

West Noble School Corporation
Creating My DynaCal Calendars with Alerts

1. Click on the *Activities Calendar* link on the West Noble website westnoble.k12.in.us or go to www.dynacal.com/westnobleschoolcorp
2. Click on the **My DynaCal** link (left navigation panel)
3. Have an account? Sign On - Need to create an account? Select 'Create a My DynaCal account'.
4. Preferences tab - Fill in the fields with the appropriate information. Click 'Update'.
5. Calendar Views tab – Select 'Add New Calendar'
6. Name the calendar (Johnnie's Band Events, Delays and Cancellations, etc.)
7. Select the categories of events that you would like to view in this calendar
 - a. For school delays and cancellations, select **Delays & Closings**. You'll find it near the bottom of the list.
 - b. For notifications of any bus running 10 minutes or more behind schedule, select **Transportation/Bus Delays**. You cannot select just one bus.
8. Once you select the categories you wish to view in this customized calendar, click on 'Save'
9. Calendar Views tab – select to receive Email Alert and/or Text Alerts.

You can create as many different calendars as you wish, by repeating steps 5 through 9, listed above.

When you have finished, click the **LOG OUT** button at the bottom of the page.

Observations:

- Be sure to set your email spam filter to receive emails from DynaCal.com
- Mobile carrier charges may apply for text message alerts. Be sure to verify your text message options and rates on your mobile plan.
- Our systems are up and working the majority of time. However, if the weather looks threatening, and you haven't received an alert or notification, please check one of our other forms of media listed on the 'Delays and Cancellations' link at westnoble.k12.in.us