

**FREQUENTLY ASKED QUESTIONS ABOUT SUBSCRIBING TO  
SOUTH PARK TOWNSHIP'S e-NEWSLETTER**

**Q. What is the South Park Township e-Newsletter?**

**A.** The South Park Township e-Newsletter is published by South Park Township to provide residents with the most up to date information about news in the community.

**Q. Does it cost anything to subscribe to the South Park Township e-Newsletter?**

**A.** No. Subscribing to the South Park Township e-Newsletter is completely free.

**Q. How do I sign up to receive South Park Township's e-Newsletter?**

**A.** Visit <http://southparktwp.com/newsletter.php> and type in your E-Mail Address, First Name, and Last Name in the boxes provided. Left-click the Subscribe button when you are finished.

\* indicates required

Email Address \*

youremailaddress@gmail.com

First Name \*

Your First Name

Last Name \*

Your Last Name

Subscribe

**Q. I typed in my information correctly and clicked the Subscribe button. Now what?**

**A.** After successfully typing in your E-Mail Address, First Name, and Last Name and left-clicking the Subscribe button, the following message will appear.

**Almost finished... We need to confirm your email address. To complete the subscription process, please click the link in the email we just sent you.**

Subscribe

To complete the subscription process, visit your e-mail provider's log in page and log into your e-mail account. In the Inbox, there should be an e-mail from South Park Township. The e-mail will be entitled "South Park Township Newsletter: Please Confirm Subscription". Open this message and left-click on the link that says, "Yes, subscribe me to this list".

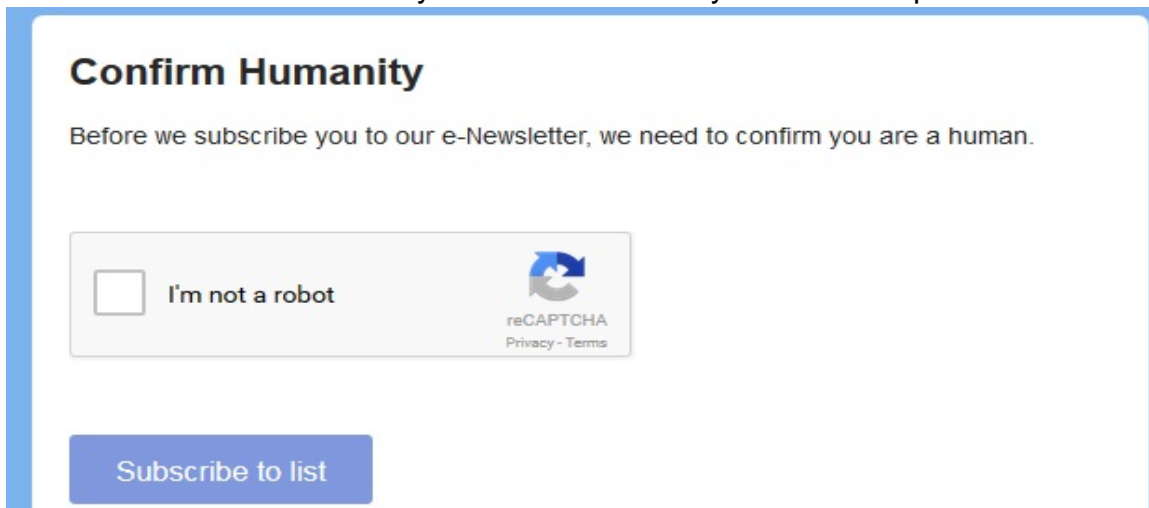
**Q. I have not received a "Confirm Subscription" e-mail or any other Newsletter e-mails from South Park Township.**

**A.** Depending on the e-mail provider you are currently using, the amount of time it will take to receive the "Please Confirm Subscription" e-mail or other Newsletter-related e-mail messages will vary. It should normally take no longer than several minutes for the e-mail to arrive in your e-mail account.

If the e-mail does not show up in your Inbox. Please check your Spam/Clutter folders because there is the possibility that the e-mail might appear there, depending on how your spam filter is set up in your email account.

**Q. I Confirmed my Subscription through my e-mail and now a screen appeared asking me to "Confirm Humanity". What does this screen mean?**

**A.** The "Confirm Humanity" screen is a security feature set up for our e-Newsletter.



**Confirm Humanity**

Before we subscribe you to our e-Newsletter, we need to confirm you are a human.

