

# HOW TO SUBSCRIBE TO SVMS eNEWS

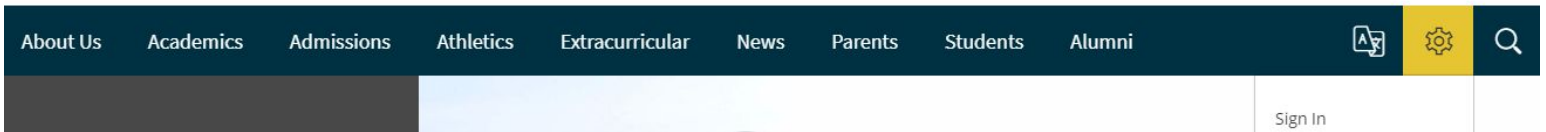
Following are instructions to update your eNews subscription settings using desktop and mobile platforms. It is necessary to subscribe in order to receive important weekly and intermittent news from the school.

## DESKTOP INSTRUCTIONS

Login to the SVMS website using the *Sign In* link under the gear icon on the top right of the home page. If you have difficulty logging in, please send an e-mail to [marketing@svmsnj.org](mailto:marketing@svmsnj.org) so that your issue can be handled in an efficient manner.



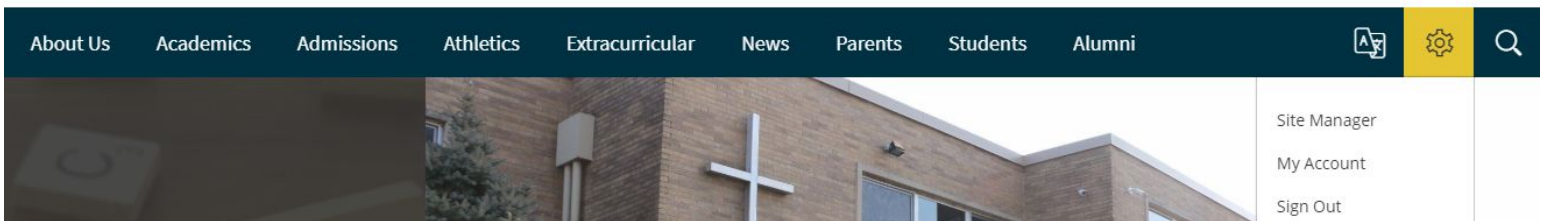
St. Vincent Martyr School  
Excellent Education in a Faith-Filled Community



Once you have logged into the website, choose *My Account* from the drop-down menu that appears when you click on the gear icon.



St. Vincent Martyr School  
Excellent Education in a Faith-Filled Community



Once you are on your *Account Settings* page, click on *Subscriptions*. Then, click on *Manage*.

**Hi, Vincent Martyr!**

Update your personal information and account settings below.

[Sign Out](#)

[Information](#)

[Subscriptions](#)

[Connected Services](#)

[Change Password](#)

[Delete Account](#)

### Subscriptions

Manage the sites and areas that matter to you. When certain information is updated in these areas, it will show automatically in your dashboard. Editors can also email you with information about these areas.

[Manage](#)

We noticed that you haven't subscribed to any areas of our website. Click [Manage Subscriptions](#) to get started.

Once you have clicked on *Manage*, a pop-up window will appear. It defaults to *Sites* tab, but you want to navigate to the *Other Areas* tab.

## Manage Subscriptions

Select sites and areas that you want to receive updates from in your dashboard and email.

**Sites** Other Areas

  
 St. Vincent Martyr School

**I'm Done**

Click on the *Other Areas* tab.

## Manage Subscriptions

Select sites and areas that you want to receive updates from in your dashboard and email.

Sites **Other Areas**

St. Vincent Martyr School ▾ All Channels ▾

<input type="checkbox"/> <b>About Our School</b> St. Vincent Martyr School / About Us / About Our School	<input type="checkbox"/> <b>Contact Us</b> St. Vincent Martyr School / About Us / Contact Us	<input type="checkbox"/> <b>Directions</b> St. Vincent Martyr School / About Us / Directions
<input type="checkbox"/> <b>Staff Directory</b> St. Vincent Martyr School / About Us / Staff Directory	<input type="checkbox"/> <b>Academics Overview</b> St. Vincent Martyr School / Academics / Academics Overview	<input type="checkbox"/> <b>Intermediate Grades (3-5)</b> St. Vincent Martyr School / Academics / Intermediate Grades (3-5)
<input type="checkbox"/> <b>Middle School (6-8)</b> St. Vincent Martyr School / Academics / Middle School (6-8)	<input type="checkbox"/> <b>Preschool &amp; Kindergarten</b> St. Vincent Martyr School / Academics / Preschool & Kindergarten	<input type="checkbox"/> <b>Primary Grades (1-2)</b> St. Vincent Martyr School / Academics / Primary Grades (1-2)

Use the *All Channels* drop-down to filter selections to *News*. Then check the boxes to subscribe to the following news feeds:

- SVMS Features
- SVMS Weekly News
- News for New Families (if you have just joined our school)
- and the Grade News for your child or children

Then click *I'm Done*

### Manage Subscriptions

Select sites and areas that you want to receive updates from in your dashboard and email.

