

WAVE Team Weekly Email Update (eNotes Listserv) 2010-2011

This school year, the WAVE team will be creating a parent/guardian *eNotes Listserv* (email list). This email list will be used to notify you weekly at home/work with team information and announcements. Specific teachers will also be able to use this email list to notify you of various upcoming class projects and assessments. **However, this communication will not be used for daily homework updates. Parents should utilize student planners for this purpose.** The email list will be used weekly for important announcements and classroom updates.

We realize everyone may not have internet or email access. Many important team announcements will be distributed to students throughout the year. The *eNotes Listserv* email list should be seen as an added supplemental form of school-parent communication.

Please follow the directions to enter **as many email addresses as you wish** into the WAVE Team's Listserv email list.

To receive the WRMS 8th Grade WAVE Team eNotes (Weekly Email Update) – Getting Logged In

1. The first time you visit this site (<http://listserv.usd437.net>) you will need to use the **Get Password** link located on the right-hand side of the screen.
2. This will allow you to type in your e-mail address and a password.
3. An e-mail will be sent to you to confirm your registration.
4. Once you have confirmed your account you can log in.

Singing Up

1. Now you can log in and can select any newsletter you want to receive out of the list. Check the box next to all the newsletters (Wave) you want to receive and choose Subscribe out of the drop-down box at the bottom of the screen. You may need to click on "**Subscriber's Corner**" at the top left.
2. Next click on the Submit button.
3. A confirmation e-mail will be sent to you.
4. You will now start receiving the selected newsletters (Wave) the next time one is sent out.

There are step-by-step instruction including screen shots on the [usd437 eNotes](http://usd437.net/eNotes) page at <http://usd437.net/eNotes>.

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Please return the signed form below to your child's EO teacher to receive a "Sand Dollar" for an upcoming Wave team reward party.

____ I have read the above information regarding the Wave team's 2010-2011 eNotes Listserv (team email).

Student Name: _____

Parent Signature: _____