

Dear Middlefork and Sunset Ridge Parents,

In order to provide the best communication between our district and your household, we are requesting that you register on our website between the dates of July 13 and July 31, and subscribe to the areas that are important to you and your child/children. **It is NOT necessary to reregister if you registered last year.**

To do this, please do the following:

1.	Go to our website: www.sunsetridge29.net
2.	Click on the Register button at the top right of the page.
3.	Enter your birthdate and click Submit . (This is required because you must be older than 18 to register.)
4.	Please fill out the form that appears. Note that there are required fields: <i>First Name, Last Name, Email Address, Sign-In Name, Password and Confirming Password</i> .
5.	Make sure that the box that says " <i>Please send me email about Events and Activities</i> " 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 <i>Sign-In Name</i> and <i>password</i> 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, you will need to click on the Access My Info button that appears at the top right of the page.
9.	You will now see your <i>profile</i> displayed and available to edit if necessary. Please scroll down until you see My E-Alerts & Subscriptions .
10.	Click on Edit Subscriptions .
11.	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.
12.	IMPORTANT NOTE: Please check the box next to the District Homepage and next to the School Homepage that applies to you or your child/children.
13.	Please select any additional pages that may apply to you or your child/children, for example: teacher page(s), athletic page(s), health services, etc.
14.	Scroll to the very bottom and click on Subscribe . You will now be set to receive important alerts from our website.

Thank you very much for helping us to provide exemplary communication to our parents and students.

Sincerely,

Linda Vieth