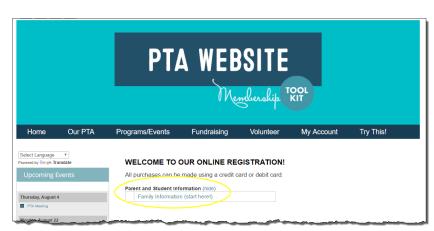
## **Introducing our New Membership Toolkit Website!**

Visit < <a href="https://scarsdalehspta.membershiptoolkit.com/home">https://scarsdalehspta.membershiptoolkit.com/home</a>> to see everything the PTA has to offer this year. On our NEW site, you can see upcoming calendar events, purchase memberships, view all the weekly newsletters, sign up to volunteer and much, much more. Here's what you need to do:

- Go to <a href="https://scarsdalehspta.membershiptoolkit.com/home">https://scarsdalehspta.membershiptoolkit.com/home</a>.
- 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 to 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.
  - 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 a packet of forms for PTA Membership, printed directories and the SHS PTA Scholarship Fund for College. You can always view your forms in "My Account–My Info/Forms/Registration." All of your back-to-school needs in one convenient place!



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 SHSPTAdirectory16@gmail.com.

