

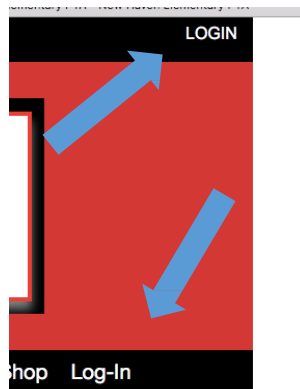


This sheet will help you register with the New Haven PTA to keep up-to-date on all the exciting things happening at New Haven this year! If you should have any questions when registering please email vpmembership@newhavenpta.com .



Step 1: In your browser type in www.newhavenpta.org. You should see a screen similar to this:



Step 2: Click on the “LOGIN” link at the top (right) of the screen. (Two places to choose from.)



Step 3: From here you have an option to log-in with your information from the previous year, OR create a new account.

<h3>Returning User?</h3> <p><i>If you have a Membership Toolkit user account, even with another organization, you can log in here:</i></p> <p>E-mail Address</p> <input type="text" value="name@domain.com"/> <p>Password</p> <input type="password" value="password"/>  <p>I forgot my password <input type="button" value="Log in"/></p>	<h3>New User?</h3> <p><i>If you don't currently have a Membership Toolkit user account, create one now:</i></p> <p><input type="button" value="Create Account"/></p> <p></p>
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Step 4: If you create a new account click “Create Account” and follow the prompts on the screen.

If you are a returning user skip this and move to Step 5.

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.

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 

You should then get a screen similar to this:

Success x
Welcome, Anastasia.

WELCOME TO OUR ONLINE REGISTRATION!

On the following pages you can join the PTA, volunteer, purchase spirit wear, sign up for events and much more. All payments can be made online! You do not have to set up an account. We hope that you find this process easy and convenient! Thank you!

Parent and Student Information [\(hide\)](#)



Step 5: Click on the “Family Information (start here)” link and fill in your family’s information. You will need to fill in at least 1 Parent for the account including your address, phone number, and how you are connected to New Haven.

Your Contact Information

PARENT INFORMATION

The information you enter will be used for our Directory, so please assure that your phone numbers are correct. You can update your information at any time by logging back into your Membership Toolkit account.

Parent

Step 6: Add your student’s information.

Step 2 - Student Information

You currently have no Students.

Add Student

First, click Add Student.

Active Students

Student #1

remove Student

First Name	Last Name
<input type="text"/>	<input type="text"/>
2016-2017 Grade	Classroom Teacher
<input type="text"/>	Pre-K: Sebald

I have another Student

< Previous Step

Save

**Be sure to add your students’ classroom teacher!

Once completed with your student you can either click “I have another Student” and add your other children OR click “Save”.



Step 7: From here you will have the option to add your family information to the Online Directory. If you choose to not be included in the directory you will still receive the weekly emails from the PTA but other families will not have access to your information.

Directory & Publish Preferences

This year the PTA directory will be online!

Access to the secure directory will be limited to **PTA members**. Please indicate which information below you would like included in the directory. You can update this information at anytime throughout the school year.

<h3>Directory Information</h3>	<p>Do you want your information published in the directory?</p> <p>Yes <input type="button" value="v"/></p>
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Step 8: Make your selections on the Publish Consent then click "SAVE".

<h2>Publish Consent</h2> <h3>PTA STUDENT INFORMATION AND IMAGE CONSENT</h3>

Step 9: Once you have completed the above items you will have the option to become a member of the New Haven PTA. You will also have the option to order a yearbook online and let the PTA know if you are interested in volunteering at the school.

To become a member of the NH PTA click on the "PTA Membership – NHE" link.

Volunteer Opportunities (hide)

Volunteer Opportunities 2016-2017

New Forms (hide)

PTA Membership - NHE	
2016-2017 Yearbook	
5th Grade Messages	



Select "Primary General PTA Membership", then click "Add to Cart".

Item Description

PRIMARY GENERAL PTA MEMBERSHIP <i>ACCESS TO DIRECTORY</i>	\$5.00	1
PTA Faculty OR Staff Member <i>DOES NOT INCLUDE DIRECTORY ACCESS</i>	\$5.00	

< Back Add to cart >

Next you can order an yearbook or click "Proceed to Checkout".

New Forms (hide)

✓	PTA Membership - NHE
	2016-2017 Yearbook
	5th Grade Messages

Proceed to Checkout >>

You will have another chance to order the yearbook or pay.

ITEMS	COST	QTY	EXT	
PTA Membership - NHE				edit
PRIMARY GENERAL PTA MEMBERSHIP	\$5.00	1	\$5.00	
	TOTAL	1	\$5.00	empty cart

Pay Now with Credit or Debit Card >
This is the button if you have a TransFirst account.

(You will be able to log in at any time to order a yearbook or other merchandise through the website.)

Add your card information and VIOLA! You are done. You will receive an email receipt and the PTA will add you to the email list for weekly emails. Again, if you have any questions or concerns please email the PTA at vpmembership@newhavenpta.com.