

Clearinghouse Database E-mail Alert Notes

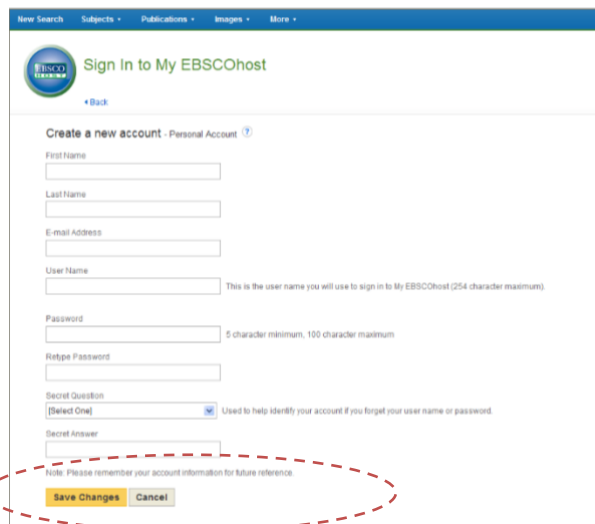
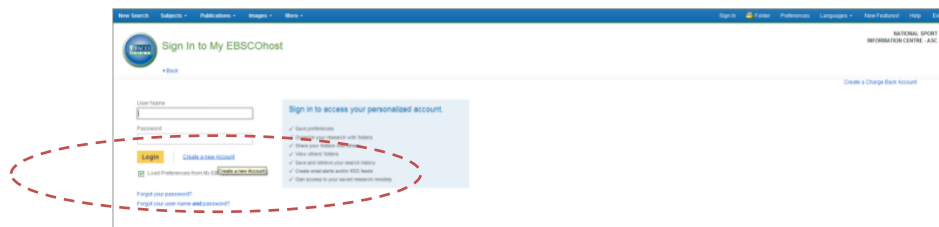
(updated May 2020)

These notes will show you how to create an E-mail alert within the EBSCO databases to receive regular updates on topic(s) of interest. To learn more about effective database searching see the [Database Search Tips](#)

Creating an Account

The first step in creating an Email Alert is to ensure you have an account within EBSCO – this is separate to your Clearinghouse for Sport account. If you already have an account simply sign in and continue to the next step.

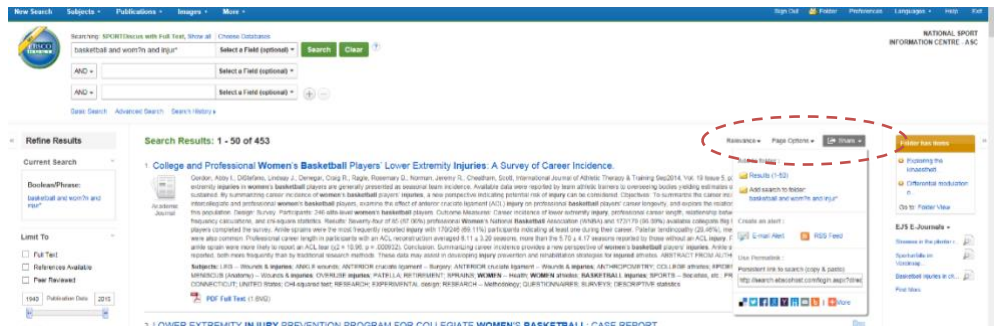
1. Go to **Sign In** at the top right of the screen and when the sign in page appears select **Create a new Account**



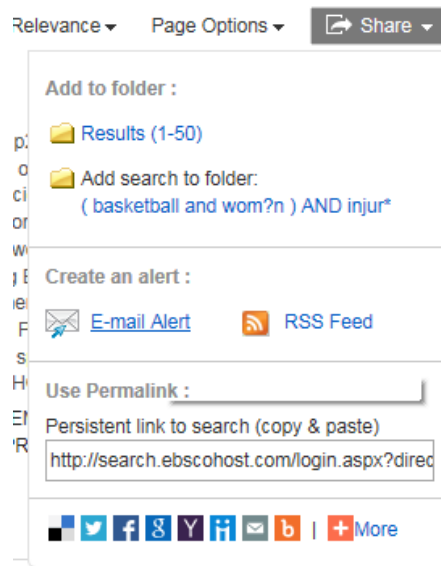
2. Fill in the details and click **Save Changes**. Your account has now been created. Best practice is to log in each time you are doing any significant database research or think you might like to save any results.

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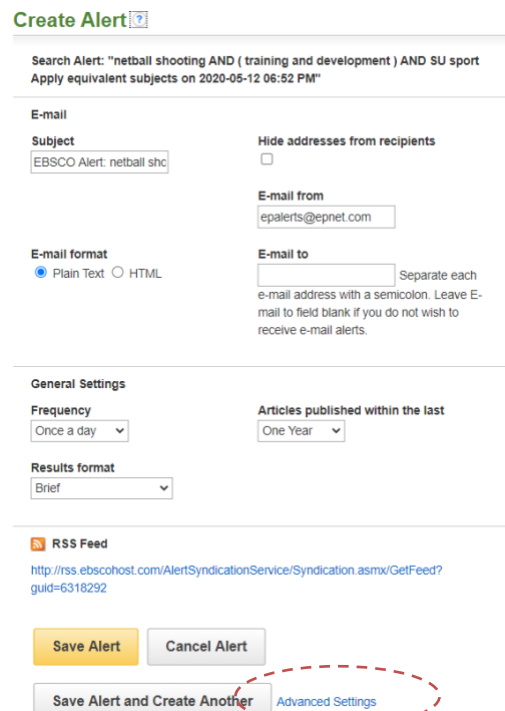
3. Start your search, when you are satisfied with the search strategy and results click **Share**.



