



DEAN Alert Registration Procedure

1. Go to www.deanalert.com
2. Fill out the NEW USER box on the left. (If you have already registered, enter your email and password in the RETURNING USER box on the right.)
3. Enter first name, last name, and e-mail address (no one else can now register using this email address)
4. Click on CREATE MY ACCOUNT and a new screen will appear. Below the numeral 1, begin typing SMBC Upward
5. As you type, the name of our network will appear. Click on it.
6. Click on the appropriate circle to sign up as a PARENT, COACH, or REFEREE. NOTE: If you have more than one role (parent, coach, referee) you will need to register for each.
7. Click on JOIN THIS NETWORK.
8. Below the numeral 2 is ADD A PHONE. Type area code and phone number. Below the number is a box that reads, "This is a cell phone that can receive text messages." Please make sure this box is checked IF YOU WISH TO RECEIVE TEXT MESSAGES. If this is a land line or cell phone that doesn't receive text messages, leave the box blank. Click on ADD PHONE.
9. Below the numeral 3 is CHOOSE A PASSWORD. Enter your password of at least 4 characters. Click on SAVE INFO.
10. You are now logged into the site. If you checked the box confirming that your phone number is a cell phone that accepts text messages, we will have already sent a 4 digit validation code to your phone. You must enter the code and click the validate box. You are now all set. (By entering the validation code, we are confirming that we will be sending important text messages to the correct phone number. People sometimes enter the number incorrectly, so if you do not receive the text message with the validation code, you may have entered the number incorrectly.)
11. You are on the OVERVIEW page (see the tabs at the top). Please make sure you click on the small buttons next to your Alert groups to enable you to receive the messages the way you want. If all you want to receive is a text message, just click on the small circle and it will turn green (if it is not already green). If you do not want to receive a voice message, just click the button and it will turn red.
12. When you want to log back into the system, just go to www.deanalert.com and enter your e-mail address and password beneath the heading-RETURNING USER.

That's it! You are now connected to our Upward DEAN Alert system and will automatically receive any messages we send!