



## 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](mailto:jcovello@haverford.org) or 484-417-2764.

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

The screenshot displays two sections of the Haverford School website. The left section is a blog post titled "The Big Room" with a sub-header "The Big Room BLOG". Below the title is a photo of a man in a plaid shirt and a cap, with the text "Fords in Four: Meet Greg Bernhardt '95". To the right of the photo are icons for RSS and email alerts. The right section is titled "Upcoming Games" and lists four games for February 2nd, each with an orange bell icon for alerts. The games are: MS Varsity Basketball vs. Malvern Prep (Home), MS JV Basketball vs. Malvern Prep (Home), MS Swimming vs. Penn Charter, Agnes Irwin (Away), and MS Third Basketball vs. Malvern Prep (Away). A fifth game, Varsity Hockey vs. SCHA, is partially visible at the bottom.

| Date  | Game                                      | Location |
|-------|---|----------|
| FEB 2 | MS Varsity Basketball vs. Malvern Prep    | Home     |
| FEB 2 | MS JV Basketball vs. Malvern Prep         | Home     |
| FEB 2 | MS Swimming vs. Penn Charter, Agnes Irwin | Away     |
| FEB 2 | MS Third Basketball vs. Malvern Prep      | Away     |
| FEB 2 | Varsity Hockey vs. SCHA                   |          |

## 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](http://haverford.org/blog) and use the orange bell icon to subscribe.

MANAGE NEWS ALERTS ← Back

Sign up to receive an alert when a news post is added! Simply select how you would like to receive the alert for each category. You can select any number of categories. When finished click the "Update" button.

Send To:

SELECT NEWS CATEGORIES:

Email

- Alert News
- Alumni News
- Arts
- Athletics
- Cross-Country
- Employment Opportunities
- Faculty News
- In Memoriam News
- John Nagl News
- Lower School
- Middle School
- Parent News
- School News
- Service Learning
- Student News
- Swimming and Diving
- Upper School
- Varsity Baseball
- Varsity Basketball
- Varsity Crew
- Varsity Football
- Varsity Golf
- Varsity Ice Hockey

