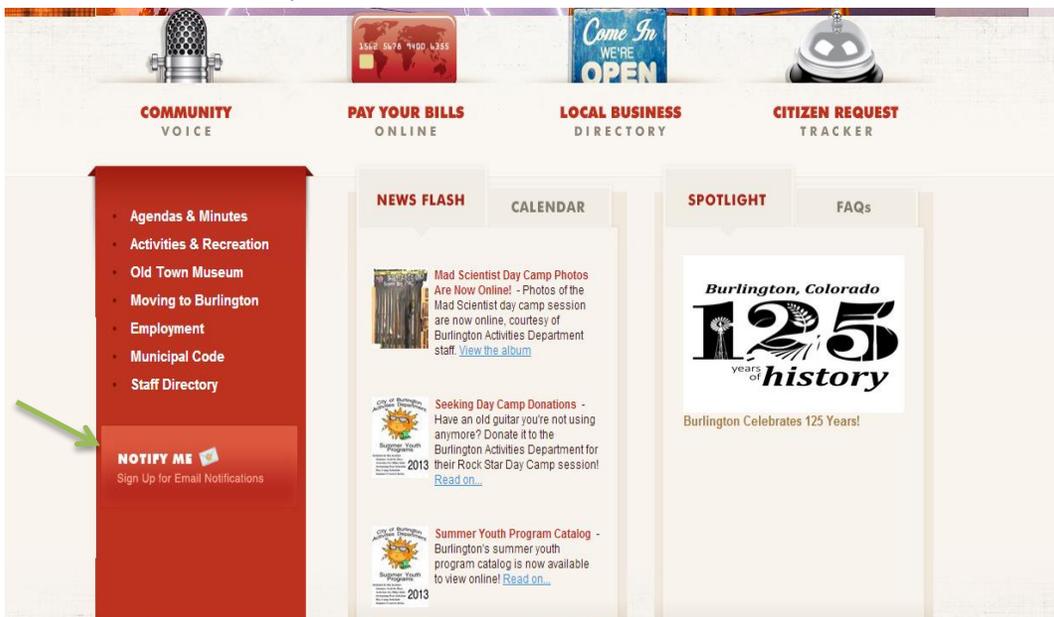


# Notify Me

1- Visit [www.burlingtoncolo.com](http://www.burlingtoncolo.com)



2- Scroll down to the Notify Me Button in the feature column on the left.



3- Click on Notify Me

4- On the Notify Me page, enter your email address to sign in. You do not need to create or enter a password.

The screenshot shows the Burlington Colorado website's 'Notify Me' page. The header includes the 'BURLINGTON COLORADO' logo, navigation links for 'BUSINESS', 'COMMUNITY', 'GOVERNMENT', 'HOW DO I?', and 'EXPLORE BURLINGTON', and social media icons. A search bar is located at the top right. The left sidebar contains a menu with items like 'Agendas & Minutes', 'Activities & Recreation', 'Old Town Museum', 'Moving to Burlington', 'Employment', 'Municipal Code', and 'Staff Directory'. The main content area features a 'Notify Me' section with an email input field and a 'Sign In' button. Below this are sections for 'Government Jobs' and 'Community Jobs', each with a table listing job openings. A green arrow points to the 'Email Address' input field.

You are here: [Home](#) > [Notify Me](#)

### Notify Me

1. Type your email address in the box and select **Sign In**.  
2. If you want to receive text messages enter your phone number and select **Save**.  
3. To subscribe or unsubscribe click  and/or  next to the lists to which you wish to subscribe/unsubscribe.

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

Email Address

**Sign In**

#### Government Jobs

METHOD	LIST NAME	DESCRIPTION
<input checked="" type="checkbox"/>	City of Burlington Current Openings	

Click icon to subscribe

#### Community Jobs

METHOD	LIST NAME	DESCRIPTION
<input checked="" type="checkbox"/>	Advertising and PR Services	Advertising and PR Services

- 5- Once you are signed in to Notify Me, you can select whether you would like to receive HTML emails, text messages, or both. If you do not wish to receive HTML emails, you will receive plain text notification emails instead.

**Your Profile Information** [Sign Out](#)

 support@burlingtoncolo.com

I prefer to receive HTML emails when available

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

 **Government Jobs**

METHOD	LIST NAME	DESCRIPTION
 	City of Burlington Current Openings	

Click icon to subscribe

 **Community Jobs**

METHOD	LIST NAME	DESCRIPTION
 	Advertising and PR Services	Advertising and PR Services
 	Aerospace and Defense	Aerospace and Defense
 	Banking Business Services	Banking Business Services
 	Computer/IT Services	Computer/IT Services
 	Construction	Construction
 	Education	Education
 	Engineering Services	Engineering Services
 	Financial Services	Financial Services
 	Government and Military	Government and Military
 	Healthcare Services	Healthcare Services
 	Insurance	Insurance
 	Internet Services	Internet Services

- 6- If you would like to receive text message notifications, enter your cell phone number in the appropriate field, and click save. For security purposes, only the last 4 digits of your phone number will display once you have saved the information.

You are here: [Home](#) > Notify Me



### Notify Me

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2. If you want to receive text messages enter your phone number and select **Save**.  
3. To subscribe or unsubscribe click  and/or  next to the lists to which you wish to subscribe/unsubscribe.

