashboard and email.

Sites: **Other Areas**

Hudson City Schools | All Channels | Find Area

- East Woods Elementary
- Ellsworth Hill Elementary
- Evamere Elementary
- Hudson City Schools**
- Hudson High School
- Hudson Middle School**
- Master Facility Plan
- Alumni

<input type="checkbox"/> <b>Departments</b> Hudson City Schools / About Us / Departments	<input type="checkbox"/> <b>District Quality Profile</b> Hudson City Schools / About Us / District Quality Profile
<input type="checkbox"/> <b>Maps/Directions</b> Hudson City Schools / About Us / Maps/Directions	<input type="checkbox"/> <b>Non-Discrimination Statement</b> Hudson City Schools / About Us / Non-Discrimination Statement
<input type="checkbox"/> <b>Registration/Student Records</b> Hudson City Schools / About Us / Registration/Student Records	<input type="checkbox"/> <b>Transportation Handbook</b> Hudson City Schools / About Us / Transportation Handbook
<input type="checkbox"/> <b>Assistant Superintendent Curriculum &amp; Instruction</b>	<input type="checkbox"/> <b>Business</b>

After selecting your building, for example, Hudson Middle School, then select “For Families.”

Please note, as the website is still under construction, the name of the channel may not currently be “For Families.” You may also see “Parents” or “Parent Resources.” This would be the channel you need to select to find Daily Announcements or Weekly Updates.

**Manage Subscriptions**

Select sites and areas that you want to receive updates from in your dashboard and email.

Sites **Other Areas**

Hudson Middle School | **All Channels** | Find Area

- Academics
- Arts
- Athletics
- For Families**
- For Students
- HCER
- Intranet
- Library
- Quick Links

Curriculum Guide: Hudson Middle School / About Us / Curriculum Guide

Follow HMS Twitter: Hudson Middle School / About Us / Follow Twitter

Photo and Video: Hudson Middle School / About Us / Photo Video

Registration

School Profile

Delayed Start/Snow Days: Hudson Middle School / About Us / Delayed Start/Snow Days

Middle School Directory: Hudson Middle School / About Us / Middle School Directory

Principal: Hudson Middle School / About Us / Principal

Student Records

After selecting For Families, you will then need to check “Daily Announcements.” Each building terminology is slightly different. Below is the key to each buildings announcement page title.

**Manage Subscriptions**

Select sites and areas that you want to receive updates from in your dashboard and email.

Sites **Other Areas**

Hudson Middle School | For Families | Find Area

Accessibility Practice: Hudson Middle School / For Families / Accessibility Practice

Archived Daily Announcements: Hudson Middle School / For Families / Archived Daily Announcements

**Daily Announcements**: Hudson Middle School / For Families / Daily Announcements

Fee Schedule: Hudson Middle School / For Families / Fee Schedule

All About Hudson Middle School: Hudson Middle School / For Families / All About Hudson Middle School

Attendance: Hudson Middle School / For Families / Attendance

Daily Schedule: Hudson Middle School / For Families / Daily Schedule

Flyers: Hudson Middle School / For Families / Flyers

Emergency Awareness and Safety: Hudson Middle School / For Families / Emergency Awareness and Safety

Birthday Treat Guidelines: Hudson Middle School / For Families / Birthday Treat Guidelines

Drop-Off/Pick Up Procedures: Hudson Middle School / For Families / Drop-Off/Pick Up Procedures

Forms: Hudson Middle School / For Families / Forms

Building	Announcement Page Title
Evamere	Weekly Updates
Ellsworth Hill	Ellsworth Hill Happenings
McDowell	McDowell Updates
East Woods	Daily Announcements
HMS	Daily Announcements
HHS	Daily Announcements

After checking Daily Announcements or Weekly Updates, select "I'm Done."

## Manage Subscriptions

Select sites and areas that you want to receive updates from in your dashboard and email.

Sites **Other Areas**

Hudson Middle School ▾ For Families ▾

<input type="checkbox"/> <b>Accessibility Practice</b> Hudson Middle School / For Families / Accessibility Practice	<input type="checkbox"/> <b>All About Hudson Middle School</b> Hudson Middle School / For Families / All About Hudson Middle School	<input type="checkbox"/> <b>Allergy Awareness and Safe Snack List</b> Hudson Middle School / For Families / Allergy Awareness and Safe Snack List
<input type="checkbox"/> <b>Archived Daily Announcements</b> Hudson Middle School / For Families / Archived Daily Announcements	<input type="checkbox"/> <b>Attendance</b> Hudson Middle School / For Families / Attendance	<input type="checkbox"/> <b>Birthday Treat Guidelines</b> Hudson Middle School / For Families / Birthday Treat Guidelines
<input checked="" type="checkbox"/> <b>Daily Announcements</b> Hudson Middle School / For Families / Daily Announcements	<input type="checkbox"/> <b>Daily Schedule</b> Hudson Middle School / For Families / Daily Schedule	<input type="checkbox"/> <b>Drop-Off/Pick Up Procedures</b> Hudson Middle School / For Families / Drop-Off/Pick Up Procedures
<input type="checkbox"/> <b>Fee Schedule</b> Hudson Middle School / For Families / Fee Schedule	<input type="checkbox"/> <b>Flyers</b> Hudson Middle School / For Families / Flyers	<input type="checkbox"/> <b>Forms</b> Hudson Middle School / For Families / Forms

**I'm Done**

You are now subscribed to Daily Announcements!



### Daily Announcements

Hudson Middle School / For Families / Daily Announcements

Remove

For additional website help, please visit the Tech Help Center. It is available through Quick Links, or by clicking "For Families" and clicking the Tech Help icon.

