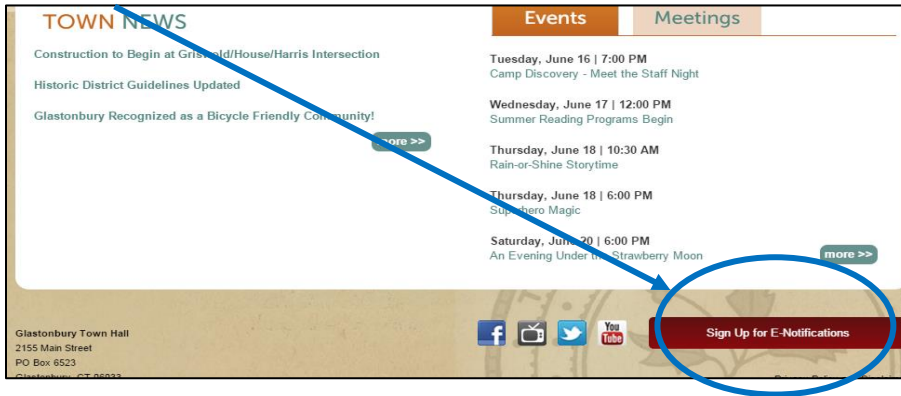


# How to Sign Up, or Update Preferences on the Town's eNotification System

## Step 1: Login

- Visit [www.glastonbury-ct.gov/enotify](http://www.glastonbury-ct.gov/enotify) or click the red button at the bottom of the homepage.



## Step 2: Setting up your eNotify account (If you are already an eNotify subscriber, proceed to [Step 4](#)).

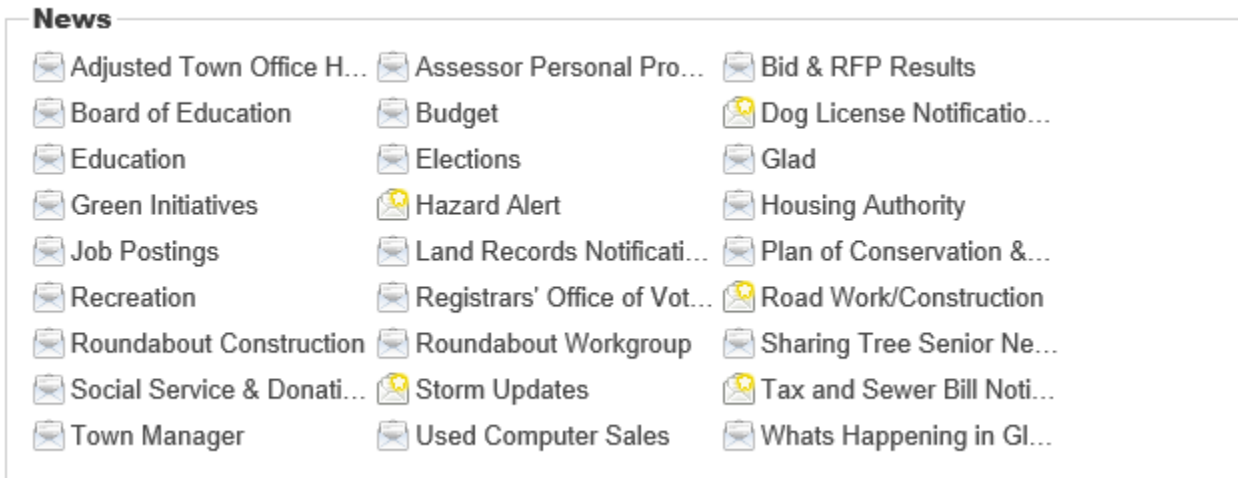
- To subscribe for eNotifications, enter the email address you wish to subscribe with, and your name.
- You'll see a list of categories organized under 4 main sections: "Calendar", "Job Posts", "News", and "RFP Posts". Under each heading, click the mail icon next to the categories that you'd like to receive updates for. Upon clicking, you'll notice that a yellow star appears on the mail icon.

Ex: This user is selecting to receive updates on "Community Activities", "Library Events", "Public Information Meetings", "Recreation", "Teens and Youth" events, and "Waste and Recycling Collection" events.



- Scroll down and select the categories under all other headings (e.g. News, Job Posts) you'd like updates on. Under **News**, Glastonbury recommends subscribing to: "Hazard Alerts", "Dog License Notifications for Renewal", "Storm Updates", "Road Work/Construction", and "Tax & Sewer Bill Notices".

**Please note: You can update your preferences at any time to add and/or remove categories.**



### Step 3: Verifying and Submitting

- Once you complete your selection(s), complete the verification section. It will ask you to enter text from a randomly generated graphic. Upon completing this step, hit the Submit button below.

**You're all set!** You will now receive automatic emails anytime a news item is published to the website regarding the Roundabout Construction. The email will include the full announcement therefore you will not have to visit the town website to receive additional information, unless you wish to read past updates. If at any point you want to change your preferences or add new categories, follow the instructions below.

