



How to:

Stay informed with the Town of Mansfield

Sign up for Notify Me on our Town Website!

The Town of Mansfield's website allows for residents to sign up for email and text notifications directly from the Town. Please see our guide below for how to sign up!

Step 1:

Visit our website at www.mansfieldma.com



Step 2:

Click the "Notify Me" Button located on the left side of the page directly above the News section:

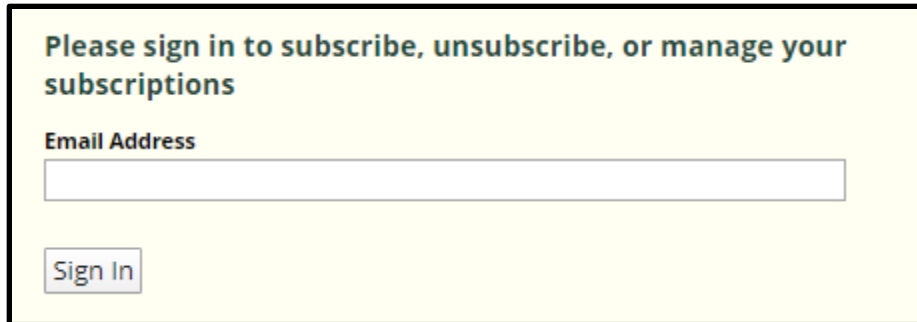


Continued on the next page...

Step 3:

Type in your email address in the box presented and click the “Sign In” button.

Note: You do not need and will not be prompted to make an account.



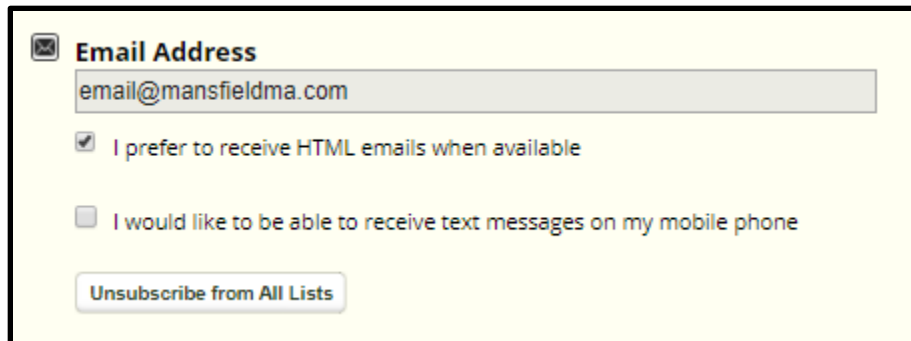
Please sign in to subscribe, unsubscribe, or manage your subscriptions

Email Address

Sign In

Step 4:

After clicking the “Sign In” button. The prompt will change to show:



Email Address

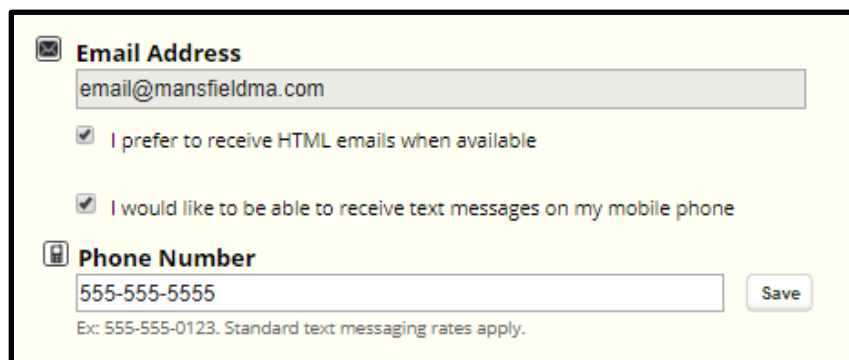
I prefer to receive HTML emails when available

I would like to be able to receive text messages on my mobile phone

Unsubscribe from All Lists

If you would like to receive text alerts to your mobile device follow this instruction, if not then proceed to step 5.

Click the selection box next to “I would like to be able to receive text messages on my mobile device”. Enter your phone number and click the “Save” button.



Email Address

I prefer to receive HTML emails when available

I would like to be able to receive text messages on my mobile phone

Phone Number

Save

Ex: 555-555-0123. Standard text messaging rates apply.

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Step 5:

Now that you've submitted your email, and/or phone number, you can move down the webpage and select the categories you wish to be notified on by clicking the associated box.

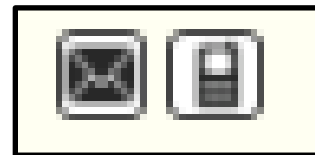


The icon will change if you're signed up or not signed up:

Signed up for Notifications:



Not Signed Up for Notifications:



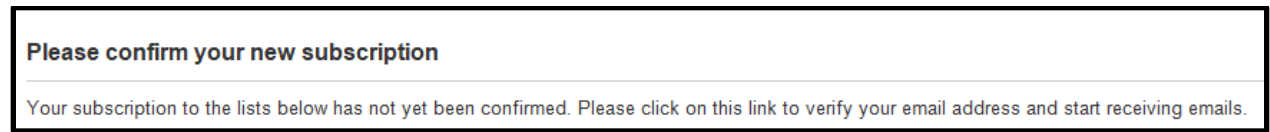
Step 6:

After clicking the icon for each item you'd like notifications for it automatically saves your choice. Continue to choose which items you'd like to be notified on. We recommend signing up for NEWS FLASH, CALENDAR, COMMUNITY ALERTS, PUBLIC HEALTH, and PUBLIC SAFETY. Close the window when you're done.

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Step 7:

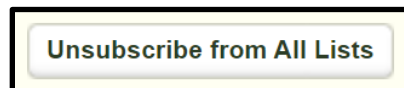
Check your email to confirm your subscriptions. You will receive an email that says the following:



Click on the link provided to confirm and to start receiving emails.

Additional Information:

If you wish to unsubscribe or start over on your selections, then click the "Unsubscribe from all lists" button located below the email entry field:



If you have any questions, then please contact Chris George at cgeorge@mansfieldma.com

End