


# OTG Meeting Notification

## How to Sign Up

- Go to the OTG website (<http://www.oneteamglobal.com>) and click on **Meeting->Meeting Notification**



- Fill out the signup form – If you would like to be notified of meetings in more than one geographic area (for example, meetings within 100 miles from LA and all meetings in Canada), you can submit this form for multiple times.

 **Meeting Notification**

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**SIGN-UP FORM**

First Name:

Last Name:

Email Address:

Notification Type:  Radius - Notification of meetings within a certain radius of a location  
 Region - Notification of meetings within a certain city, state/province or country

Country:

City:

State/Province:

Zip/Postal Code:

Note: Make sure to verify the location you entered before submitting this form.

Search Radius:

I have read the agreement on the right side of this page and agreed to receive Meeting Notification emails from One Team Global.

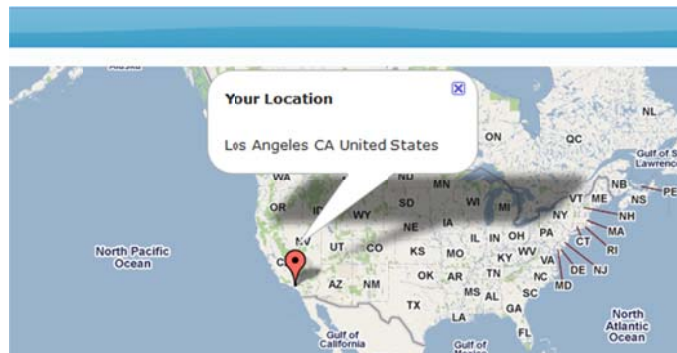
- Email – you can use the same email address for multiple notification signups
- Notification Type
  - **Radius Based Notification** – You will receive notifications of meetings that are held **within a certain radius of a location**. When you choose this notification

type, **City** will be a required field.

- **Region Based Notification** – You will receive notification of meetings that are held **within a specific city, state/province or country**.
- Location Verification – Click the Location Verification button to make sure the location you entered is valid. You may not receive notifications if the location is invalid.

[Click Here to Verify Location](#)

Note: Make sure to verify the location you entered before submitting this form.



- Agreement – To ensure our Anti-Spam policy, everyone must read the text on the right side of the page and agree to receive notification emails by checking the checkbox.

## Activation

- Once you signed up for the meeting notification, you will receive an email with your Activation Link. Simply click on the link and activate your subscription to your meeting notification. You will NOT receive any notifications until you activate your subscription.

This email is to confirm that you have signed up for the Meeting Notification emails provided by One Team Global. We will keep you informed of all the meetings that are taking place in your area within the next 7 days.

For security, before we can start sending you the Meeting Notification emails, you must click on the link below to activate your subscription to the emails.

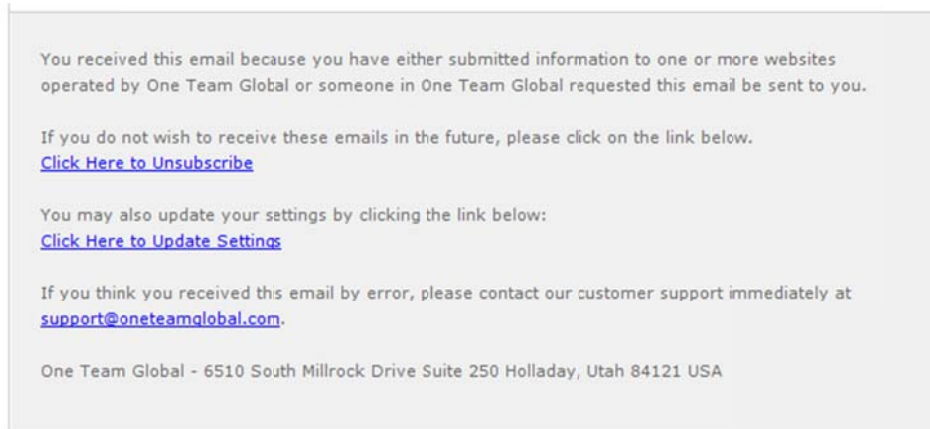
[Click Here to Activate](#)



You have entered the following for the notification settings:

## How to Manage Your Subscription

- At the bottom of each notification email, you will see the following links:
  - **“Unsubscribe”** Link
  - **“Update Settings”** Link



- Unsubscribe Page – If you are subscribing to multiple notifications using a single email address, you will see all of your active subscriptions associated with the email address.

### Your Subscriptions

Select one or more notification subscriptions you would like to unsubscribe from:

- Date Subscribed: 2/11/2011, Settings: 300 Miles from Los Angeles CA United States
- Date Subscribed: 2/11/2011, Settings: Within Canada
- Date Subscribed: 2/11/2011, Settings: Within Japan

UNSUBSCRIBE

CANCEL

- Update Page – If you are subscribing to multiple notifications using a single email address, you will see all of your active subscriptions associated with the email address. You can update one subscription at a time:

### Your Subscriptions

Select a subscription you would like to update:

- Date Subscribed: 2/11/2011, Settings: 300 Miles from Los Angeles CA United States
- Date Subscribed: 2/11/2011, Settings: Within Canada
- Date Subscribed: 2/11/2011, Settings: Within Japan

UPDATE

CANCEL

To ensure our Anti-Spam Policy and the agreement, you are not allowed to change your email address on the Update Page. If you need to change your email address, you will need to unsubscribe first and subscribe again with a different email address.

#### UPDATE INFO & SETTINGS

First Name:

Last Name:

Email Address:

Notification Type:  Radius - Notification of meetings within a certain radius of a location  
 Region - Notification of meetings within a certain city, state/province or country

Country:

City:

State/Province:

Zip/Postal Code:

Note: Make sure to verify the location you entered before submitting this form.

Search Radius:

## Email Notifications

- Meeting Notification Emails will be sent out after 2 am (Mountain Time) every morning.
- If you are subscribing to multiple notifications, you will receive multiple emails.
- If there are no meetings happening in the next 7 days in your selected locations, you will NOT receive emails. If you believe you should be receiving emails, please check your notification settings by clicking the “Update” link in one of your confirmation emails or contact our customer support at [support@oneteamglobal.com](mailto:support@oneteamglobal.com).

## Known Limitations

- When you choose the “Region Based” notification type, you may not always get notifications for meetings submitted in foreign languages. When you select a foreign country and provide a city name in English, you may not be notified of any meetings that were submitted in non-English languages. This is because our system tries to look up meetings using the city name you provided (in English) for the Region Based notification.

For example, if you provide “Tokyo, Japan” (in English) for your Region Based notification, the system uses the country code “JP” and the city name “Tokyo” for searching meetings. However, the meetings submitted in Japanese will have the country code “JP” and the city name “東京” (in Japanese). Therefore, the system will not be able to find meetings that have city name values in different languages.