

REACH Alert Instructions

Saint Mary Academy

We understand the importance of communicating with you to ensure that we keep you in the loop regarding events affecting our school. As a result, we are pleased to announce that we are initiating a new alert and notification service called **REACH Alert**.

This service will allow us to immediately share important information regarding a number of items, including weather related closings/delays, possible lockdowns, parent/teacher meetings, after-school activities, etc. Anything that might impact our school family can be shared in a matter of seconds.

Please follow these easy steps to sign up. Remember, if you don't register, we can't share important information with you. You decide if you want to receive a text message, voice call, or email. Each household can register as many phone numbers and email addresses as necessary. All you need to do is:

1. Go to www.reachalert.com and click on **Sign Up** (upper right hand corner).
2. Network Name: type **St. Mary Academy** (click on our name when it appears).
3. Follow the prompts and enter your preferred contact information. If you already have an account with **REACH Alert** (several cities such as St. Matthews, Hurstbourne, Lyndon, etc., use **REACH Alert**), simply log-in to your current account and click on **JOIN NETWORK** on the right side of your dashboard page and enter **St. Mary Academy**).

If you register for the first time to receive text alerts and/or emails, **Reach Alert** will send a confirmation message to your cell phone or computer immediately upon completion of your registration. If you do not receive this message, please call **Reach Alert**.

If you do not have access to a computer or if you experience any difficulty registering, please contact REACH Alert at (877)-307-9313.

If you don't register, you won't receive our messages.

Thank you!