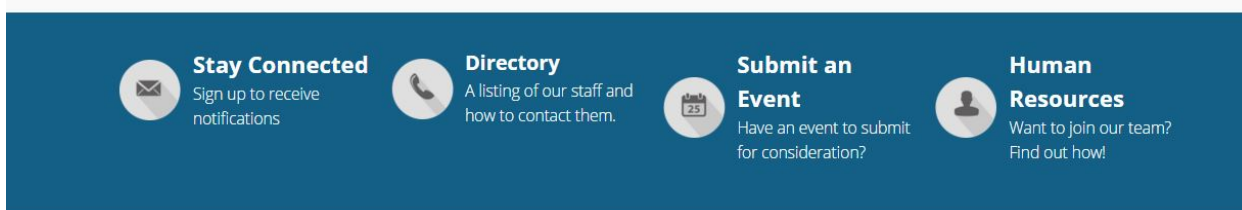



## Sign Up for MCBDDS Alerts and Information

The Montgomery County Board of Developmental Disabilities Services website allows you to sign up to receive alerts and information via email and text messages. From weather-related delays and closings to news updates, event information and meeting agendas, you can have information sent directly to you in real time. Just complete the following steps and you'll be connected!

1. Visit [www.mcbdds.org](http://www.mcbdds.org).
2. Scroll halfway down the page to the blue band and choose "Stay Connected" (the first round button on the left-hand side).





3. 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.)



### Notify Me

Did you know you can sign up to receive alerts and information from the Montgomery County Board of Developmental Disabilities Services via e-mail and text message? From weather-related delays and closings to news updates, event information and meeting agendas, you can have information sent directly to you. Just complete the following steps and you'll be connected!

1. Type your email address in the box and select **Sign In**.
2. If you want to receive text messages enter your phone number and select **Save**.
3. To subscribe or unsubscribe click  and/or  next to the lists to which you wish to subscribe/unsubscribe.

[Available Lists](#)

**Please sign in to subscribe, unsubscribe, or manage your subscriptions**

Email Address



Sign In

-- more --

4. **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.

**Your Profile Information** [Sign Out](#)

test@mcbbdds.org

I prefer to receive HTML emails when available

I would like to be able to receive text messages on my mobile phone

5. **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).

I would like to be able to receive text messages on my mobile phone

Ex: 555-555-0123. Standard text messaging rates apply.

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

7. **Scroll down the page to view items to which you can subscribe.**

- a. In the “Alert Center” section, you can sign up for Weather and Emergency Advisories and Event Cancellations.
- b. In the “Notify Me” section, you can sign up for Provider-Related News Updates and the Board Bits newsletter.
- c. In the News Flash section, you can sign up for MCBDDS News, Adult and Children’s Recreation News, and more.
- d. 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.

8. **To subscribe to E-MAILS for a specific item:**

- a. Click on the black envelope icon to the left-hand side of the item name (see image below).

 **Notify Me®**

METHOD	LIST NAME	DESCRIPTION
	Board Bits Newsletter	

Click icon to subscribe

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

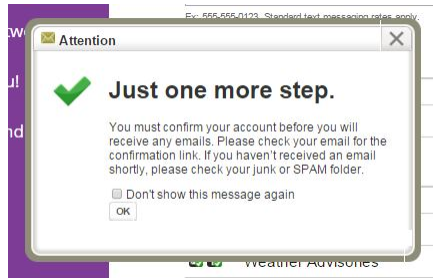
 **Notify Me®**

METHOD	LIST NAME	DESCRIPTION
	Board Bits Newsletter	

Click icon to subscribe

--more--

c. Then the box below will appear, telling you to check your email for a message from [listserv@civicplus.com](mailto:listserv@civicplus.com) confirming your subscription.



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

9. **To subscribe to TEXT MESSAGES for a specific item:**

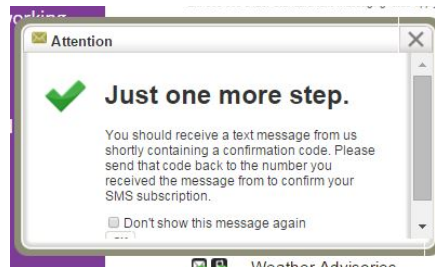
a. Click on the black telephone icon next to the left-hand side of the item name.



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



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



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.*