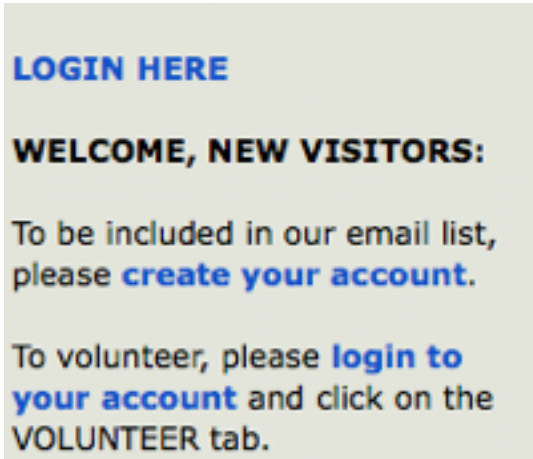


# Paperless PTO Instructions for New Users

Welcome to our fully interactive website that houses everything you need to know about the programs we offer, upcoming events, and other useful information including PTO/HSA Executive Board contact details, event announcements, committee chair information and a calendar of events for the current school year. The website is continually updated so we encourage you to bookmark the URL (website address) on your web browser and remember to check it frequently.

This website is your "Go To" place for your PTO/HSA Membership Renewal, Directory Entry, Lunch Orders, Volunteer Sign-Up, and so much more!

## Instructions for New Members



**LOGIN HERE**

**WELCOME, NEW VISITORS:**

To be included in our email list, please **create your account**.

To volunteer, please **login to your account** and click on the **VOLUNTEER** tab.

Look for the 'LOGIN HERE' box on the **HOME PAGE** of the site.

Click '**create your account**' - complete all fields. For **FAMILY NAME** we suggest that you use your CHILDs last name.

Please select your account type from the drop down box - **I am a PARENT**

Please enter an **email address** that we will register your account too. This email address will become your access (username) to your account, along with a **unique password**.

Once you have created your profile, please continue to complete your **PROFILE** and your **STUDENT PROFILE** - making sure to select the correct grade and teacher for the current school year.

## Placing An Order:

- Login to your account.
- Click on the 'FOR SALE' tab and make your selection.
- Select the items you wish to purchase, scroll to the bottom of the page and select '**Add to Shopping Cart**'.
- Review your order summary and then either '**Continue Shopping**' or '**Check Out**'.

## Online Payments:

- Review your order summary and then either '**Continue Shopping**' or '**Check Out**'.
- At the 'Check Out' page, enter your bank account or credit card information and select '**Complete Order**'.
- At this point, your order will be processed and you will receive an email containing a copy of your order, confirming that your order has been placed.

## IF YOU DO NOT WISH TO MAKE PAYMENTS ONLINE:

- Update or set-up a new account as indicated above.
- Follow the online instructions to complete your order online.
- At the '**Checkout**' page select "**click here for a printable order form**" to view your order. (This order confirmation contains a BARCODE unique to that order).
- Print out the Order Confirmation with the Barcode and send this form to school with CASH or a CHECK made payable to 'PTO'.
- The PTO will process your order by scanning the barcode and depositing the check.