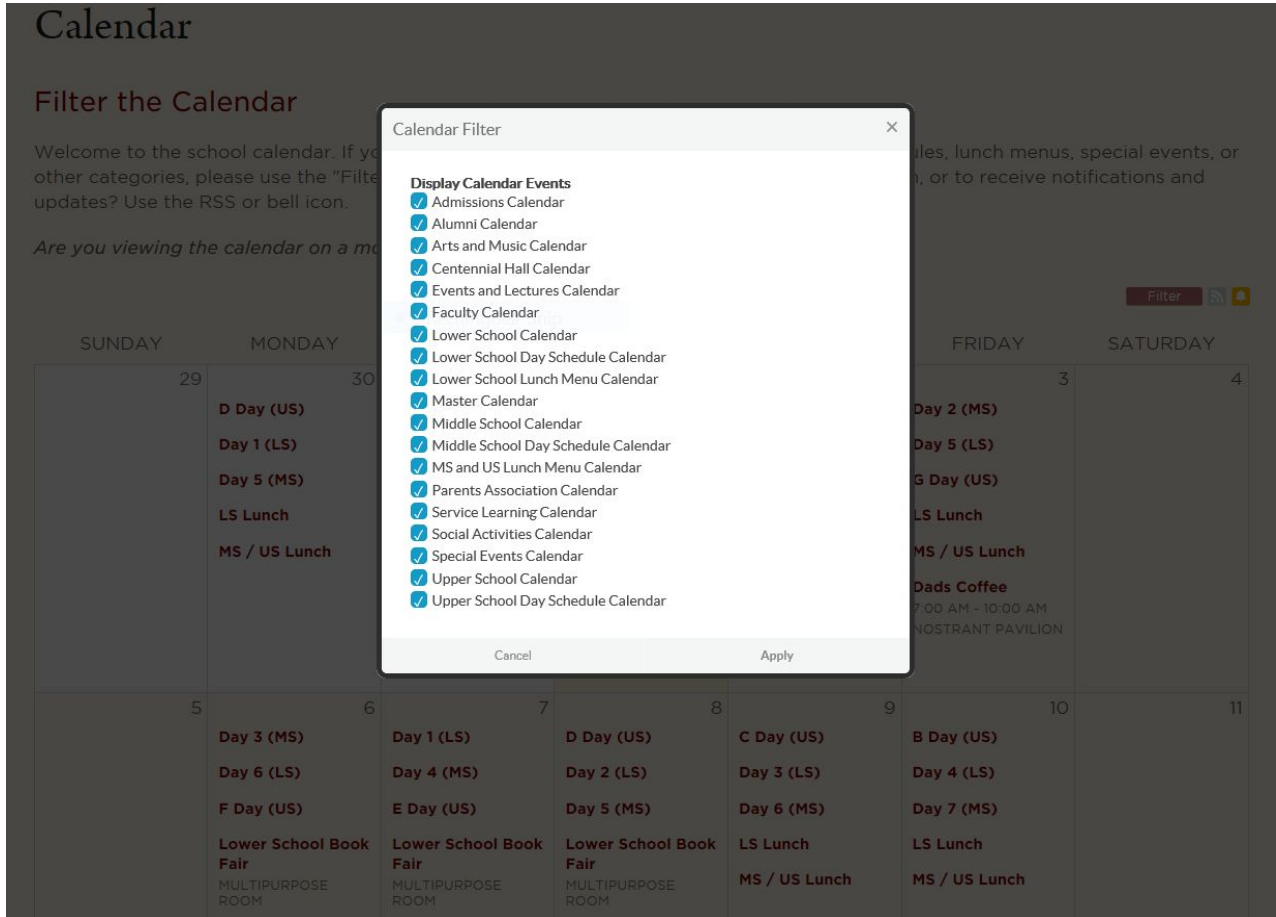
**Athletic Team Feeds & Alerts**

Hover over the ICAL icons for subscription options.

Copy the following URL for the feed:

|                          |      |        |
|--------------------------|------|--------|
| Varsity Baseball         | ICAL | Alerts |
| JV Baseball              | ICAL | Alerts |
| Freshman Baseball        | ICAL | Alerts |
| MS JV Baseball           | ICAL | Alerts |
| MS Third Baseball        | ICAL | Alerts |
| MS Varsity Baseball      | ICAL | Alerts |
| Varsity Basketball       | ICAL | Alerts |
| JV Basketball            | ICAL | Alerts |
| Freshman Basketball      | ICAL | Alerts |
| MS Intramural Basketball | ICAL | Alerts |
| MS JV Basketball         | ICAL | Alerts |
| MS Third Basketball      | ICAL | Alerts |
| MS Varsity Basketball    | ICAL | Alerts |
| Varsity Crew             | ICAL | Alerts |
| Varsity Crew (Fall)      | ICAL | Alerts |
| MS Crew (Spring)         | ICAL | Alerts |
| Varsity Cross-Country    | ICAL | Alerts |
| JV Cross-Country         | ICAL | Alerts |
| MS Cross-Country         | ICAL | Alerts |

close



### 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).

**MANAGE TEAM SUBSCRIPTION** [← Back](#)

Sign up to receive team updates and event reminders! Available updates include postponements, cancellations, and event results. When finished click the "Update" button.

Team Info:

**Team:** Varsity Baseball

**ALERT SETTINGS:**

**Send To: Email**

jcovello@haverford.org

**Reminder:**  18 Hours Before Each Event/Game

**Alert Options:**  Cancellations/Postponements/Changes  
 Score/Results

[Update Settings](#)

## 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.

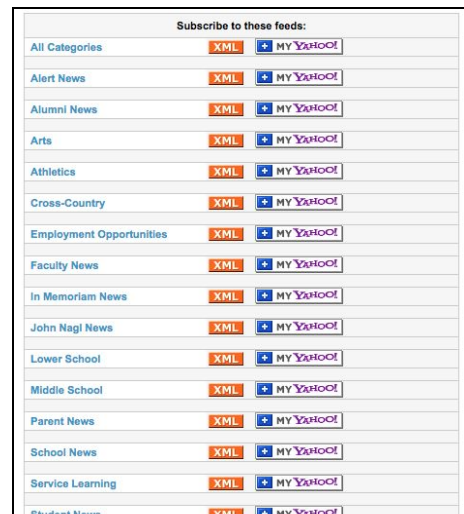
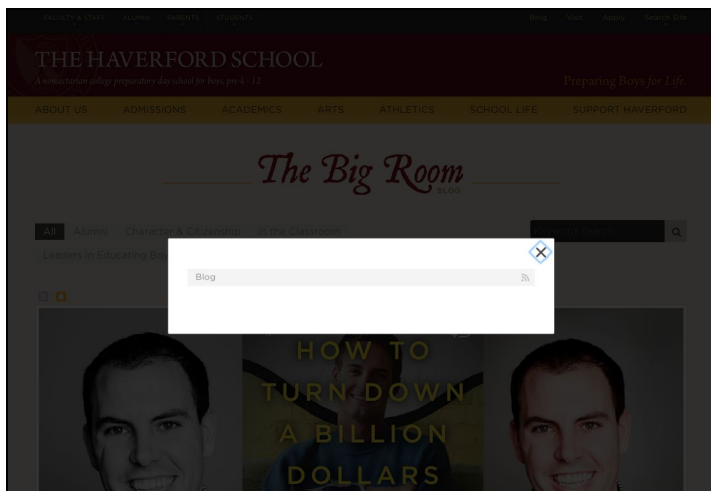
### *What can I use them for?*

