

Email Alert Subscription Guide

LOGGING IN

You can access the email alert subscription page from your Portal or Member's Home page.

The screenshot shows a web interface titled "My Alerts | Logon". Under the heading "Email alerts", there is a sub-heading "How do I register" with a text box for "Name:" and "Email address:" and a "Register" button. To the right, under "Login for existing users", there is a text box for "Email address:" and a "Login" button. Arrows from the text below point to the "Register" and "Login" buttons.

New users
Enter your name and email address and click **Register**

Existing users
Enter your name and email address and click **Login**

Note - When you first register we will send you an email; click on the link in the email to activate your registration. You can then sign in as an existing user to sign up for emails.

A diagram showing a menu box with four items: "My Alerts", "Settings", "Email Alerts", and "Log out of My Alerts". Arrows point from each item to a corresponding text description on the right.

- Settings**
Change your email address or delete your registration.
- Email Alerts**
Sign up to receive email alerts.
- Log out of My Alerts**
Log out of the alerts area to return to the main site or your portal.

EMAIL ALERTS

Real Time Country Updates

These emails are sent as country specific medical and security updates happen.

I am interested in
 Medical updates Travel security updates

Select the Alert Type
Select the appropriate checkbox to receive medical and/or travel security updates.

Real time country updates | Other updates | Scheduled summaries

This service emails you country specific Medical and Travel security updates as they happen.

Country Picker

Please set your alert delivery options:
When updates are published to one of my subscribed countries below
Email me all updates

Select an alert delivery option
Select the option to receive all *Updates* or *Special Advisories and Evacuation Notifications* only.

Enter country name

MED	NON-MED
<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

You have selected the following countries:

Medical	Non-Medical
Cambodia	Afghanistan
India	Iraq

Select your countries

If you would like to receive medical updates only for certain countries, then select the checkboxes beside the countries under **MED** column. If you would like to receive travel security updates only for certain countries, then select the checkboxes beside the countries under **NON-MED** column. You can also select all countries by checking 'Select All' checkbox. As you select the countries they will appear on the right of the screen. If you do not select any countries from the list, you will not receive any country updates. After you select your countries click **Save Changes**.

Modifying your country selection

If you would like add/remove some countries, simply check/uncheck the checkboxes for those countries. After you modify your country selection, click **Save Changes** button.

Summary

You have chosen to receive:

- 1 Daily Digest sent at 16:00
- 1 Weekly Update
- 1 On Demand Update
- 3 Country Updates

You have unsaved changes.

Save Changes

Summary
As you select and save your alert choices the Summary on the right of the screen will change to reflect the number of emails you are signed up to receive.

Save Changes
Whenever you make a change to your options, click **Save Changes** before moving to another tab or logging out.

Other updates

Emails about **Global Issues** are sent when there are any updates on transnational issues. Emails about **Risk Changes** are sent when a change is made to a country's security risk rating. You should select the **Travel security updates** checkbox to receive the risk rating changes. These updates are sent for any country for which the risk rating has changed.

I am interested in

Medical updates Travel security updates

Real time country updates Other updates Scheduled summaries

This service emails you Rating changes and Global Issues when they are updated.

Global Issues	Rating changes
Frequency: when changes occur Updates on transnational issues.	Frequency: when changes occur An update on the latest risk rating change.
<input type="checkbox"/> Worldwide travel	<input type="checkbox"/> Rating changes
Preview email	Preview email

Preview email

Click Preview email to see an example of each type of email that you will receive.

Scheduled summaries

Daily Digest

Choose the regions you are interested in and the times you would like the email to be sent to you every day. Daily Digest email includes all medical and travel security updates for the countries in the selected regions.

This service emails you Medical and Travel security summaries at your scheduled time(s).

Daily Digest	Regional Security Forecast
Frequency: daily A collation of all Medical and Travel security updates published in the last 24 hours. Regional subscription only.*	Frequency: weekly A forecast that looks ahead over the next week at potential flashpoints and provides a synopsis of upcoming travel-related events, by country.
<input checked="" type="checkbox"/> Select All <input checked="" type="checkbox"/> Africa <input checked="" type="checkbox"/> Americas <input checked="" type="checkbox"/> Asia & the Pacific <input checked="" type="checkbox"/> Europe & CIS <input checked="" type="checkbox"/> Mid East & N Africa	<input type="checkbox"/> Select All <input type="checkbox"/> Africa <input type="checkbox"/> Americas <input type="checkbox"/> Asia & the Pacific <input type="checkbox"/> Europe & CIS <input type="checkbox"/> Mid East & N Africa
Choose your time Send my Daily Digest at 16:00 GMT <input type="checkbox"/> Add another Digest at choose GMT	Preview email
Preview email	World Calendar
* Please note that if no updates have been published in the last 24 hours, the Daily Digest will not be sent.	Frequency: weekly A calendar of upcoming security dates over the next three months. <input type="checkbox"/> World Calendar
Preview email	Preview email
Monthly Medical Digest	
Frequency: monthly A collation of all live medical updates.	
<input type="checkbox"/> Monthly Medical Digest	
Preview email	

Regional Security Forecast

Choose the regions you're interested in. This is sent every Monday.

World Calendar

This covers all regions and is sent every Monday.

Monthly Medical Digest

This is a compilation of all the Medical Alerts issued that month and reflects the current status of each alert.

Unsubscribing from the alerts

If you would like to stop receiving the email alerts, go to **Settings** and click **Delete alerts registration** button.

My Alerts
Settings
Email Alerts
RSS and Apps
Log out of My Alerts

Settings

To modify your name or email address, change the information in the fields below and press the save changes button.

Name:

Email address: