



# PRESBYTERIAN SCHOOL

## Stay Connected: FAQ's and How-To's



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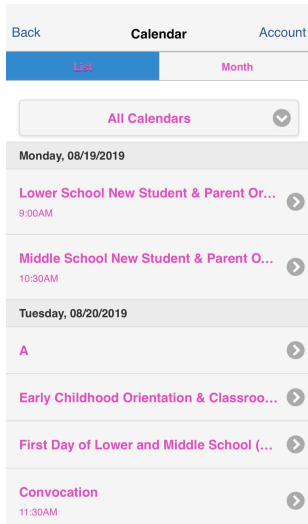
## I am not receiving emails from Presbyterian School. What do I do?

1. Please verify with Andrea Lawless, Director of Communications, at [alawless@pshouston.org](mailto:alawless@pshouston.org) or 713-620-6365 that the school has your correct email address.
2. Check your Spam Folder for any emails from "...@pshouston.org". If you find one of our emails in your Spam Folder, please mark it as a safe sender and always allow emails from that email.
3. Oftentimes, spam filters block bulk emails which they think are junk. If the school's email addresses are in your email's Contacts List or Address Book, spam filters are less likely to block emails coming from those addresses. Therefore, **please add the email noreply@email.pshouston.org to your Contacts**. You may also want to add the following specific emails:
  - [mcarleton@pshouston.org](mailto:mcarleton@pshouston.org): Dr. Mark Carleton, Headmaster
  - [cgramatges@pshouston.org](mailto:cgramatges@pshouston.org): Charlie Gramatges, Head of Middle School
  - [jvarela@pshouston.org](mailto:jvarela@pshouston.org): Jessica Varela, Head of Lower School
  - [lgeiger@pshouston.org](mailto:lgeiger@pshouston.org): Lois Geiger, Head of Early Childhood
  - [abaltodano@pshouston.org](mailto:abaltodano@pshouston.org): Alvaro Baltodano, Director of Athletics
  - [alawless@pshouston.org](mailto:alawless@pshouston.org): Andrea Lawless, Director of Communications
  - [ataylor@pshouston.org](mailto:ataylor@pshouston.org): Ashlea Taylor, Head of Philanthropy
  - [jbrunson@pshouston.org](mailto:jbrunson@pshouston.org): Julie Brunson, School Nurse

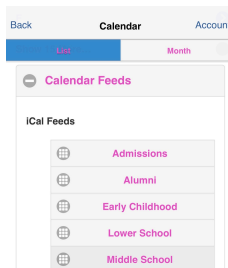
If you are still having trouble receiving emails, please contact: Andrea Lawless, Director of Communications by email: [alawless@pshouston.org](mailto:alawless@pshouston.org) or phone: 713-620-6365

# Sync School Calendars to Your iPhone/iPad Personal Calendar

1. LOGIN to the School app. (Search “pshouston” in the App store to download the school app)
2. Click on Calendar in the Menu dropdown.
3. From the All Calendars dropdown, select a Calendar you would like to sync to your personal calendar on a mobile device.



4. Scroll down to the bottom of the screen and click on the Calendar Feeds button.



5. Click on iCal Feeds.
6. Click on the calendar you want to sync with and you will be prompted with a message “Open in Safari?” Click ok. You will then be prompted with a message “Subscribe to the calendar?” Click Subscribe.
7. Repeat steps 3-6 for each School Calendar and Class Web Page Calendar you would like to sync to your personal calendar.

# Remove School Calendars From Your Personal Calendar

*The following instructions are to remove subscribed calendars from a mobile device (iPad or iPhone) with IOS 14.6. Should you have a previous IOS version, the instructions may be different.*

1. On your mobile device, go to the Settings icon.



2. Scroll down to “Calendar” and select.

Accounts

1 >

3. Under ”Accounts” select “Subscribed Calendars”.
4. Select the calendar you want to remove.
5. Scroll down and select “Delete Account”.

Sprint 12:53 PM 100%

Cancel School Holidays Done

Account ☒

SUBSCRIBED CALENDAR INFORMATION

Server www.pshouston.org/calendar/calen...

Description School Holidays

User Name Optional


Password Optional

Use SSL ☒

Remove Alarms ☐

Delete Account

# Receive Email Alerts for Events on School Calendar

1. LOGIN to the website Parent Portal.
2. Go to What's Happening section and click on View All Events button. Available Presbyterian School Calendars include:
  - Public General School Calendars
3. Click on the ALERTS button at the top right of the calendar grid. 
4. A window will pop up with all Calendars checked by default (see snapshot below). This does not mean that you are already subscribed to receive School Calendar email notifications. Checked boxes indicate your desire to subscribe to email notifications for those Calendars.
5. Uncheck the Calendar(s) from which you do not want to receive email notifications.
6. Click on the **Update Settings** button to finalize your subscription for School Calendar email notifications.

## Manage Calendar Subscription

[<Back](#)

Sign up to receive updates for all events for a calendar or team! Available updates include postponements, cancellations, changes, and event reminders. Disabled checkboxes indicate existing subscriptions, which can be edited or removed from "My Subscriptions".

WARNING: By subscribing to the calendars & teams below, you will receive alerts for ALL events that are associated with the selected calendars & teams. If you wish to subscribe to a specific event, please use the yellow bell icon to the right of the event on the calendar page. When finished click the "Update" button.

### Calendar Info:

#### Calendars:

[select all](#) [deselect all](#)

- ☒ Admissions
- ☒ Alumni
- ☒ Early Childhood
- ☒ Lower School
- ☒ Middle School
- ☒ PS Plus
- ☒ Rotating Letter Days
- ☒ School Holidays
- ☒ Special Events
- + Athletics Schedules**

### Alert Settings:

#### Send To: Email

☒ [alawless@pshouston.org](mailto:alawless@pshouston.org)

Reminder: ☒  Before

Alert Options: ☒ Cancellations/Postponements/Changes

**Update Settings**

# Website FAQ's

There are many ways to access information on our website. Here are the most direct ways to get the answers you need to some frequently asked questions....

**1. Can I change my website login password?**

Yes! Once you are logged into the website look for a black bar on the bottom of the screen and click on your name then click on Profile. Click on the Account Tab to change your password.



**1. How do I find the emails for Presbyterian School faculty and staff?**

On the homepage scroll to the very bottom and click on the Faculty and Staff Directory link.

**2. How do I find the phone numbers or emails for Presbyterian School families?**

Click on the LOGIN button and enter your username and password. In the Parent Portal, click on the Directory link under the Quick Links section.

**3. Where do I find information pertinent to me?**

Click on the LOGIN button and enter your username and password. In the Parent Portal, there is always current announcements posted in the Schoolwide Announcements section.

**4. How do I view athletic game schedules?**

Go to [www.pshouston.org/athletics](http://www.pshouston.org/athletics) and click on the link for your desired season.

**5. How do I find a map to an athletic game location?**

Go to [www.pshouston.org/athletics](http://www.pshouston.org/athletics) and click on the link for your desired season. Scroll down to the Athletics calendar and click on the game of interest. Directions will be in the pop up with an option to use Google Directions to the event.

**6. How do I view online report cards?**

Click on the LOGIN button and enter your username and password. In the Parent Portal, under the Resources section, click on your division. Click on the report cards icon.

**7. How do I make a tuition payment online?**

Click on the LOGIN button and enter your username and password. In the Parent Portal, click on the Payments & Donations icon under the Quick Links section.

**8. How do I make a donation payment online?**

Click on the LOGIN button and enter your username and password. In the Parent Portal, click on the Payments & Donations icon under the Quick Links section.