[Available Lists](#)

#### Your Profile Information [Sign Out](#)



I prefer to receive HTML emails when available

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

   
Ex: 555-555-0123. Standard text messaging rates apply. [Save](#)

#### Government Jobs

METHOD	LIST NAME	DESCRIPTION
 	City of Burlington Current Openings	

Click icon to subscribe

#### Community Jobs

METHOD	LIST NAME	DESCRIPTION
 	Advertising and PR Services	Advertising and PR Services
 	Aerospace and Defense	Aerospace and Defense
 	Banking Business Services	Banking Business Services
 	Computer/IT Services	Computer/IT Services

7- To sign up for notifications on specific categories, click the envelope for email notifications, the cell phone for text messages, or select both to receive notifications in both places.

 **News Flash**

METHOD	LIST NAME	DESCRIPTION
<input checked="" type="checkbox"/>  	Business	
<input checked="" type="checkbox"/>  	Community	
<input checked="" type="checkbox"/>  	Government	

 **Calendar**

METHOD	LIST NAME	DESCRIPTION
<input checked="" type="checkbox"/>  	Activities & Recreation	
<input checked="" type="checkbox"/>  	Business	
<input checked="" type="checkbox"/>  	Community	
<input checked="" type="checkbox"/>  	Government	
<input checked="" type="checkbox"/>  	Library	

 **Agenda Center**

METHOD	LIST NAME	DESCRIPTION
<input checked="" type="checkbox"/> 	City Council	Agendas and Minutes from regular Council Meetings

8- If you choose to be notified via email, you will encounter a message regarding account confirmation, as below-

The screenshot displays an email notification interface. At the top, there is a 'News Flash' section with a star icon. Below it is a table with columns 'METHOD', 'LIST NAME', and 'DESCRIPTION'. The table lists three categories: 'Business', 'Community', and 'Government', each with a checkmark and a mobile phone icon. A modal dialog box titled 'Attention' is overlaid on the screen. It features a green checkmark icon and the text 'Just one more step.' followed by instructions to confirm the account and check for a confirmation link. There is a checkbox for 'Don't show this message again' and an 'OK' button. Below the dialog is the 'Agenda Center' section with a calendar icon and a table listing 'City Council' with the description 'Agendas and Minutes from regular Council Meetings'. At the bottom, a footer contains a reminder to set a spam blocker and a 'Back to top' link.

METHOD	LIST NAME	DESCRIPTION
<input checked="" type="checkbox"/>	Business	
<input checked="" type="checkbox"/>	Community	
<input checked="" type="checkbox"/>	Government	

**Attention**

**Just one more step.**

You must confirm your account before you will receive any emails. Please check your email for the confirmation link. If you haven't received an email shortly, please check your junk or SPAM folder.

Don't show this message again

OK

METHOD	LIST NAME	DESCRIPTION
<input checked="" type="checkbox"/>	City Council	Agendas and Minutes from regular Council Meetings

Please remember to set your spam blocker to allow mail from [listserv@civicplus.com](mailto:listserv@civicplus.com). [▲ Back to top](#)

These confirmation emails should show up in your inbox fairly quickly. You **must** confirm your account using the link sent to you before you can begin receiving notifications. You can choose not to view this message again by clicking “Don’t show this message again” before you sign up for further notification categories.

- 9- If you choose to be notified via text, you will encounter a message regarding account confirmation, as below-

The screenshot displays a web interface with two main sections: "News Flash" and "Agenda Center".

**News Flash**

METHOD	LIST NAME	DESCRIPTION
 	Business	
 	Community	
 	Government	

An "Attention" dialog box is overlaid on the "News Flash" section. It features a green checkmark icon and the text: "Just one more step. You should receive a text message from us shortly containing a confirmation code. Please send that code back to the number you received the message from to confirm your SMS subscription." Below the text is a checkbox labeled "Don't show this message again" and an "OK" button.

**Agenda Center**

METHOD	LIST NAME	DESCRIPTION
	City Council	Agendas and Minutes from regular Council Meetings

At the bottom of the page, there is a light orange box containing the text: "Please remember to set your spam blocker to allow mail from [listserv@civicplus.com](mailto:listserv@civicplus.com)." and a blue link: "[▲ Back to top](#)".

You **must** send the code back to the number that sent you the confirmation text message before you can begin receiving text message notifications. You can also choose not to view this message again by clicking "Don't show this message again" before you sign up for further notification categories.

10- Sign up for as many notifications categories as you wish! For your reference, we will be posting Activities Department, Old Town Museum, and Library notifications in the 'Community' newsflash category for items such as closures, cancellations, reschedules, etc. Notifications from City Hall and the Police Department will be posted in the 'Government' newsflash category. Chamber and general business notifications will be posted under 'Business'.

Regarding calendar notifications, each department has their own calendar, and you may subscribe to as many as you wish. Community events held by other entities (Rotary, Concert Series, etc) will be posted to the Community calendar. Government events held by other entities (Kit Carson County, State of Colorado, etc) will be posted in the Government calendar. Chamber & business events (such as Chamber workshops, seminars, etc) will be posted in the Business calendar.

11- Once you have signed up for your desired categories, be sure to follow account confirmation instructions outlined above in steps 8 & 9. You may now scroll to the top of the page, and click 'Sign Out'.

You are here: [Home](#) > Notify Me



### Notify Me

▼ Available Lists

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2. If you want to receive text messages enter your phone number and select **Save**.
3. To subscribe or unsubscribe click  and/or  next to the lists to which you wish to subscribe/unsubscribe.

#### Your Profile Information

[Sign Out](#) 



I prefer to receive HTML emails when available

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



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



#### Government Jobs

METHOD	LIST NAME	DESCRIPTION
 	City of Burlington Current Openings	

 Click icon to subscribe



#### Community Jobs

12- Your preferences can be edited by revisiting this page via the Notify Me button in the feature column on the left at any time during your visit to [www.burlingtoncolo.com](http://www.burlingtoncolo.com)

13- We hope you find Notify Me a useful tool for our community!