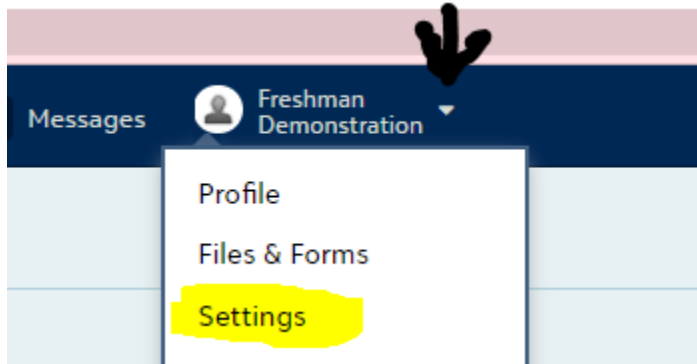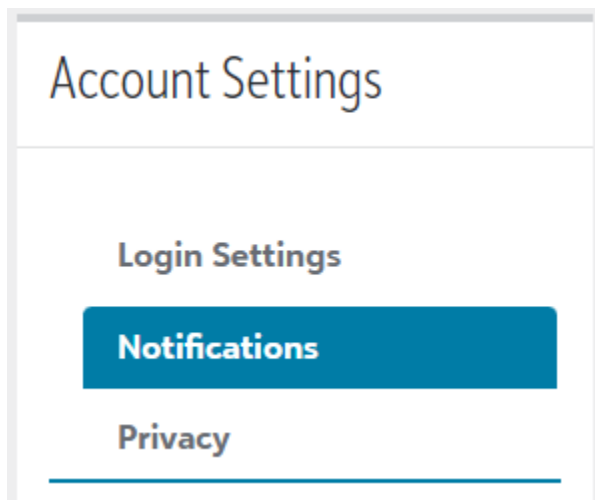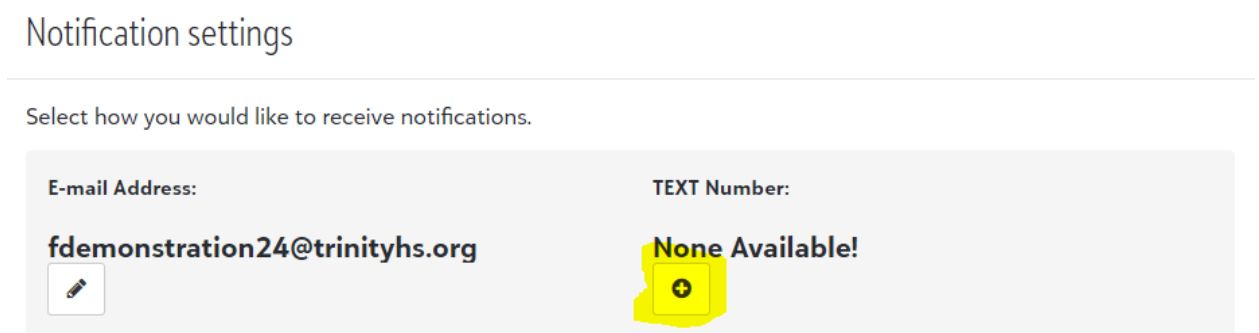How to register for Text Messages in Blackbaud

1. Log into the [Trinity Blackbaud Login Portal](https://trinityhs.myschoolapp.com/app#login) (https://trinityhs.myschoolapp.com/app#login)
2. Enter your email address
3. Click Next
4. Follow the prompts.
5. Once logged in, click on the carrot icon to the right of your profile name

6. At the Account Settings window, select Notifications

7. In the Notification settings window, click the plus sign below TEXT Number: None Available

8. In the Exit Text Enabled Device window, enter your 10-digit Number (example: 7734445555), Country (example: United States), and Provider (example: Verizon). Then

click the blue Save button.

Edit Text Enabled Device   ✕

10-Digit Number *

[   ]

Country

[United States   ⌄]

Provider *

[--Select--   ⌄]

Upon saving the number you will be prompted to enter an activation code that will be sent to your device.

[**Save**] Cancel

9. In the Edit Text Enabled Device window, enter the code sent to your cell phone. Then click the Activate Text Device button.

Edit Text Enabled Device   ✕

Enter the Activation Code sent to ▬▬▬▬▬below and click the Activate Button to complete the activation process.

Enter code here

[   ]

[**Activate Text Device**] Activate Later

10. Check the box for messages (and any other alerts you would like to receive)

Type	Setup	E-mail	Text
💬 Messages		✅	✅
Announcement Posted	Setup Options	☐	☐
Game Added		✅	☐
Game Changed		✅	☐
Game Reminder	Setup Options	☐	☐
Game Result Posted		✅	☐
Game Schedule Published		✅	☐
Practice Added		✅	☐
Practice Changed		✅	☐
Practice Reminder	Setup Options	☐	☐
Practice Schedule Published		✅	☐
News Posted	Setup Options	☐	☐