Sites: **Other Areas**

St. Vincent Martyr School ▾ News ▾

<input type="checkbox"/> <b>Grade 4 News</b> St. Vincent Martyr School / News / Grade 4 News	<input type="checkbox"/> <b>Grade 5 News</b> St. Vincent Martyr School / News / Grade 5 News	<input type="checkbox"/> <b>Grade 6 News</b> St. Vincent Martyr School / News / Grade 6 News
<input type="checkbox"/> <b>Grade 7 News</b> St. Vincent Martyr School / News / Grade 7 News	<input type="checkbox"/> <b>Grade 8 News</b> St. Vincent Martyr School / News / Grade 8 News	<input type="checkbox"/> <b>Kindergarten News</b> St. Vincent Martyr School / News / Kindergarten News
<input type="checkbox"/> <b>Preschool News</b> St. Vincent Martyr School / News / Preschool News	<input checked="" type="checkbox"/> <b>SVMS Features</b> St. Vincent Martyr School / News / SVMS Features	<input checked="" type="checkbox"/> <b>SVMS Weekly News</b> St. Vincent Martyr School / News / SVMS Weekly News

**I'm Done**

Your Account Settings page will now reflect the news feeds to which you have subscribed.

Hi, Vincent Martyr!

Update your personal information and account settings below:

[Sign Out](#)

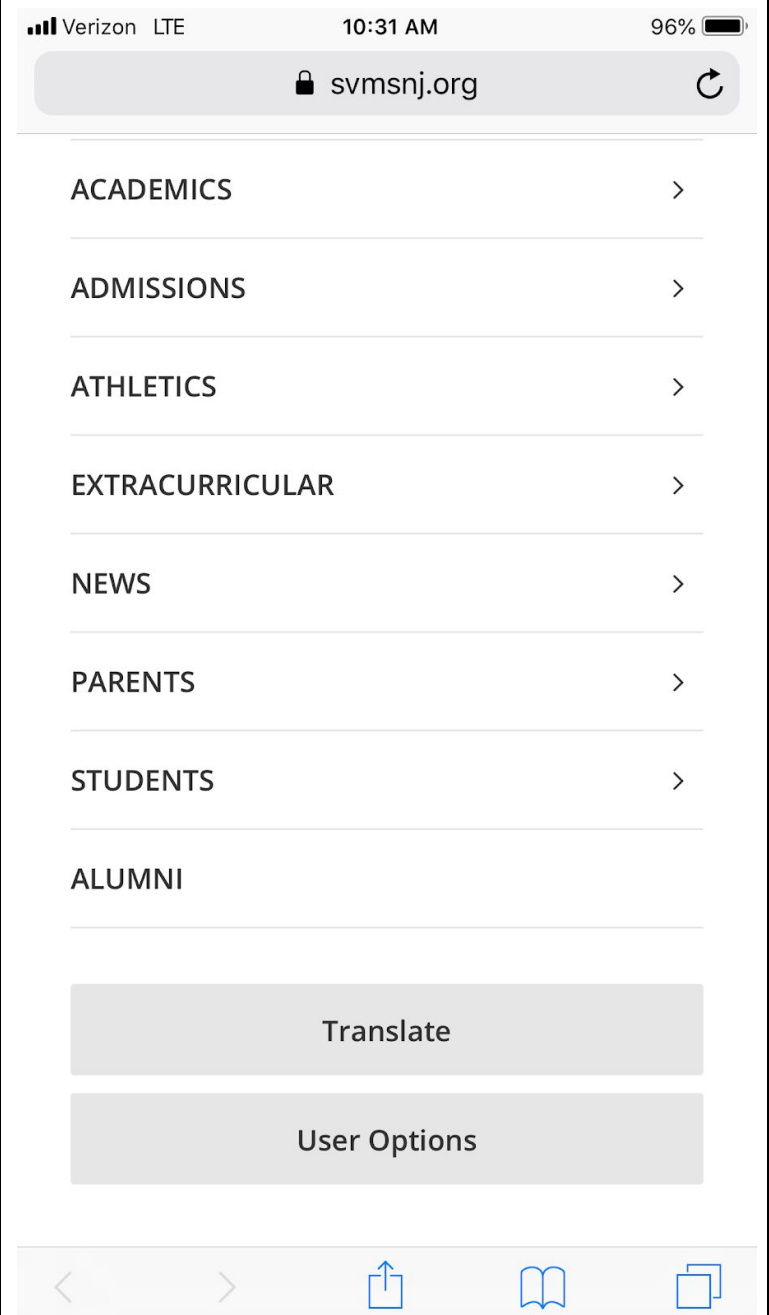
<p><b>Information</b></p> <p><b>Subscriptions</b></p> <p><b>Connected Services</b></p> <p><b>Change Password</b></p> <p><b>Delete Account</b></p>	<p><b>Subscriptions</b></p> <p>Manage the sites and areas that matter to you. When certain information is updated in these areas, it will show automatically in your dashboard. Editors can also email you with information about these areas.</p> <p><b>Manage</b></p> <table border="1"><tbody><tr><td><input checked="" type="checkbox"/> <b>SVMS Weekly News</b> St. Vincent Martyr School / News / SVMS Weekly News</td><td><a href="#">Remove</a></td></tr><tr><td><input checked="" type="checkbox"/> <b>SVMS Features</b> St. Vincent Martyr School / News / SVMS Features</td><td><a href="#">Remove</a></td></tr></tbody></table>	<input checked="" type="checkbox"/> <b>SVMS Weekly News</b> St. Vincent Martyr School / News / SVMS Weekly News	<a href="#">Remove</a>	<input checked="" type="checkbox"/> <b>SVMS Features</b> St. Vincent Martyr School / News / SVMS Features	<a href="#">Remove</a>
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<input checked="" type="checkbox"/> <b>SVMS Features</b> St. Vincent Martyr School / News / SVMS Features	<a href="#">Remove</a>				

# MOBILE INSTRUCTIONS

Click on the *Menu* to expand options.



