Calendar Subscriptions

To receive alerts when new events are added to a calendar, first, you must navigate to the calendar you wish to subscribe to.

Subscribing to Email Alerts

Hover over the icon and click Subscribe to Email Alerts.

Fill out relevant information:

**Title**: The name of your alert.

**Alert Type**: Choose the email alert option.

**Select Email Type**: Html or Text.

**Notification Time**: Choose to get your alert as soon as an event is added or updated on the calendar, at the end of a day when an event is added or updated, or at the end of the week when an event is added or updated.

**Security Measure**: You will also be prompted to fill out a CAPTCHA to verify that you are a real person subscribing to the alert.

Once the fields have been filled in, click **Add Alert**.

**NOTE**: You will receive an email to the address you added with a link to confirm you signed up to receive the alerts. You will need to confirm this by clicking on the link before you receive alerts.