

WECC Website Alerts

This document describes how to set up Alerts to know when content has been added to or modified on the WECC Website. Alerts are sent to your email for the types of changes and interval you specify. You can set up Alerts wherever you see these icons:



You must have a WECC website account to set up Alerts.

How to set up an Alert on the WECC Website

First find the information you want to be kept apprised of and then locate the ‘[Set an alert](#)’ or ‘[Alert Me](#)’ icon. Checkout the “Type of Alerts” section for a few examples.

1. Login to your WECC.biz user account
2. Select the ‘[Set an alert](#)’ or ‘[Alert Me](#)’ hyperlink
3. Fill in the information for your Alert
 - a. **Alert Title** – Give the Alert a name so you can access it later
 - b. **Change Type** – specify the changes you’d like to be alerted to. Receive Alerts for new items added, existing items modified, or all changes.
 - c. **When to Send Alerts** – specify the frequency of the Alert. Receive a daily summary or weekly summary.
4. Click OK to complete the setup
5. You will receive an email from WECC Support confirming completion

Types of Alerts

There are several different types of Alerts to set up ranging from homepage announcements to specified search results.

Committee meetings – You can set up Alerts to know when a committee meeting has been added or changed — say, for example, if the time or location of the calendar event changes. To set up the Alert, go to the appropriate committee page, expand the calendar web part, and click on the ‘[Set an alert](#)’ hyperlink.

Homepage announcements – You can receive up-to-date key information about current activity at WECC by creating an Alert for the homepage announcements. Simply click on the ‘[Set an alert](#)’ hyperlink under the Announcements web part on the WECC homepage and specify the frequency and type of changes for your Alert.



Calendar event items – If you are interested in a specific meeting you can set an Alert for when that event item has changed. Open an event item and select the [‘Alert Me’](#) button.

Document table web parts – You can set up an Alert for when a document has been added or modified in a document table web part. Look for the document tables on the webpages and select the [‘Set an alert’](#) icon in the bottom left corner.

Search results – Set up an Alert to you know when all documents tagged with a committee acronym have been changed or modified. Search for Committee:[Enter acronym], then select the [‘Alert Me’](#) hyperlink at the bottom of the search results page.