

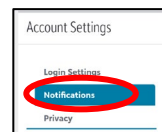
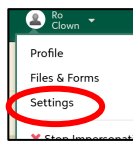
## Enabling Notifications in Blackbaud

Be sure to enable text and email notifications in your Blackbaud account. This will ensure you receive the communications that we will send via Blackbaud. These will include messages about topics such as:

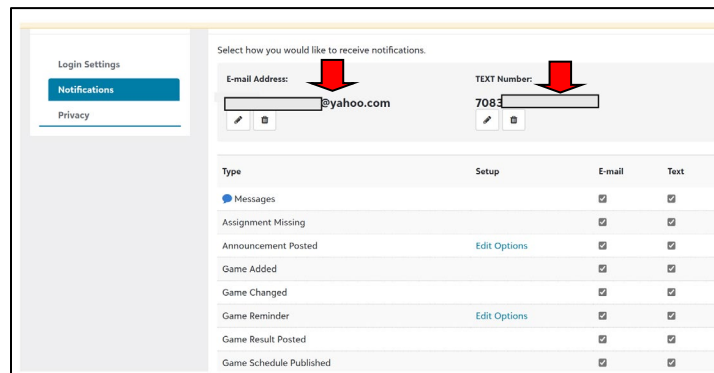
- course requests
- attendance
- discipline
- student schedules
- re-enrollment forms
- parent events
- athletics
- much more

Please be assured that your contact information is secure and will not be given to outside vendors.

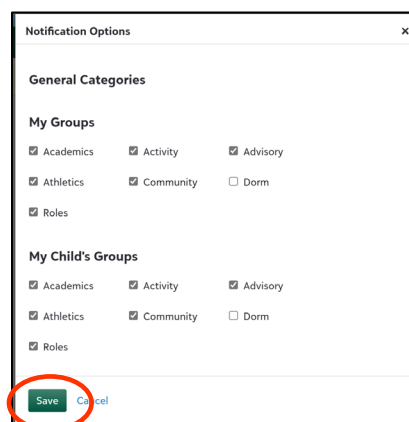
1. Login to Blackbaud at <https://providencecatholic.myschoolapp.com>.  
In the upper right corner, click on your name and choose **Settings**.  
Then on the left side, click on **Notifications**.



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

A screenshot of the Blackbaud Notifications setup screen. The page title is 'Select how you would like to receive notifications.' There are two input fields: 'E-mail Address:' with a red arrow pointing to it and 'TEXT Number:' with a red arrow pointing to it. Below these fields is a table with columns for 'Type', 'Setup', 'E-mail', and 'Text'. The table lists various notification types with checkboxes for each column. The 'E-mail' and 'Text' columns have checkboxes checked for all notification types. The 'Setup' column has 'Edit Options' links for some rows.

3. Place a check for **both email and text** for type of message. We recommend that you start with **all** of them enabled. You can always fine-tune this later next year.
4. For certain categories, tap on the **Setup options** to choose categories. Once again, we recommend choosing all of them for now. Be sure to **Save**.

A screenshot of the Blackbaud Notification Options dialog box. The dialog box is titled 'Notification Options'. It has two sections: 'General Categories' and 'My Child's Groups'. Each section has a list of categories with checkboxes. The 'Save' button at the bottom left is circled in red.