

This document is intended to assist with using the “**Notify Me**” feature of the www.ocoee.org website.

To get to the “**Notify Me**” page, from the Home page, locate the “**Online Services**” menu and hover over it. Locate the “**Community Services**” category where there is a link labeled “**Notify Me**”. Other ways to get to the “**Notify Me**” page would be through the various categories such as the Calendar, Alert Center, and News Flash pages from the navigation menus. You may also bookmark/favorite the link (<http://www.ocoee.org/list.aspx>) for easy reference in the future. Once on the “**Notify Me**” page, you will need to type in your email address and click the “Sign in” button if it is there. Make sure the email address is the correct email address. If the wrong email address is entered, you will never get any of the alerts or verification emails. If text messages are desired, enter your phone number and select “**Save**” then click the

These are the categories and descriptions from the available “**Notify Me**” choices:

Alert Center

- Emergency Alerts - Alerts will be sent only in the event of an emergency.
- Police Alerts - Sign up for alerts from the Ocoee Police Department at “[CodeRED](#)”.
 - Sign up using the link “[CodeRED](#)” to get these notifications from the PD.
- Utilities Alerts - Alerts will be sent if there is an emergency with water service provided by the City.

News Flash

- Community Relations News Releases - News releases by the Community Relations Department.
- Community Relations Video Content - Archived Videos from Ocoee TV
- Homepage News Alerts - News that is posted to the front page of the website.

Calendar

- Charter Review Commission - Calendar for the Charter Review Commission
- Citizens OFD Advisory Council - Calendar for the Citizens Advisory Council for Fire Department
- Citizens OPD Advisory Council - Calendar for the Citizens Advisory Council for the Police Department
- City Calendar - Calendar for Festivals, Classes, Seminars, and Other Events.
- City Commission Meeting - Calendar for the City Commission Meeting
- Code Enforcement Board - Calendar for the Code Enforcement Board
- Community Grant Program - Calendar for the Community Grant Program
- Community Grant Review Board - Calendar for the Community Grant Review Board
- Employee Retirement Board - Calendar for Employee Retirement Trust Fund Board
- Family Aquatic Center - Calendar for Family Aquatic Center (Swim lesson dates and more)
- Fire Department - Calendar for Fire Department classes and events.
- Food Truck / Movie Night - Calendar for the Food Truck / Movie In The Park Event
- Human Relations Diversity Board - Calendar for the Human Relations Diversity Board
- Parks & Recreation - Calendar for Parks & Recreation
- Parks & Recreation Advisory Board - Calendar for Parks & Recreation Advisory Board
- Parks & Recreation Special Events - Calendar for the Parks & Recreation Special Events
- Planning & Zoning Commission - Calendar for Planning & Zoning Commission
- Police & FFs’ Retirement Board - Calendar for the Police & FFs’ Retirement Board
- Police Department - Calendar for the Police Department
- Staff Events & Deadlines - Calendar for Staff Events & Deadlines
- Utilities - Calendar for Utility Department activities
- Violations Hearing Board - Calendar for the Violations Hearing Board
- West Orange Senior Activities - Calendar for West Orange Senior Activities

Subscribing to Notifications

- Add listserv@civicplus.com to the email client’s contact list or the alert/notification may be blocked. If you do not receive an alert or notification, check the spam folder for the email. Further information may be found concerning blocked emails from the email client itself if needed.
- Click the  icon and/or the  icon next to the appropriate alert.

What to Expect After Signing Up For Notifications

- You will receive a pop-up message in your browser stating “Just one more step.” (Figure 1).
- Shortly thereafter you will receive a text message (Figure 2) if a phone number is associated with the account and email verification.
- (Figure 3) sent to the provided email address.
- You will start receiving future notifications once the subscription has been confirmed by clicking the link in the email or reply to the text message with the designated phrase to confirm.
- Notifications are automatically sent out between 2 to 7 days before the event.
- Some event notifications are sent out immediately after creation such as “News Releases” and Front Page “News Alerts”.
- There may be update notifications if there are significant changes to a scheduled event.

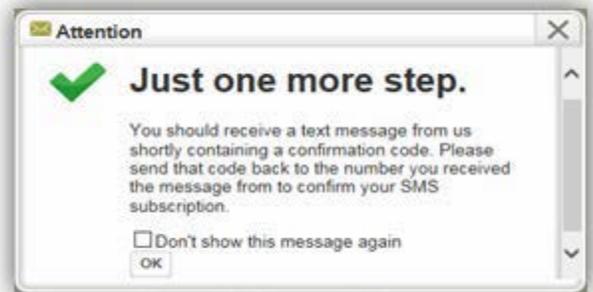


Figure 1. Pop-up Message



Figure 2. Text Message Alert

Unsubscribing to Notifications

- Visit the website listed above and there will be the list of events. Those events you have subscribed to will have a little green circle with a white check mark  next to them. Simply click your mouse pointer on that icon to unsubscribe to that event's notifications. No further action is required; an email will be sent verifying the changes for your records (Figure 4).

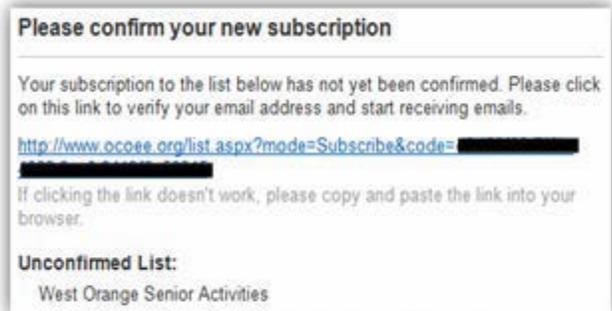


Figure 3. Email Verification

What to Expect for Notifications

- There are many listed notification sources that are not frequently published and there are those notifications that are frequently published.
- Choose only those notifications desired to prevent excessive alerts. Below are two sample alerts you may receive for an email alert and a text message alert.
- Two sample notifications are shown to the right as (Figure 5) and (Figure 6).

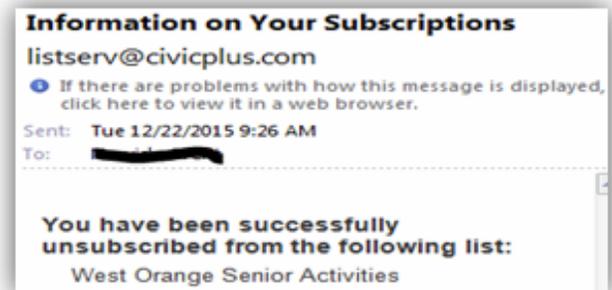


Figure 4. Email Message Alert



Figure 5. Email Notification



Figure 6. Text Message Notification