

How to receive Health Alerts and Emergency Notifications from The Bear Creek School

Step 1: In your browser, go to www.tbcs.org. Click the Member Login button at the top of the window.

Alternately, you can go directly to www.tbcs.org/members.



Step 2: Using your Veracross username and password, login to the members section of our school website.

If you've forgotten your username or password, click the link to retrieve it. Your password will be reset and emailed to you.

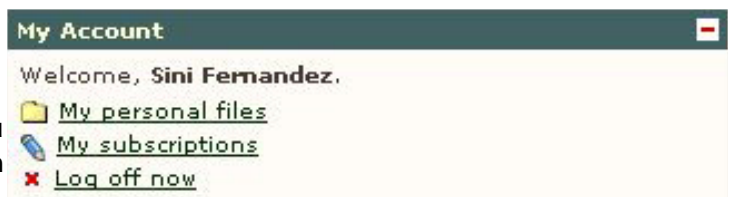


Step 3: Scroll to the lower half of the Members Home Page and click on the My subscriptions link.

News Alerts can be sent to both cell phones and email. You must enable your cell phone to receive text messages from the school website. You may skip to **Step 7** if you don't want to receive alerts via text messages.

Step 4: The website will automatically get your email address and cell phone number from Veracross.

If you want to receive alerts via text messages, click the Verify link next to your cell phone number.



Step 5: Next, check your cell phone for a text message which contains your verification code. Type the code into the Code field (shown on right) and click Verify again.



Step 6: After you've set up your cell phone to receive text messages from our school website, your subscriptions will look similar to this (right). You may add additional cell phone numbers as well.

Edit Subscription(s)

Available Delivery Locations

Email

sinif@msn.com

sinif@msn.com (Primary)

Phone

425-269-3451 (Verizon Wireless) Text Enabled

Add Text Enabled Phone

Step 7: Now you can examine your Current Subscriptions. Click Settings in the News Alerts bar.

Current Subscriptions

Email Mailing Lists (eNotify)

[Settings](#)

No eNotify Subscriptions Found. Edit [Settings](#) to add subscriptions.

News Alerts

No News alerts found

[Settings](#)

Step 8: You may subscribe to several news categories including Athletics, The Arts, General, Members Only, Health Alerts, and Emergency Notifications. The other news categories are used internally.

We recommend that all parents subscribe to both:

- Health Alerts
- Emergency Notifications (for school closures)

In the gray box at the top of the window, you can specify where you'd like to receive News Alerts: just in email, on your cell phone as text messages, or both. Check the appropriate boxes.

News Alerts are always posted on our website. News categorized as Athletics, The Arts, General, and Emergency Notifications are listed on public home page. Health Alerts and Members Only news items are published on the members home page.

Keep in mind that only 160 characters or less are sent in text messages, so often the text message will just be an encouragement for you to read your email or login to the members section of our website to see the full News Alert.

Step 9: Be sure to click **Update Settings** to save all your News Alert settings.