


## WSD Calendar/News Alerts

We invite our school community to set up "Alerts" to receive calendar updates and district and school specific news that is posted on the district website. Signing up for Alerts provides the following subscription options:

- Event Postings, Changes and Reminders for District and/or School Events
- Athletic Events, Postponements and Cancellations
- News Updates from the District and Schools

### STEP BY STEP INSTRUCTIONS TO SET UP ALERTS

- 1) Go to [www.wsdweb.org](http://www.wsdweb.org)
- 2) Click on About WSD>District Calendar
- 3) Click the yellow Alerts button 
- 4) Click on Register New User
- 5) Fill out the form
- 6) Select which calendars you would like to view and receive notifications from
- 7) After you make your selections, click "My Subscriptions" to make any changes to the calendar events you want to receive
- 8) You can also click on the settings under "News Alerts" to receive alerts to news that is posted under district news or the different school pages. This can be customized to fit your preferences.