Scroll down to the *User Options* button and click on it to see options.



If you are not currently logged in, you will see a *Sign In* link. Click on it to continue to *Sign In* screen.

Verizon LTE 10:31 AM 96%

svmsnj.org



Q Keyword Search

< USER OPTIONS

Sign In

Enter your username and password. Then click the *Sign In* button. If you have difficulty signing in, please contact [marketing@svmsnj.org](mailto:marketing@svmsnj.org) so your support request can be handled efficiently.

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MENU

## ENTER YOUR USER NAME AND PASSWORD TO SIGN IN.

You can use this site without being registered or signing in, but registered users who sign in may have access to additional features and information. Please remember that your password is case-sensitive.

\* User Name:

\* Password:

Sign In

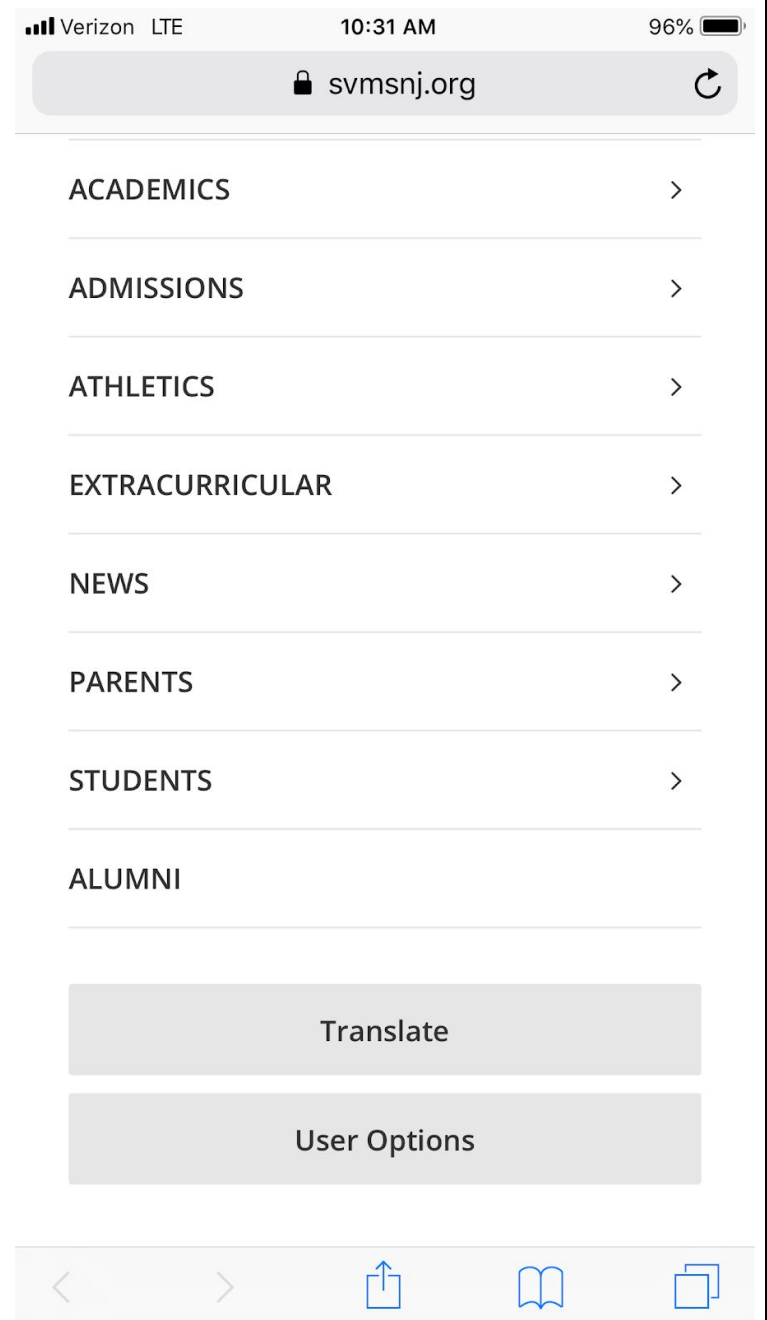
Forgot My Password



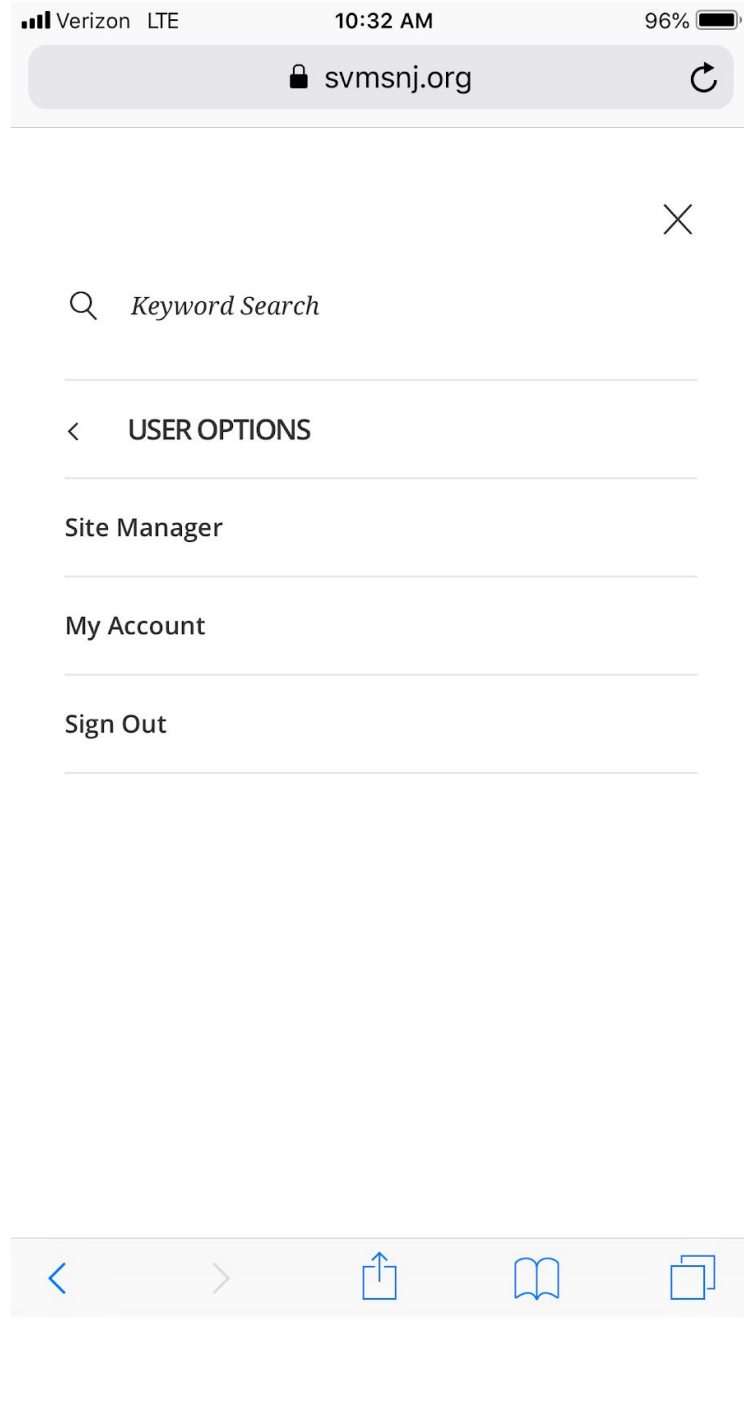
The screen will resolve to the home page upon login.



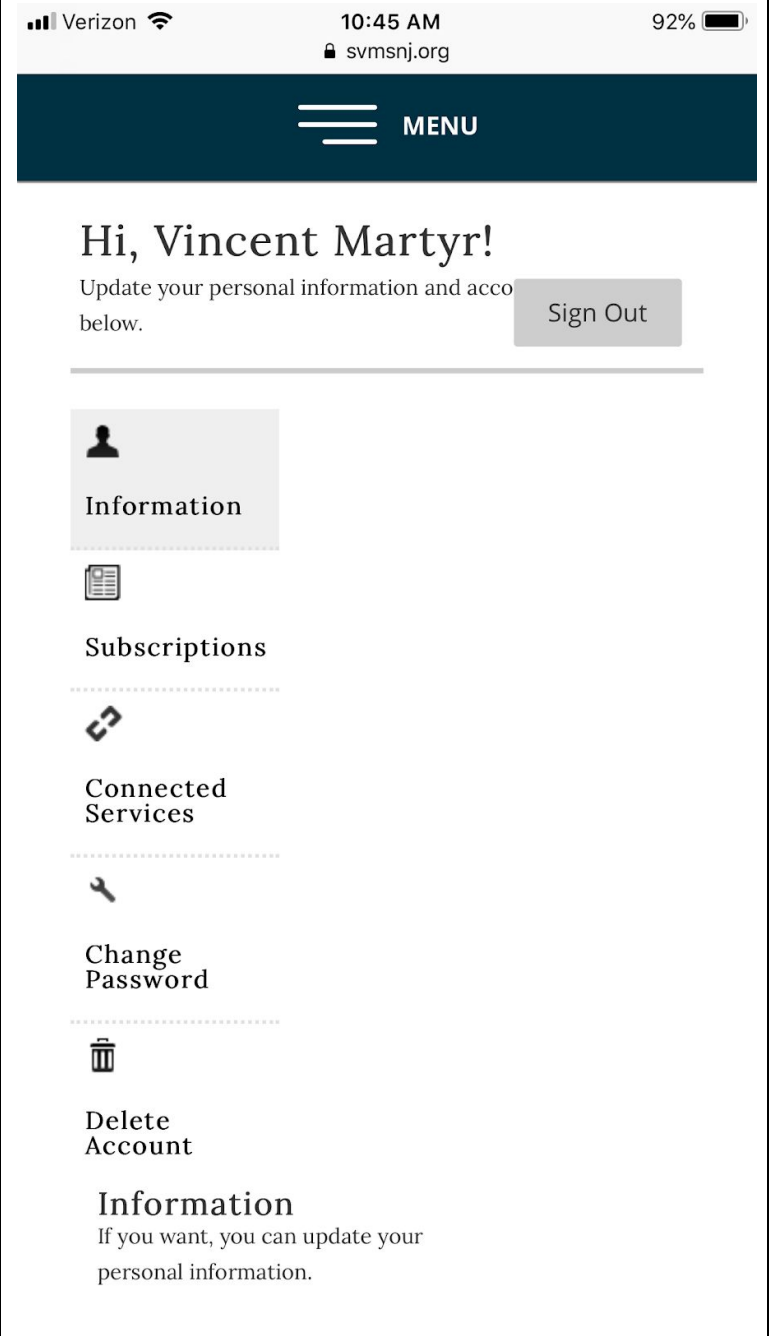
Scroll down and click the *User Options* button.



