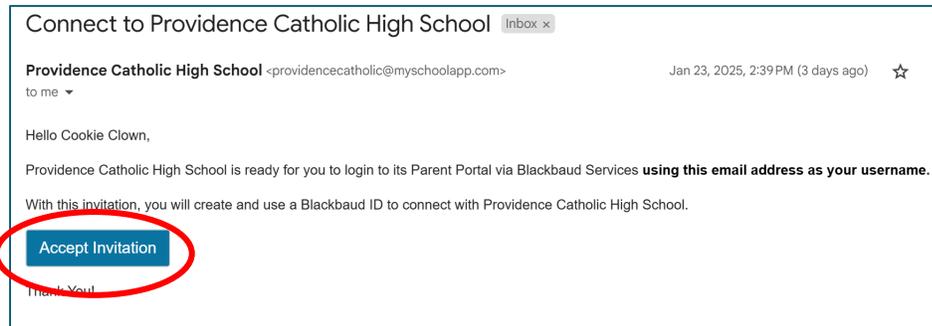


# Creating your Blackbaud Account Providence Catholic High School

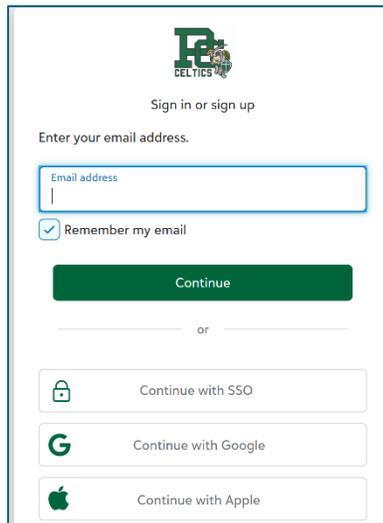
1. You will receive an email from Providence Catholic High School with the subject “*Connect to Providence Catholic High School*”.

Click on the blue **Accept Invitation** button. You will be automatically taken to the Blackbaud Sign up page.

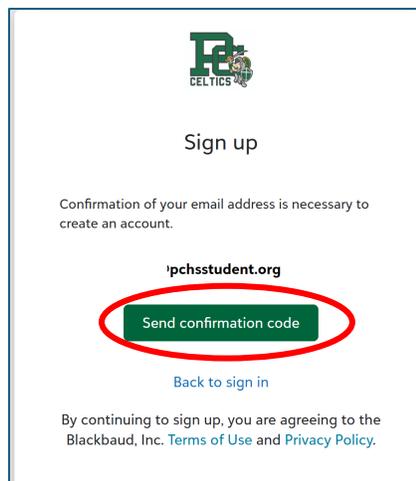


2. Enter your email address and tap the **Continue** button.

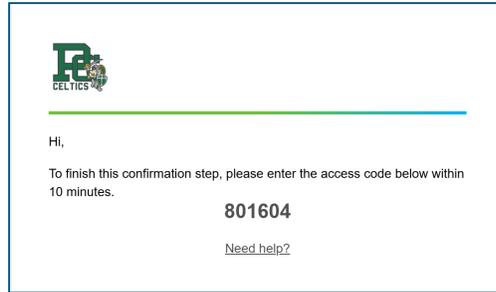
- **Parents:** Use the email address the Connect to Providence Catholic email was sent.
- **Students:** Use your PCHS student email address.



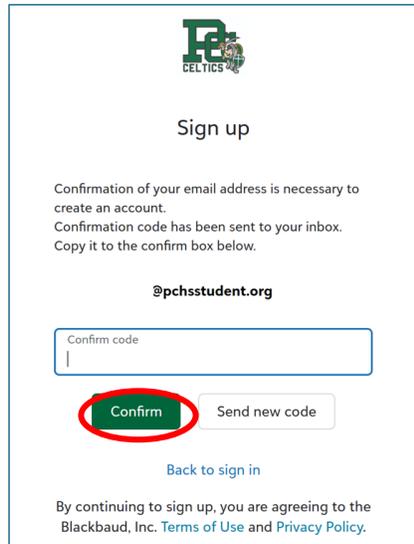
3. You will see this window. Tap the **Send confirmation code** button.



