



# How to become a SHRSD PTO member — step-by-step

## New members

1. Go to [www.shrsdpto.membershiptoolkit.com](http://www.shrsdpto.membershiptoolkit.com)
2. **Create an account** when prompted — fill in the required information (household/parent name, student(s), contact details, etc.).
3. **From the main page** click **Store** (it's in the navy-blue bar under our logo).
4. Under **Store & Data (Information) Forms**, click **PTO Membership Dues 2025–2026**.
5. **Choose your membership option.** Suggested dues: **\$25.00 per household**. If \$25 isn't feasible, please contribute any amount you can — every bit helps.
6. **If you can't contribute right now:** select **"Pay Later"** and send a quick email to [shrsdpto@gmail.com](mailto:shrsdpto@gmail.com) asking to waive the fee..
7. **Hit Save → Checkout**, complete payment info (or finish the Pay Later selection) — and you're all set!

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## Returning members

- You will be prompted to **update your profile and directory information**.
- After updating, follow steps 3–7 above to complete membership dues for 2025–2026 (or select Pay Later and email us if needed).