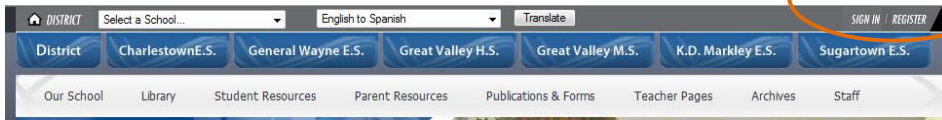


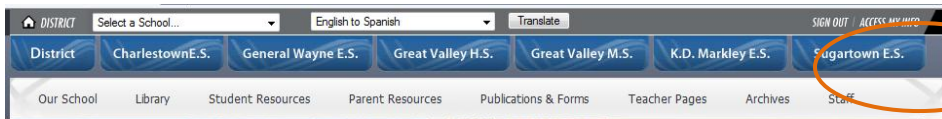
How to Subscribe to the Charlestown Update:

You can receive an email notification when new information is added to the Charlestown Update pages of our school web site. No need for you to check the site every day for updates ...the site will let you know when there's something new! But you have to subscribe. Here's how:

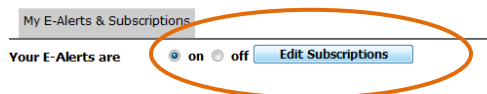
1. Click the "Register" link on the top, right corner of the Charlestown home page.
2. Once you are a registered user, click the "Sign In" link on the top, right-hand corner of the page.



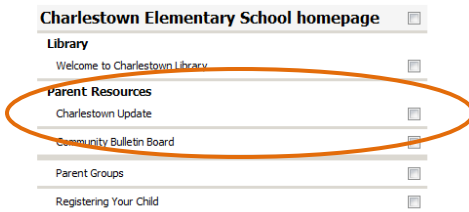
3. Once you are logged in, click the link that says "Access My Info" on the top, right-hand corner of the page. This will take you to your own profile page.



4. Scroll down the page until you see the header that says "My E-Alerts and Subscriptions."
5. Click the "On" button.
6. Click "Edit Subscriptions."



7. Be sure you have "Charlestown Elementary School" selected in the drop-down box. Scroll down to find the Parent Resources section.
8. Click the box next to "Charlestown Update."



9. Scroll to the bottom of the page and click "Subscribe."

That's it! When new information is added to any of the Charlestown Update pages, you will receive an email alert.

Note: While the email subscription service allows you to check off many of the pages on the Charlestown website, only the Charlestown Update pages currently issue email alerts when content is added. Other sections of the site may not send emails when new content is added, even if you mark those areas in your subscription settings. Be sure to check all other pages often for updates.