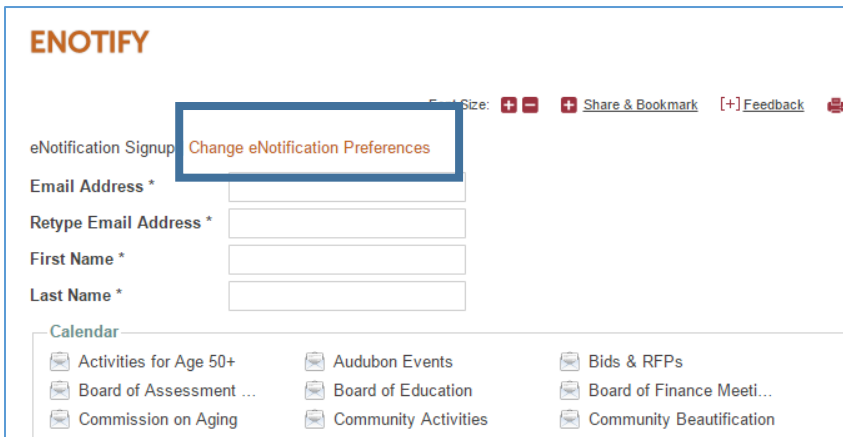
## Changing your eNotification Preferences:

### Step 4:

- Visit [www.glastonbury-ct.gov/enotify](http://www.glastonbury-ct.gov/enotify).

### Step 5:

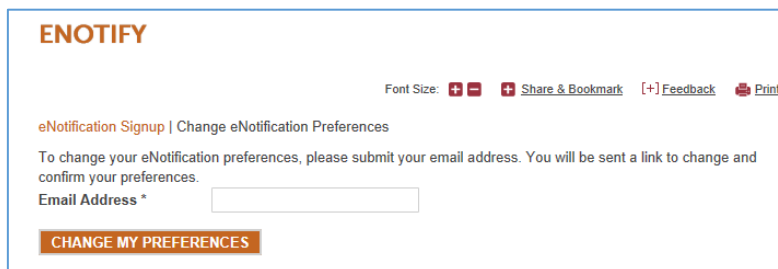
- Click “Change eNotification Preferences”



The screenshot shows the ENOTIFY website interface. At the top left is the logo 'ENOTIFY'. Below it, there are navigation links for 'Font Size: + -', '+ Share & Bookmark', '[+] Feedback', and a printer icon. The main content area features a section titled 'eNotification Signup' with a button labeled 'Change eNotification Preferences' highlighted by a blue rectangular box. Below this button are four input fields: 'Email Address \*', 'Retype Email Address \*', 'First Name \*', and 'Last Name \*'. At the bottom of the page, there is a 'Calendar' section with a grid of category links, each accompanied by a mail icon: 'Activities for Age 50+', 'Audubon Events', 'Bids & RFPs', 'Board of Assessment ...', 'Board of Education', 'Board of Finance Meeti...', 'Commission on Aging', 'Community Activities', and 'Community Beautification'.

### Step 6:

- Enter your email address and click the “Change my Preferences” button. A message will relay that an email has been sent to your address with a link to change your preferences.



The screenshot shows the ENOTIFY website interface. At the top left is the logo 'ENOTIFY'. Below it, there are navigation links for 'Font Size: + -', '+ Share & Bookmark', '[+] Feedback', and a printer icon. The main content area features a section titled 'eNotification Signup | Change eNotification Preferences'. Below this title, there is a message: 'To change your eNotification preferences, please submit your email address. You will be sent a link to change and confirm your preferences.' Below the message is an input field for 'Email Address \*'. At the bottom of the form is a button labeled 'CHANGE MY PREFERENCES'.

### Step 7:

- In your inbox, you’ll see the email preference notice. (Sender will be “Webmaster”.) Open the email and follow the first link as seen below. (2<sup>nd</sup> link allows you to unsubscribe to all notifications.)

Please click the link below to change your eNotification preferences.  
<http://www.glastonbury-ct.gov/about-us/pr-communications/events-calendar/enotify/-subscriberguid-5c88e1ac-1605-48ed-840>

### Step 8:

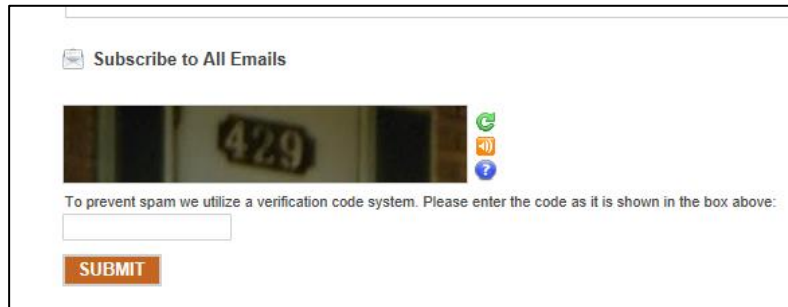
- You’ll arrive at a screen with your first & last name followed by a full list of all categories you can subscribe, or unsubscribe to. (Selected categories highlighted with a yellow star.)
- To add new category preferences, scroll down the page to view the available categories within each section (Calendar, News, Job Posts, RFPs). Check the mail icons next to any categories you wish to receive eNotifications for. Be sure to review the categories under all content groups, as they are not

linked. Ex: If you want to receive Housing Authority-related eNotifications for News AND Calendar events, check the icon next to Housing Authority under both the “Calendar” and News headings.

- As you select additional preferred categories, a highlighted yellow star will appear next to each one.

### Step 9: Verify and submit

- Once you’ve selected all categories of interest, enter the verification code at the bottom and hit “Submit” to save your changes. Any future web postings categorized with your preferences will now generate eNotifications for you.



The screenshot shows a web form titled "Subscribe to All Emails". It features a blurred image of a house number "429" with social media icons for Facebook, Twitter, and YouTube. Below the image, a text prompt reads: "To prevent spam we utilize a verification code system. Please enter the code as it is shown in the box above:". There is an empty input field for the code and a "SUBMIT" button.

**That's it! You're all set.**

Thank you for your interest in Glastonbury's news and events. If you have any questions, please don't hesitate to contact Kathryn Paquette at [kathryn.paquette@glastonbury-ct.gov](mailto:kathryn.paquette@glastonbury-ct.gov) or (860) 652-7518.