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 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:

**Calendar Feeds**

Hover over the ICAL icons for subscription options.

Copy the following URL for the feed:

|                                    |  |
|------------------------------------|--|
| Admissions Calendar                | ICAL   |
| Alumni Calendar                    | Get Standard iCal URL                                      |
| Arts and Music Calendar            | Get Google iCal URL  |
| Centennial Hall Calendar           | Add to Default Calendar App (Outlook 2k7, Apple iCal, etc) |
| Events and Lectures Calendar       | ICAL   |
| Faculty Calendar                   | ICAL   |
| Lower School Calendar              | ICAL   |
| Lower School Day Schedule Calendar | ICAL   |
| Lower School Lunch Menu Calendar   | ICAL   |
| Master Calendar                    | ICAL   |
| Middle School Calendar             | ICAL   |

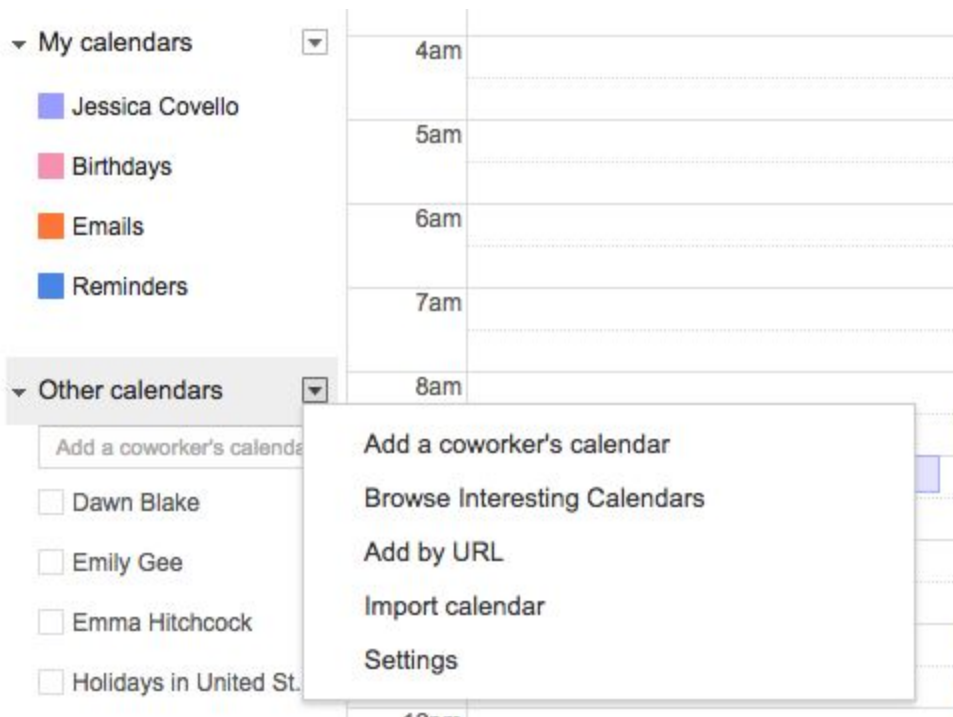
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| MS Third Baseball        | ICAL | Alerts |
| MS Varsity Baseball      | ICAL | Alerts |
| Varsity Basketball       | ICAL | Alerts |
| JV Basketball            | ICAL | Alerts |
| Freshman Basketball      | ICAL | Alerts |
| MS Intramural Basketball | ICAL | Alerts |
| MS JV Basketball         | ICAL | Alerts |
| MS Third Basketball      | ICAL | Alerts |
| MS Varsity Basketball    | ICAL | Alerts |
| Varsity Crew             | ICAL | Alerts |
| Varsity Crew (Fall)      | ICAL | Alerts |
| MS Crew (Spring)         | ICAL | Alerts |
| Varsity Cross-Country    | ICAL | Alerts |
| JV Cross-Country         | ICAL | Alerts |

- 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