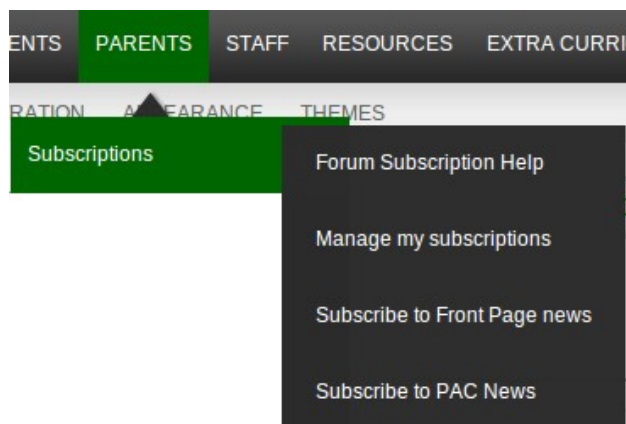


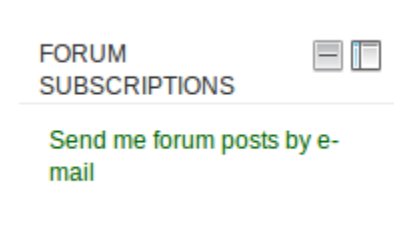
## How Parent's Forum Subscriptions work

- Parents can subscribe to school news forums with only an email address.
- Parents control what they subscribe to and unsubscribe from.
- News forums can be School wide or Teacher/page specific.
- School Wide Forums are available through the Parent drop down menu choice
- Teacher/Page specific forums are available by navigating to that page and clicking on “Send me forum posts by e-mail”. (Not available on all pages)

Parent Drop Down Example



“Forum Subscription” Block



### Subscribing to a Forum

Subscriptions pages can include single or multiple News Forums

SUBSCRIBE TO 'SCHOOL NEWS'

Email address\*

- Career Centre
- Intramurals
- General Announcements
- Cafeteria Menu

Select all/none

Subscribe to this forum

SUBSCRIBE TO 'PAC PAGE'

Email address\*

- PAC News

Select all/none

Subscribe to this forum

You need to...

1. Enter your EMAIL ADDRESS
2. Check ticked forums are correct
3. Click on Subscribe to this forum

## Emailed News Posts

Each time news is posted it generates emails to all subscribers.

[Sandbox22](#) » [Forums](#) » [Site news](#) » [News posted on a School Forum](#)



News posted on a School Forum  
by [Brock Simmonds](#) - Tuesday, 9 October 2012, 12:35 PM

This is an example post from a school news forum

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[Unsubscribe from this forum](#) [Unsubscribe from all forums](#)

You will notice that you have management options in every email you receive.

**Unsubscribe from this forum:** This forum only

**Unsubscribe from all forums:** All forums on the site

Below is an example of confirmation message

FORUM SUBSCRIPTIONS   EDITING

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You are subscribed to 2 forums now. Do you really want to unsubscribe from all forums?

## Managing your subscriptions

Click on **Parents** > **“Manage my subscriptions”** to generate an email to manage subscriptions

[HOME](#)   [FORUM SUBSCRIPTIONS](#)

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If you have subscribed to one or more forums, we can email you a link to a page where you can manage or discontinue your subscriptions.

If you have not yet subscribed to any forums, please use the link on a course page to subscribe to forums in that course.



Email address\*

There are required fields in this form marked \*.

Enter the email address you used to subscribe

Click Submit

An email like the example below will be sent to you...

 **Do not reply to this email** noreply@sd63.bc.ca   1:49 PM (0 minutes ago) ☆ 

to me ▾

You have received this message because you (or someone acting in your name) requested access to manage your subscriptions.

[Edit subscriptions](#)  
[Unsubscribe from all forums](#)

Click on **Edit subscriptions** to Manage your subscriptions or **Unsubscribe from all forums**

Clicking on Edit Subscriptions will generate a list of all forums you subscribe to  
Deselect unwanted forums and Save Changes