Now you will see other options under the User Options menu. Click on the *My Account* link.

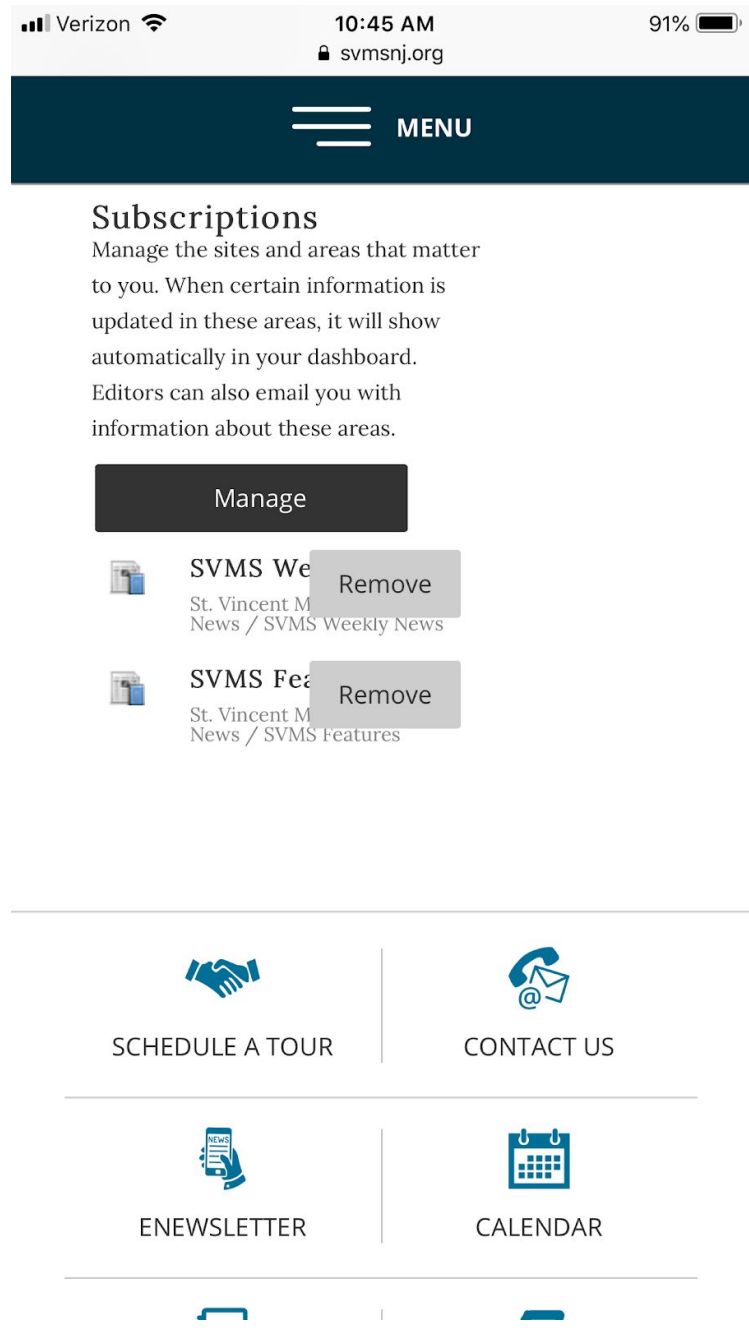


You will see several account options for your account. Click on *Subscriptions*. NOTE: The screen will not refresh. You need to simply scroll down after clicking *Subscriptions* to see options.