I'm not a robot

reCAPTCHA  
Privacy - Terms

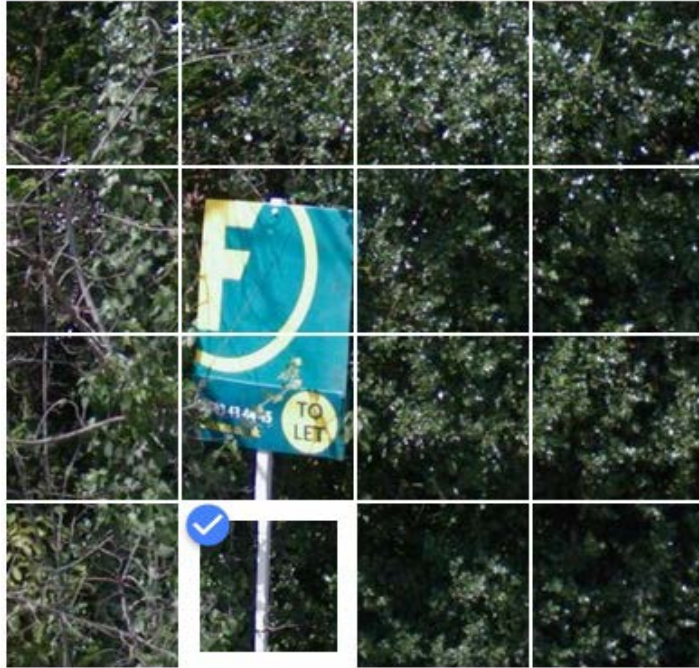
Subscribe to list

Subscribers will be required to left-click in the check mark box next to where it says "I'm not a Robot". Once this check mark box is selected, a new screen may appear with several picture tiles\*.

\*If you **DO NOT SEE** picture tiles appear on the screen, simply left-click on the "Subscribe to List" button when you see the green checkmark symbol appear next to where it says "I'm not a robot". You have successfully signed up to receive the South

Select all squares with street signs.

If there are none, click skip.



NEXT

Tap on any tiles you see with the object described in the text. If new images appear with the same object, tap those as well.

Park Township e-Newsletter. If picture tiles **DO APPEAR** on the screen, users are required to left-click on the various tiles that contain randomized images. For example, it may ask users to left-click on all the tiles that contain pictures of street signs or left-click on all the tiles that show fruit.

Once the correct tiles are selected, left-click on the Next button. If you didn't select all the correct tiles or picked a wrong tile by accident, you will need to repeat the process of selecting tiles.

After selecting the correct tiles, the "Confirm Humanity" screen will reappear and a green checkmark will be added to the checkmark box that is next to where it says "I'm not a Robot". Left-click on the "Subscribe to List" button to finish subscribing to the e-Newsletter.

The following message should now appear indicating that the person is now subscribed to the South Park Township e-Newsletter.

## Sign Up Completed

Your subscription to the South Park Township e-Newsletter has been confirmed.

Thank you for subscribing!

South Park Township  
2675 Brownsville Road  
South Park, PA 15129

[Add us to your address book](#)

[continue to our website »](#)

or

[manage your preferences](#)

Subscribers will also receive an e-mail saying that they are now subscribed to the e-Newsletter. Any future e-Newsletters that are sent from South Park Township will be sent to the e-mail address that subscribers used to sign up for the service.

**Q. I signed up and just received my first e-Newsletter in my e-mail. How do I view it?**

**A.** The recommended method for viewing the South Park Township e-Newsletter is to left-click the option that says “View this e-mail in your browser”. This option will be found at the top of the e-Newsletter.

**Q. Can I view past issues of the e-Newsletter?**

**A.** Yes. When the e-Newsletter is opened, there is an option at the top of the page that will say “Past Issues”. Left-click on the “Past Issues” option to view a list of the e-Newsletters that have previously been sent out and left-click on the e-Newsletter to view it.

**Q. How often will South Park Township send out the e-Newsletter?**

**A.** South Park Township anticipates that initially several e-Newsletters will be sent out to subscribers each month.

**Q. Can I unsubscribe from the e-Newsletter?**

**A.** Yes. Anyone subscribed to the e-Newsletter can unsubscribe at any time, by selecting the “unsubscribe” link, found at the bottom of every e-Newsletter.

**Q. Who do I contact if I have additional questions about the e-Newsletter?**

**A.** For additional questions/concerns about the South Park Township’s e-Newsletter, feel free to contact Chris at **412-831-7000** or via e-mail [southparktwp@southparktwp.com](mailto:southparktwp@southparktwp.com).