



SCHOOL MESSENGER SELF-SUBSCRIBE

Bath Local Schools will be using SchoolMessenger to provide communications to students, staff and community members.

To receive school text alerts, emails and recorded phone calls, you will need to self-subscribe. Please follow the steps below to create an account through their secure website, and to select your preference for receiving our communications:

1. Go to <https://asp.schoolmessenger.com/bathwildcats/subscriber/>
2. Click on the **“First Time User? Sign Up Now”** button
3. You will be taken to the Sign Up page where you will need to enter our site access code **2284**, your name, a valid email address and a password. You will use your email address and the password you enter here to sign in later. Review and accept the Terms of Service. Click **“Create Account”** when you are done.
4. Check your email. There will be an Account Activation email from support@schoolmessenger.com with the subject Account Activation, which contains a link to activate your account; activation codes are valid for 24 hours. This link will take you to a confirmation page where you must enter your password in order to activate your account. (Note: do not reply to this email directly – you only need to follow the directions)
5. Once you have activated your account, you are ready to select your notification preferences.
6. Simply select the type(s) of notifications you wish to receive.
7. When you have finished making selections, click Save.
8. Not receiving emails or texts? To add additional contacts, such as additional email and phone numbers to your account, choose the **“Contact Info”** tab, and then choose **“Add More”** to add a cell #. You will be directed to a page with a phone number and passcode number. You must call the phone number listed on the screen from the cell # you want to receive texts to, and enter in the passcode to opt in to text messages from Bath Schools.

Thank you for signing up to receive communications from Bath Local Schools!