

Signing Up for Newsletter Updates and Alerts

This year we are asking all of our families to register with our school's website in order to receive the most current news newsletters and email communication from Freedom. When we have important information to share with our families we will do this via our registered website users. If you haven't already, you first need to <u>register</u> with our website.

1. Go to www.ctafreedom.com

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- 2. On the top right, click "Register."
- 4. Enter your date of birth and click "Submit."
- 5. Fill in the starred items and click "Submit."
- 6. Make a note of your sign in name and password.

Next, you need to <u>subscribe</u> in order to receive the updates.

- 1. On the top right of the website, click on "Sign In."
- 2. Enter your sign in name and password and click "Sign In."

On the top right, click "My Account."

Click on "Edit Account Settings"

Click on 'Subscriptions', then 'manage subscriptions'

5. From the menu, choose CTA Freedom.

6. In order to receive the weekly newsletters, important school wide information and updates from your teacher, you must click on the 'other area's of interest' tab on the top of the page, to the right. Please select the following areas:

CTA Freedom Homepage and Calendar, School News, PTO, and your teacher's name.

You may also subscribe to additional categories as needed.

Click on "I'm Done." at the bottom of the page to subscribe. Once this is

done, you may sign out.

The most recent calendar of events and important information about CTA Freedom will be posted to our website.

Please refer to our website for information regarding upcoming events, current newsletters, lunch schedules and menus, release times and PTO events. It is a great resource that helps us communicate effectively with our families. If you have already registered for our website, please sign in and change your subscriptions to reflect this year's teachers.

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