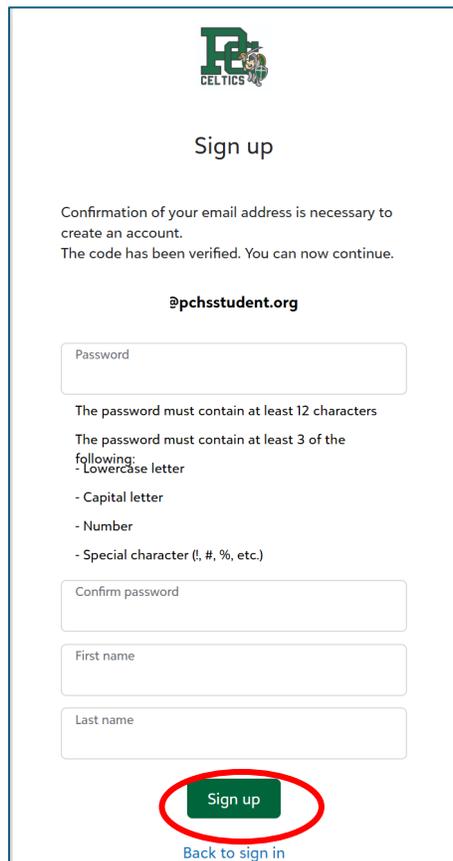
4. Go back and check your email for an email from Blackbaud.



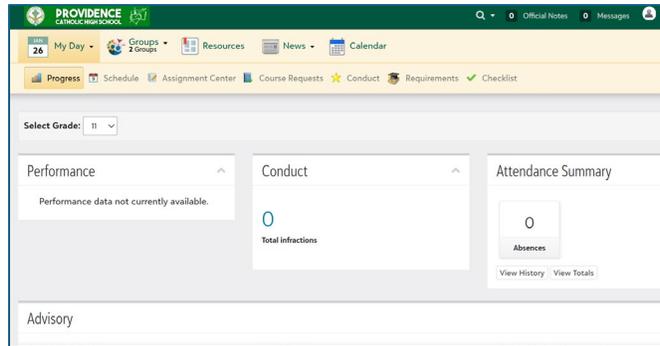
5. Copy the code, go back to your browser and enter the code when prompted. Tap the **Confirm** button.



6. Then enter your information and tap the **Sign Up** button.



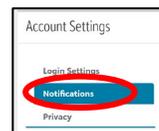
7. Congratulations! Your Blackbaud account has been created. You will be at your Blackbaud starting screen.



## Final Step: Enabling Notifications

1. Be sure to enable notifications in your Blackbaud account. This will ensure you receive the emails and text messages that we will send via Blackbaud.

In the upper right corner, click on your name and choose **Settings**. Then on the left side, click on **Notifications**.



2. Enter your email and mobile number. A code will be sent to your phone to confirm.

Type	Setup	E-mail	Text
Messages		<input type="checkbox"/>	<input type="checkbox"/>
Announcement Posted	<a href="#">Setup Options</a>	<input type="checkbox"/>	<input type="checkbox"/>
Game Added		<input type="checkbox"/>	<input type="checkbox"/>
Game Changed		<input type="checkbox"/>	<input type="checkbox"/>
Game Reminder	<a href="#">Setup Options</a>	<input type="checkbox"/>	<input type="checkbox"/>
Game Result Posted		<input type="checkbox"/>	<input type="checkbox"/>

3. Place a check for each of the communication methods for each type of notification. We recommend that you start with all of them enabled. You can always fine-tune this later next year.

4. Tap on the **Setup options** to choose categories. Once again, we recommend choosing all of them for now.