Sign Up for MCBDDS Alerts and Information

The Montgomery County Board of Developmental Disabilities Services website allows you to sign up to receive alerts and information via email and text message. From event cancellations and weather advisory alerts to building closures, news updates, upcoming events and meeting agendas, you can get information sent directly to you in real time. Just complete the following steps and you’ll be connected!


2. Enter your email address in the “Email Address” box, then click the “Sign In” button below. (Note: You must enter an email address here to begin the subscription process; however, entering an email address does not automatically result in e-mail alerts.)

3. To receive email alerts, click on the box next to the sentence “I prefer to receive HTML emails when available.” Just place your cursor directly over the box and click the left-hand button on your mouse.
4. **To receive text message alerts**, click on the box next to the sentence “I would like to be able to receive text messages on my mobile phone.” Then enter your area code and telephone number in the field beneath (see below).

![Image of text message alert setup](image)

5. **Click the “Save” button** to the right of the area where you entered your phone number (see red arrow in picture above).

6. **Scroll down the page to view items to which you can subscribe.**
   - **In the “Alert Center” section**, you can sign up for Weather Advisories, Emergency Alerts, Event Cancellations and Building Closures. There are also alerts for PACE/Early Intervention, Phone Outage, Provider Trainings, Provider Weather Alerts and Recreation Alerts.
   - **In the “Notify Me” section**, you can sign up for Provider-Related News Updates and the Board Bits newsletter.
   - **In the News Flash section**, you can sign up for Adult Recreation, Children’s Recreation, Human Resources, Latest News, MPIs, the Board Bits newsletter and the Board’s e-Newsletter. There are also alerts for Provider Weather Alerts and Provider-Related News Updates.
   - **In the Calendar Section**, you can sign up for MCBDDS Community Events information, along with a wide variety of other categories specific to special interests.
   - **In the Agenda Center**, you can sign up for Board Meeting Agendas & Minutes, Parents & Advocates Advisory Council Agendas, and Provider Meeting Agendas.

7. **To subscribe to E-MAILS for a specific item:**
   - Click on the black envelope icon to the left-hand side of the item name (see image below).

   ![Image of email subscription](image)

   - **Once you click, a green checkmark will appear** (see image below).

   ![Image of email subscription with checkmark](image)
c. Then the box below will appear, telling you to check your email for a message from listserv@civicplus.com confirming your subscription.

![Confirmation email](image)

d. Open the email and click on the link inside. Your email subscription is now active.

8. To subscribe to TEXT MESSAGES for a specific item:

a. Click on the black telephone icon next to the left-hand side of the item name.

![Notify Me](image)

b. Once you click, a green checkmark will appear (see image below).

![Green checkmark](image)

c. The box below will appear, telling you to check your phone for a message confirming your subscription.

![Subscription confirmation](image)

d. Check your cell phone for a text message from “46786.” Type “Y” to confirm your subscription, and then hit “Send.” Your text message subscription is now active.

You’re now signed up to receive MCBDDS alerts! Should you have questions about any of the steps above, please call Community Relations at 937-837-9253 or 937-837-9214.

Ver. 10/2019