4. Select Create an alert: **E-mail Alert**



5. Click **Advanced Settings** in the bottom right hand corner.



6. Fill in the following details

Alert Name: Relevant title i.e. Basketball and Injuries

Description: Repeat previous field.

Frequency: Select your desired frequency from the drop down box. (ie. Daily, weekly, monthly)

Articles published within the last: If you only want to be alerted to the most recent material make a selection, if not sure leave as no limit.

Run Alert for: Short term projects may only need for a few months, longer term interests up to one year. You will automatically receive a renewal e-mail and can easily renew the alert.

Alert Options: Alert results format = Detailed. This will include the whole abstract in the alert.

Email Properties: select Email all alerts and notices

Enter email address.

Subject: Can just repeat the title ie. Basketball & Injuries

Title: repeat above

E-mail Results format: select HTML

The screenshot shows the EBSCOhost alert configuration interface. The form is titled "Research Profile - Basketball and Injuries". The fields and their values are as follows:

- Name of Search/Alert: Research Profile - Basketball and Injuries
- Description: Research Profile - Basketball and Injuries
- Date Created: 5/20/2015
- Databases: SPORTDiscus with Full Text, MEDLINE with Full Text, Psychology and Behavioral Sciences Collection, Australia/New Zealand Reference Centre
- Search Strategy Interface: EBSCOhost
- Save Search As: Saved Search (Permanent), Saved Search (Temporary, 24 hours), Alert
- Frequency: Once a month
- Articles published within the last: No Limit
- Run Alert for: One Year
- Alert Options: Brief, Detailed, Bibliographic Manager
- E-mail Properties: Limit EBSCOhost access to only the articles sent, Email all alerts and notices, Email only creation notice, No e-mail (RSS only)
- E-mail Address (please separate e-mail addresses with a semicolon): nsic@ausport.gov.au
- Hide addresses from recipients
- Subject: Research Profile - Basketball and Injuries
- Title: Research Profile - Basketball and Injuries
- E-mail [From] address: EPAAlerts@ebsco.com
- E-mail Results format: Plain Text, HTML
- Include in e-mail: Query, Frequency

Buttons: Save, Cancel

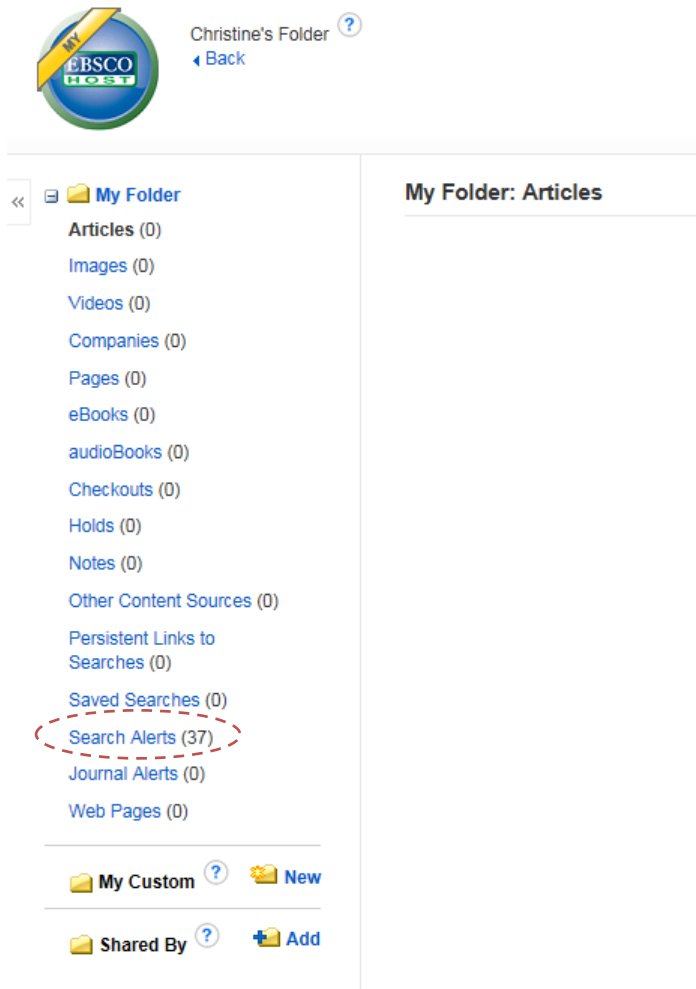
Search History

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Include in e-mail: select Query (search query will be included in emails so it is easy to repeat or adjust later if needed)

Click **Save**.

7. E-mail alert has now been created. You'll receive an e-mail confirmation and can change or delete it at any time by going to your folder and selecting **Search Alerts**



The screenshot shows the EBSCO HOST interface. At the top left is the EBSCO HOST logo. To its right is the text 'Christine's Folder' with a question mark icon and a 'Back' link. Below this is a navigation pane on the left with a list of folders: 'My Folder', 'Articles (0)', 'Images (0)', 'Videos (0)', 'Companies (0)', 'Pages (0)', 'eBooks (0)', 'audioBooks (0)', 'Checkouts (0)', 'Holds (0)', 'Notes (0)', 'Other Content Sources (0)', 'Persistent Links to Searches (0)', 'Saved Searches (0)', 'Search Alerts (37)', 'Journal Alerts (0)', and 'Web Pages (0)'. The 'Search Alerts (37)' item is circled in red. Below the list are sections for 'My Custom' (with a question mark and 'New' button) and 'Shared By' (with a question mark and 'Add' button). The main content area on the right is titled 'My Folder: Articles' and is currently empty.

8. There is no limit to the number of alerts you can have within your EBSCO profile. Simply follow the same process to create each one.