The Haverford School Website User Guide: Email Alerts, RSS Feeds, iCal Feeds

This simple user guide will show you how to set up your inbox, RSS feeder, or calendar to be automatically notified about school events (including schedule changes), athletic events (including team news, cancellations, and scores), lunch menus, campus news, and blog posts to stay up-to-date on the latest and greatest Haverford happenings.

This document is divided into three sections:

1. Email Alerts (page 2)
2. RSS Feeds (page 4)
3. iCal Feeds (page 5)

If you have questions, please contact Director of Marketing & Communications Jessica Covello at jcovello@haverford.org or 484-417-2764.

Look for the orange bell icon and grey RSS icon to set up your alerts.

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Upcoming Games

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 2</td>
<td>MS Varsity Basketball</td>
<td>Malvern Prep Home</td>
</tr>
<tr>
<td>Feb 2</td>
<td>MS JV Basketball</td>
<td>Malvern Prep Home</td>
</tr>
<tr>
<td>Feb 2</td>
<td>MS Swimming</td>
<td>Charter, Agnes Irwin Away</td>
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<tr>
<td></td>
<td></td>
<td>Penn Charter</td>
</tr>
<tr>
<td>Feb 2</td>
<td>MS Third Basketball</td>
<td>Malvern Prep Away</td>
</tr>
<tr>
<td>Feb 2</td>
<td>Varsity Hockey</td>
<td>vs. SCHA</td>
</tr>
</tbody>
</table>

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Fords in Four: Meet Greg Bernhardt ’95
Email Alerts

What are they?
Alerts let you know when a particular piece of web content has been added or updated by sending you an email notification.

How can I use them?
You can use subscribe to alerts for athletic events (by team; see screenshot on bottom right), school calendars (by category, including lunch menus; see screenshot on page 3), campus news (by category or by varsity team; see screenshot bottom left), or blog posts.

How do I sign up?
Click the orange bell icon positioned at the top right corner of web content (see screenshot on page 1).

- Before you can subscribe to alerts, you must sign in using your website login.
- The window that pops up will show all of the alerts that you’ve set up previously, as well as your mailing list subscriptions and calendar event reminders.
- Select the checkbox next to the categories for which you would like to receive alerts. Note: the blog requires separate sign-up; visit haverford.org/blog and use the orange bell icon to subscribe.
**Important Notes**

- Calendar alerts allow you to set how far in advance you'd like to get a reminder for the events within a particular category.
- Athletics alerts offer the ability to be notified of cancellations, postponements and schedule changes, as well as the option to receive a subsequent alert when the score and results are posted (see screenshot below).
RSS Feeds

What are they?
RSS feeds let you keep track of updates to many different websites in one place and require a “feed reader,” like Feedly. This is very helpful if you follow a number of blogs and other regularly updated content across a variety of websites. All of the various content pieces published to each different site can be collected in your feed reader.

What can I use them for?
On the school website, RSS feeds are integrated into campus news, varsity team news, and blog posts.

How do I sign up?
Click the gray RSS icon positioned at the top right corner of web content (see screenshot on page 1).

- Clicking on the RSS feed icon brings up a list of available RSS feeds
- From here, choose the category of content that you want to follow; Note: the blog requires separate sign-up; visit haverford.org/blog and use the gray RSS icon to subscribe
- Right-click (or long-click on a touchscreen device) on the corresponding “XML” button, and select “Copy Feed URL” from the menu
- Next, go to your feed reader of choice and find the “Subscribe” command. Click on it, and paste the feed address that you just copied into the field
- Save your changes, and your RSS reader will now begin following any updates made to that section of the website.
iCal Feeds

What are they?
iCal feeds are similar to RSS feeds – they both allow you to use an external program to keep track of dynamic content. In the case of the iCal file though, the content being tracked is calendar data: event start times, end times, and other relevant details.

What can I use them for?
On the school website, iCal feeds are integrated into school calendars (by category, including lunch menus; see screenshot on page 3) and athletic events (by team).

How do I sign up?
For school calendars, click the gray RSS icon positioned at the top right corner of web content. For athletic events, click the orange bell icon. (See screenshots on page 1).

- Clicking this will pop open a new menu. You can subscribe to any or all of the categories that are available by clicking on the corresponding “ICAL” link.
- A menu will pop open a new window with several choices:

  ● Select the one that most closely matches the calendar-management software that you have
    ○ Use the “Get Standard iCal URL” option if you’re using an iPad, iPhone or other Apple device
    ○ Use “Get Google iCal URL” if you’re on an Android phone or tablet, or if you use Google Calendar
    ○ If you already use a Calendar app on your computer, use “Add to Default Calendar App…”

  ● Once you’ve selected the appropriate feed, copy the provided URL into your calendar software
  ● On Google Calendar, click the arrow next to “Other calendars,” choose “Add by URL,” and insert the URL:
Important Notes

- iCal feeds are generally updated hourly, meaning changes made to the calendar on the website may take up to an hour to reach your own device (there may be an additional delay, depending on how frequently your calendar software checks the iCal feed for updates).
- Following an iCal feed from a particular calendar will NOT automatically subscribe you to alerts for events on that calendar.
- Cancelled events will still show on your calendar, but will have CANCELLED appended to their name.