

Dear Parents/Guardian:

In order to provide the best communication between the classroom and your household, teachers request that you register to become a member of your child's school website. This document helps you through the registration process and also shows you how to sign up for emailed alerts sent through our website. You can subscribe to a teacher or a specific school page.

If you have already registered and would like to access E-Alerts, please proceed to Step 8.

1. Go to our website: [www.effinghamschools.com](http://www.effinghamschools.com)
2. Click on the **Register** button at the top right of the page.
3. Enter your birth date and click **Submit**. (You must be older than 18 to do this.)
4. Please fill out the form that displays. Note that there are required fields: *First Name, Last Name, Email Address, Sign-In Name, Password* and *Confirming Password*.  
**Tip:** We recommend that you at least add your zip code, as this will enable you to take advantage of the distance calculation feature on this website.
5. Make sure that the box that says "*Please send me E-alerts from this site.*" is selected, and click **Submit**.
6. You will now see a message that your registration has been accepted.
7. Please sign into the website now using the *Sign-In Name* and *password* that you just assigned yourself. This can be done by either clicking on the **Sign In** button at the top right of the site, or by clicking on the hyperlink below the Acceptance Message.
8. Once signed in, roll your mouse over My Account and click Edit Account Settings
9. You will now see your profile displayed and available to edit if necessary. At the top of the new window, click **Subscriptions**.
10. At this point, you will be able to select any sections on our website to which you would like to subscribe. This subscription will enable you to receive email messages from the editors of these sections, if they decide to announce a significant update on their pages.
11. Click the **Add Area** button and use the search box to find the teacher/area to which you want to subscribe. (Some examples are Rincon, Johnson, football.) Try to use general search terms for best results.
12. **Important!** Be sure to add the Effingham County Schools homepage and the School Homepage that applies to you or your child/children.
13. Scroll to the very bottom and click on **Save**. You will now be set to receive important alerts from our website as they are created and distributed.

We are hoping that you will be pleased with this additional method of communication.

Thank you for your continued support,

ECMS Administration, Teachers and Staff