



## WEATHER CANCELLATION WEBPAGE AND ALERT NOTIFICATION INSTRUCTIONS

PEWAUKEE PARK AND RECREATION 262.691.7275

NEW! This year the Pewaukee Park and Recreation Department has created a webpage for weather related cancellation of summer programs. You can find our webpage at the following link: <http://www.cityofpewaukee.us/index.aspx?nid=481>

### THE CANCELLATION PROCESS

We make every effort to cancel a program within 30 minutes of it starting however sometimes circumstances do not afford us that much time. The reason for this is that we give the weather and our staff the benefit of the doubt that our facilities may be prepared for use. We may cancel an entire day of programs if the forecast deems necessary or the weather was bad enough the previous night that facilities are unusable.

**We will no longer call program participants for weather cancellations.** You can check the web page if you are concerned that your upcoming program will be canceled due to inclement weather or poor facility conditions.

**OR** you can subscribe to receive alert notifications from our Department regarding program cancellations. \*Please note that this service will be for all programs and cannot be tailored specifically to only ones you are registered for.

To subscribe to receive alert notifications, follow these directions:

Go to our Weather Cancellations Webpage at:  
<http://www.cityofpewaukee.us/index.aspx?nid=481>

At the bottom of that page click on "HERE"

On the next page, click on "Notify Me" on the right hand side of the page.

On the next page add your email address.

Choose "Alert Center – Park & Recreation" (this should be highlighted for you).

You can either add your email or cell phone number to receive alert texts (message and data rates may apply).

Whatever alert method you choose (you can choose both), you will receive a test message. It will ask you to reply to that message to confirm your subscription to the alert notification. Once you reply, you are set for the summer!