## **Instructions for Registering for Athletic Team Alerts:**

- 1. Visit the Athletics Calendar page at <a href="http://www.unis.org/athletics/athletics-calendar">http://www.unis.org/athletics/athletics-calendar</a>
- 2. Click "Team Schedules and Results."
- 3. Select the team for which you would like to receive alerts.
- 4. Click on the Alert Icon box towards the top of the page.
- 5. Parents: use your "Parent Portal / MyBackpack" credentials\* to login.
- 6. **Students:** use your student portal login credentials.
- 7. Once you have logged in a list of all the athletics teams will appear.
- 8. Select either Ical to add to a calendar or Alerts to receive email or text message updates, for the team you wish to follow
- For alerts you must select how far in advance you wish to receive reminders (the default is 18 hours).
- 10. Make sure you have the boxes checked for "Changes" and "Scores."
- 11. Click the **Update Settings** button and you will be set to receive alerts.

## **Login Troubleshooting**

If you are encountering an issue with your login credentials please see the <u>password reset</u> instructions.

If you continue to have an issue after resetting your password email Websupport@unis.org