



## How To Set Up Your Roswell HS Band Account

### Attention Parents!

Stay informed with RHS Band by setting up an account on our website.

Here's what you need to do:

- Go to [roswellband.membershiptoolkit.com](http://roswellband.membershiptoolkit.com).
- Click on the **Log In** button or the Registration button.
- If you **already have an account** with another organization that uses Membership Toolkit you can use the **same email and password** login. You can then proceed to the numbered steps below.
- Select "**Create Account**" and fill in the name, email, and password information.
- Click "**verify my email**" and then check your email for a link to complete the process. The link expires in 2 hours. If you do not receive the email, check your spam or junk folders.
- Once you have verified your email address, **log back in and finish the registration process**.

**Create account**  
1 — Complete this form  
2 — We will send you an email  
3 — Click the link in the email message to verify your email address and complete the process  
**The link expires in 2 hours.**  
*If you do not receive the email in the next few minutes, check the spam or junk folders in your email software.*

**You will use this email address to log in to your account.**

First name

Last name

Email address

Your account will be your email address. You must have access to this account to complete this process.

Password

Retype password

[cancel](#)

Membership **TOOL KIT**

to

1. Complete the **Parent/Family and Student Information** forms.
2. Complete the **Directory/Publish Preferences**.
3. Once these forms are complete, you will be presented with forms for Roswell HS Band as well as Volunteer Opportunities and Upcoming Events.



Once the Primary Account is set up, the **Primary User can "invite" other email addresses** to access his/her account. This allows the Secondary User to have their own login information, but still have access to the family account.

**Questions? - Please don't hesitate to contact us at [president@roswellband.com](mailto:president@roswellband.com).**

Don't forget to add the Membership Toolkit App so you can access our site on the go.