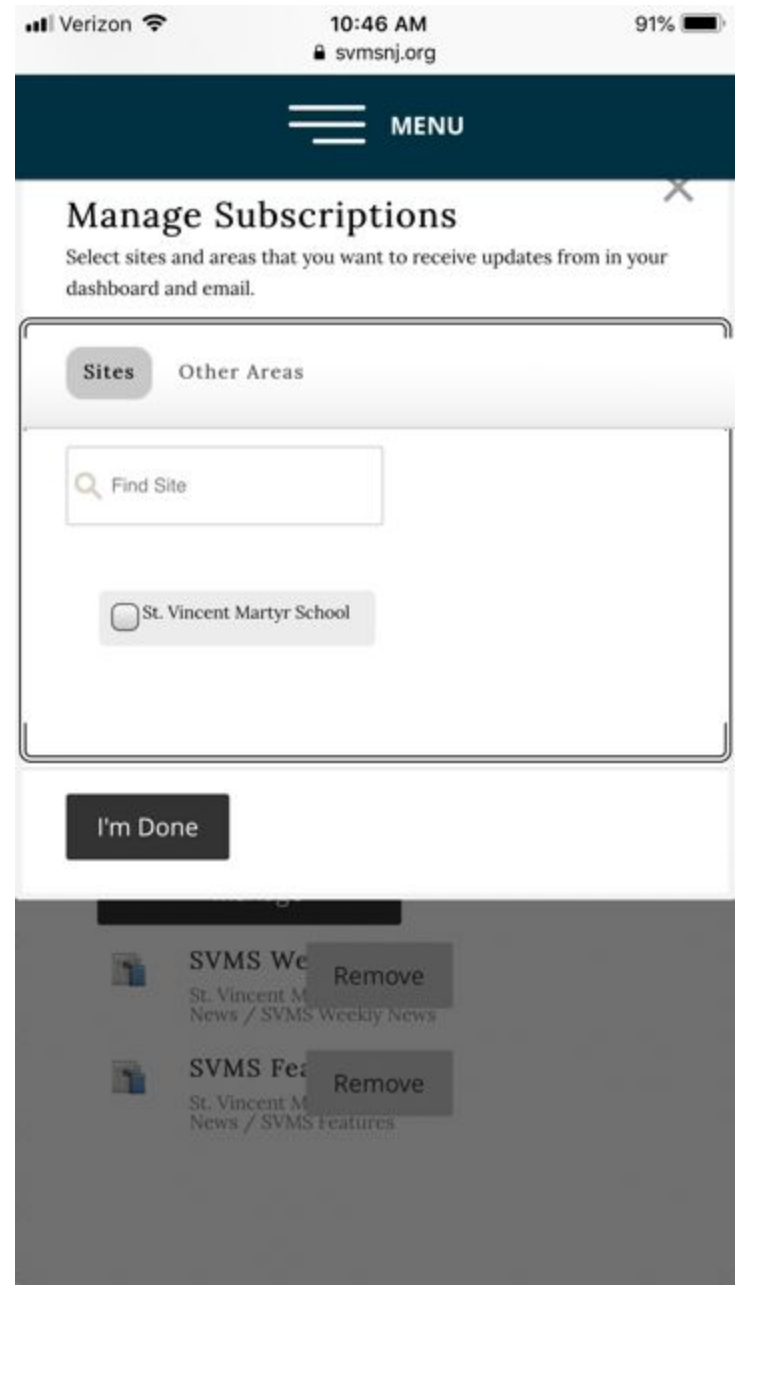




Once you have *Subscriptions* and scrolled down, you will see any areas to which you have previously subscribed. Click the *Manage* button to make updates or subscribe for the first time.

