Website Registration and Notifications

Dear Parents

As documents are uploaded on to the school website, those members who have checked the notification tab will automatically receive an email informing them of the upload or change. For those of you who have not selected the notification tabs, and are not sure how to select these tabs, are asked to follow the instructions below.

Example: As soon as the newsletter has been uploaded on to the website, members will receive the following notification:

Greetings, (Username).

Your subscriptions on Saint Columba's Catholic Primary School notify you of the following changes since the previous digest:

Author: martin.greg
Title: Term 3 - Issue 24

Direct unsubscribe link (content type):
This is an automated message. Please do NOT reply to the sender address!
To manage your subscriptions go to http://www.saintcolumbas.com.au/user/69/subscriptions

Members are able to manage their own subscriptions in each module. To be notified of any updates, members are requested to complete the following:

1. Register as a member (Authorisation may take a few days).
2. Log on to the website.
3. Select the newsletter at the top of the page and select subscribe. Tick the subscribe box and press save.
4. You will now receive notification every time the newsletter has been uploaded.
5. Repeat the above process for the notifications you would like to receive from each tab, for example receiving notification when ‘Curriculum’ in the ‘School’ tab has been updated – follow steps 1-4.

If you have any queries or require assistance with the above process, please contact the school and we will assist you through the process.