

PTO Membership and PTO Manager

The WMS PTO would like to welcome all of you to the 2009 – 2010 school year. We hope that all of you will join the PTO this year. The PTO dues are \$15 and this money is used by the PTO to benefit the entire school. PTO members also receive a copy of the Student Directory. To join the PTO please make out your check to WMS PTO for \$15 and send it along with the slip at the bottom of this form to school in an envelope marked PTO Membership Dues.

This year the WMS PTO is using PTO Manager for directory, membership and volunteer information. Even if you are not joining PTO, please sign up for PTO Manager using the following instructions. The PTO Newsletter and monthly calendar will be sent out through PTO Manager.

To register for PTO Manager:

1. Go to this web address: <http://www.woodlandms.ptomanager.com>
2. Go to the block that says “**New PTO Manager User?**” and click to follow the instructions to sign up.

Note for families already registered for PTO Manager at a different school: If you are already registered for PTO Manager, you **must use a different password for each school**. Put in your email address (this can be the same), and the new password in the Enter new user information blocks. Click Save.

You will get the following message:

Warning: You have entered an email address that is also used by username from School Name: To proceed with login and create a new user, select confirm If this user is you, please return to the login page. If you have forgotten your password please return to the login page, enter your email address in the 'Forgot Your Password' box and click 'Submit' to receive a reminder email.

When you get this warning, just click "Confirm" and it will take you in.

3. Click on the tab that says “My Information”, enter your information on the “Step 1 – (Volunteer Information)”.tab **Please do not choose “Do Not Email Me” or you will not receive school newsletters or monthly calendars.** If you do not wish to be included in the student directory, you must check the box asking that you not be listed. Choose "Save" when you are done entering your information.
4. The system will go to “Step 2 – (Volunteer Interests)”. Choose any areas where you are interested in volunteering your time at Woodland. Choose "Save" when you are done entering your information.
5. The system will go to “Step 3 – (Students)”. Enter each student you have at Woodland. Choose their tribe from the dropdown box (if you do not yet know the tribe, you can skip that piece and come back to add it later). It is not necessary to enter their birthdays.
6. When you are finished making your changes, click “OK”.

Once you have completed these steps, if you have an email address change for the daily email, or would like to receive the email at an additional address, you can make these changes yourself. To receive the emails at two different addresses, sign up for PTO Manager under both emails.

If you have any questions or problems please email Laura Page at laura.pagetn@gmail.com.

PTO Membership

Parent Names: _____

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____