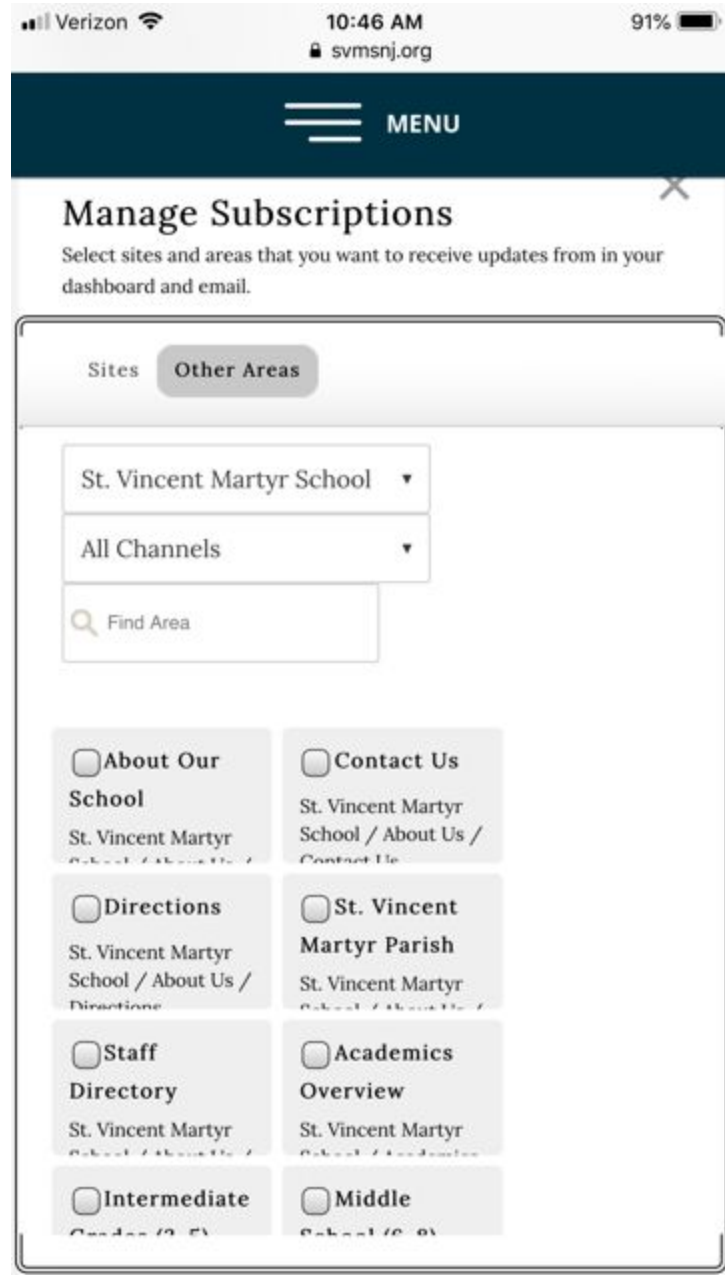


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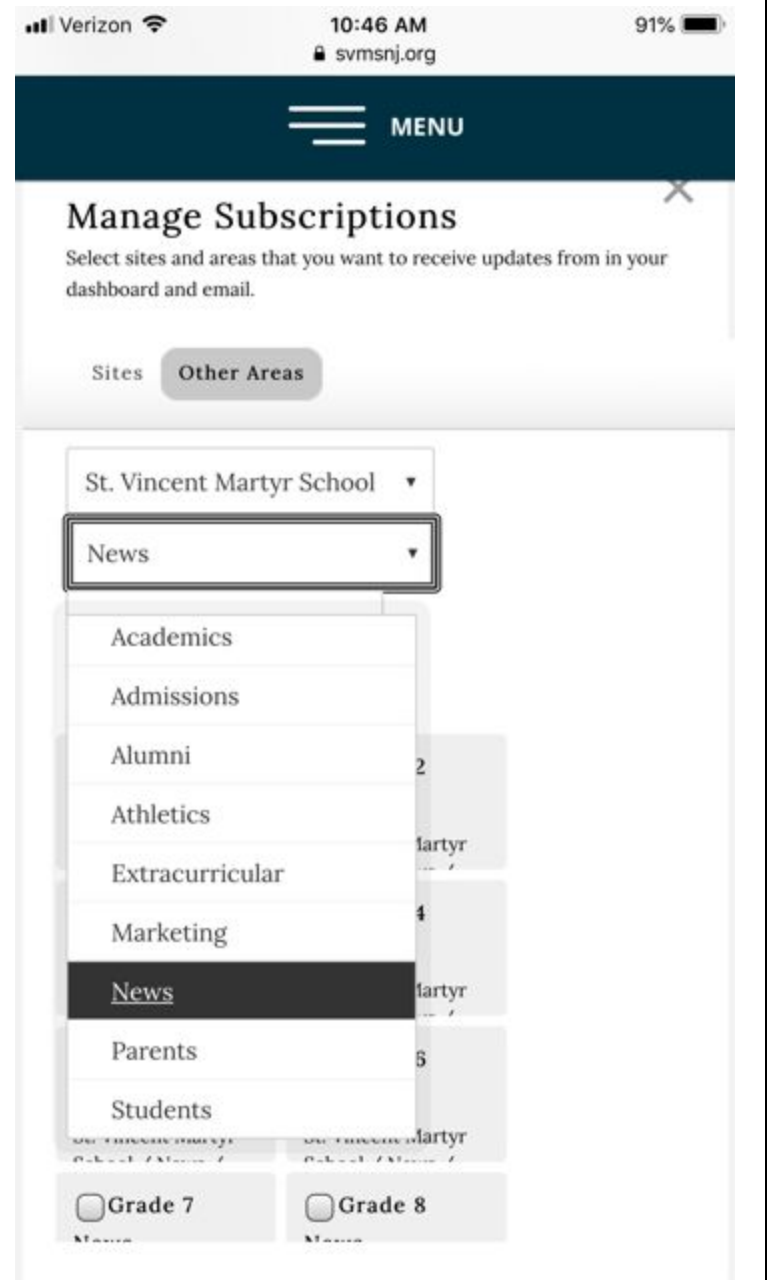




Click on the *Other Areas* tab. Then, use the *All Channels* drop-down to filter selections to *News*.

