

INSTRUCTIONS

“How to Join, or Leave” MVHS E-LISTS

NOTE: PARENTS and students should sign-up separately

(Student: Use MVHS email; Parent: personal email.)

JOIN

Follow the four simple steps to **sign up to receive emails from different groups on campus:**

Step 1

go to <https://mvhs.myclists.net>

Step 2

Fill out your information in the top yellow box on the webpage

Mtn. View
SPARKS

MVHS Elist Subscription Management

[Archives](#) [Things to know about Elists](#) [MVHS Home Page](#)

subscription Management

1. First Name: * required
Last Name: * required

2. I am a: Student Parent Alumnus Teacher/Admin Other * required

3. E-Mail Address: * required
 * re-type your e-mail address

Step 3

Select the appropriate PTSA/classes/clubs/sports your interest is and click the checkbox under the *Join* column.

(click to select or deselect - and click the "Review" button at the bottom of the page when you are finished)

	Join	Leave	Click list name to view archive	
1.	<input type="checkbox"/>	<input type="checkbox"/>	Memo from Mike	Regular me
2.	<input type="checkbox"/>	<input type="checkbox"/>	Memo from Mike en Español	Mensajes d
3.	<input type="checkbox"/>	<input type="checkbox"/>	PTSA and School Wide Annoucements	Important n
4.	<input type="checkbox"/>	<input type="checkbox"/>	Immigrant Support and Resources	Updates an

Step 4

Scroll all the way down to the bottom of the page and click on *Submit and Review*

Select Lists >>>> Submit and Review >>>> Submit

You are here The next step is to review your selections.

When finished selecting the lists, move to the next step and review your choices (you'll be able to come back and make changes)

Step 5 Go into your email account. There should be a message from the e-list asking you to confirm your change. Your transaction is now complete. **[NOTE: Once you have signed up, be sure to check your spam/junk folder.]**

LEAVE:

Follow the four simple steps to **Leave a group and no longer receive emails:**

Step 1

go to <https://mvhs.myclists.net>

Step 2

Fill out your information in the top yellow box on the webpage

subscription Management

1. First Name: * required
Last Name: * required

2. I am a: Student Parent Alumnus Teacher/Admin Other * required

3. E-Mail Address: * required
 * re-type your e-mail address

Step 3

Find the appropriate "JOIN" classes that you have signed up for and now select "LEAVE."

[Show all / Hide all](#)

[MVHS News Elists](#) [\[click to hide the elists in this section\]](#)

These lists provide news and notices of general interest to parents and students

(click to select or deselect - and click the "Review" button at the bottom of the page when you are finished)
 Click list name to view archive

1.	<input type="checkbox"/>	<input type="checkbox"/>	Memo from Mike	Regular messages from Principal Mike Jimenez for all MVHS community members (typically weekly).
2.	<input type="checkbox"/>	<input type="checkbox"/>	Memo from Mike en Español	Mensajes de rutina del Director Mike Jimenez para todos los miembros de la comunidad MVHS (generalmente semanal)
3.	<input type="checkbox"/>	<input type="checkbox"/>	PTSA and School Wide Announcements	Important notices for everyone currently in the MVHS community, Parents-Teachers-Students (PTSA).
4.	<input type="checkbox"/>	<input type="checkbox"/>	Immigrant Support and Resources	Updates and information regarding immigrant resources related to DACA, immigration, and education.
5.	<input type="checkbox"/>	<input type="checkbox"/>	Class of 2021 (Seniors)	Notices for the parents and students of the MVHS Class of 2021
6.	<input type="checkbox"/>	<input type="checkbox"/>	Class of 2022 (Juniors)	Notices for the parents and students of the MVHS Class of 2022
7.	<input type="checkbox"/>	<input type="checkbox"/>	Class of 2023 (Sophomores)	Notices for the parents and students of the MVHS Class of 2023

Step 4

Scroll all the way down to the bottom of the page and click on *Submit and Review*

>>>> >>>>

You are here

The next step is to review your selections.

When finished selecting the lists, move to the next step and review your choices (you'll be able to come back and make changes)

Step 5

Go into your email account. There should be a message from the e-list asking you to confirm your change. Your transaction is now complete.

[NOTE: Be sure to check your spam/junk folder if you do not receive an email asking you to confirm your choices.]