

# Accessing the UTCS Website, Newsletter, and Facebook Group



## Website:

The private portion of our website is full of valuable information regarding upcoming events, news, school directory and our Classroom and Parent Discussion Group blogs. If you want to receive the newsletter each Friday, **you must register for the website first.**

1. Go to [utcs.org](http://utcs.org) in your browser
2. Click on “login”
3. Click on “register”
4. Fill in the appropriate information (it is similar to a retail website)
5. You will receive an email communicating that your account is “pending review” and another email once the office administrator has accepted your registration. Once you have been approved on our website you will automatically be added to the recipient list for our weekly newsletter.

## Newsletter:

The **UTCS newsletter is your best source of information for community events, news, fundraising opportunities and all things UTCS!** The newsletter is sent out via email to parents Friday evenings each week. If you are not receiving the newsletter but have registered for the website, please let the office administrator know at [admin@utcs.org](mailto:admin@utcs.org).

## Facebook Group:

UTCS parents have formed a Facebook group called “UTCS Parents Forum.” You can gain access to this page by typing “UTCS Parents Forum” in the search box in Facebook. Our Social Committee Chair will accept your request to join the group as quickly as possible. Be sure to let the office administrator know if your name appears to be something other than your actual name on Facebook. You may contact the office administrator at [admin@utcs.org](mailto:admin@utcs.org).