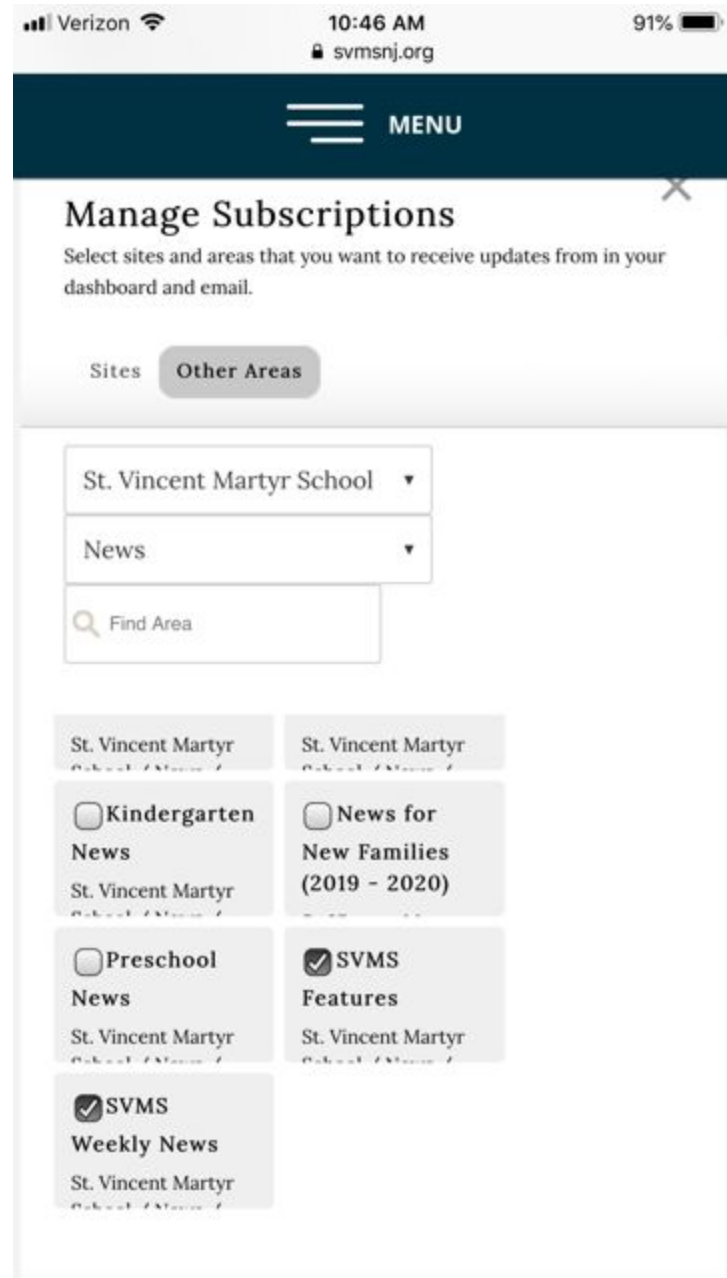


Select *News*.

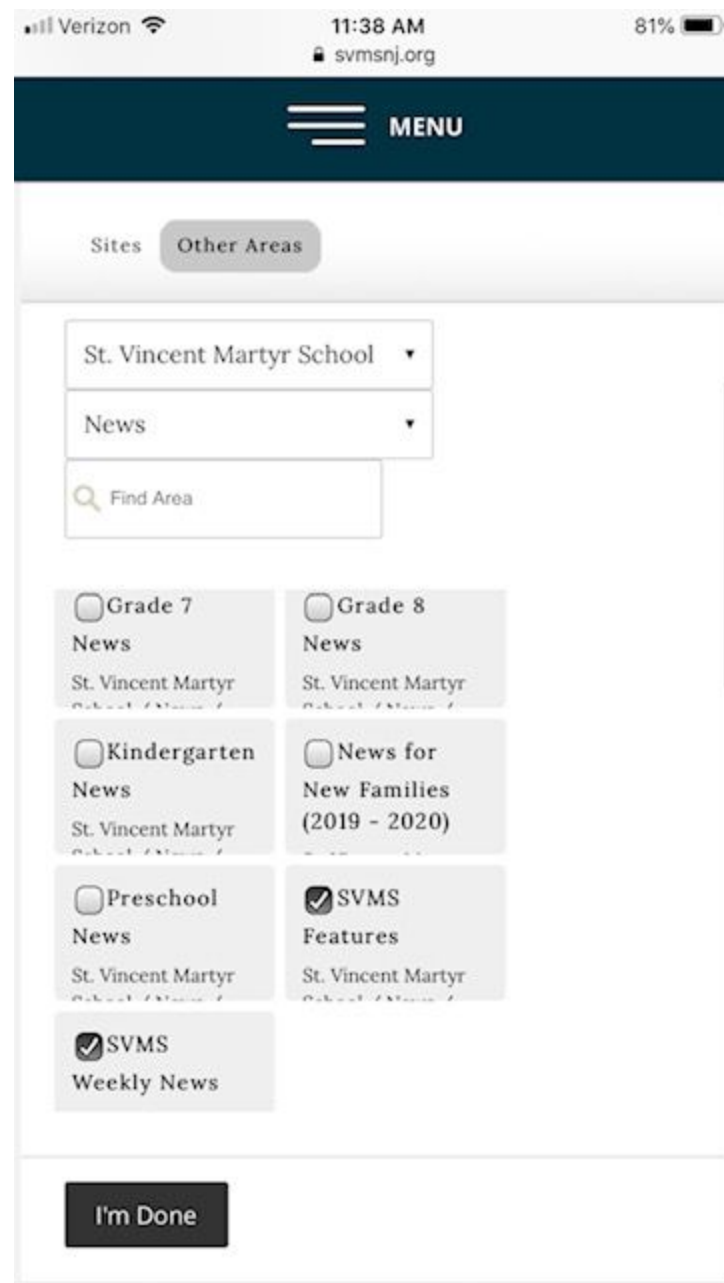


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Then click *I'm Done*



Your Account Settings page will now reflect the news feeds to which you have subscribed.

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MENU

### Connected Services



Change Password



Delete Account

## Subscriptions

Manage the sites and areas that matter to you. When certain information is updated in these areas, it will show automatically in your dashboard. Editors can also email you with information about these areas.

Manage



SVMS We

Remove

St. Vincent M  
News / SVMS Weekly News



SVMS Fea

Remove

St. Vincent M  
News / SVMS Features