

NHS PTSA Self Registration Process

Sign-Up Guidance

<p>Step One</p>	<p>To join NHS PTSA, sign up for the directory, volunteer sign-up, & Dues payment, please visit http://bit.ly/2tqnlPR; You will be navigated to the Member Self-registration sign-up page.</p> <p>Enter your contact information, indicate whether you would like to be included in the PTSA directory (optional paper copies will be distributed this Fall for a nominal fee), and let us know if you would like to be added to any volunteer lists. Finally, add additional family members (including your children) and let us know what grade they are in.</p>	<p><i>This is a new process for this 2017-2018 School Year. Please be patient as we work out all the new issues with the software package. It's our initiative to move to a new and enhanced digital experience and become paperless for the PTSA registration process.</i></p>
	<p>For each family/household, we recommend designating one person as the "PRIMARY" contact -- any other adult is a "Related Adult", and any student is considered "Student." We suggest listing Students under the Primary adult contact</p>	
	<p>Helpful hint: if you do not have a home phone or prefer to use your cell phone number as your primary contact, please enter the cell number in the home phone number space in order for it to be listed correctly on the print version.</p>	
	<p>To pay your dues/donate NHS Classroom Bucks visit the on-line store to pay dues via credit card and to donate any additional NHS Classroom Bucks you wish (NHS Classroom Bucks are a tax-deductible donation to support grants to teachers and staff to enhance learning in the classroom)</p>	

Sample Screen Shots

Example of Member Self-Registration Screen; via <http://bit.ly/2tqn1PR>

PT AVENUE Member Self Register - Newport High PTSA 2017-2018

Add New Family/Household

Enter the name of the **PRIMARY CONTACT** for the household.

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Member Type:	None Listed ▼

After entering the above information, if you are a **new member** your next screen will look similar to this and select “I am not in this list”

Add New Family/Household Select Language ▼

Enter the name of the PRIMARY CONTACT for the household.

First Name:	James
Last Name:	Jones
Member Type:	None Listed ▼

Are you one of these?

I am not in this list

If you are a previous member, your screen will look similar to this:

If your name already exists in the account, we will ask “Is this you?” showing the information of the person that was found. If you answer YES, you will receive further instructions, discouraging you from continuing with your entry.

Add New Family/Household Select Language ▼

Enter the name of the PRIMARY CONTACT for the household.

First Name:	Albert
Last Name:	Jee
Member Type:	None Listed ▼

Are you one of these?

Name: Albert Jee **This is me**

Address: 12965 S*****

Email: aljee@*****

Member Type: Parent or Guardian

Membership Status: ** not paid*

I am not in this list

If you are NOT one of those listed people, or your name isn't found, click "I am not" and continue to fill out the form. Enter the Primary contact for the household first, creating a password, indicate your Directory Preferences and Skills (if shown), indicate if there are other household members to add, and click "Add New Primary Contact."

Add New Family/Household	
Primary Member Name	First <input type="text"/> Last <input type="text"/>
Email Addresses	1 <input type="text"/> 2 <input type="text"/>
Create Password	<input type="text"/> (minimum 6 characters)
Member Type	<input type="text" value="None Listed"/>
Address	<input type="text"/>
City, State, Zip	<input type="text"/> <input type="text"/> <input type="text"/>
Phones	Home <input type="text"/> Cell <input type="text"/> Carrier <input type="text" value="Select Carrier"/>
Best Time To Call	<input type="text"/>
Work Phone	<input type="text"/> Work Location <input type="text"/>
Fax	<input type="text"/>
Preferred Contact Method	<input type="text" value="No Pref"/> Comments: <input type="text"/>
Custom Fields	Likes Rain <input type="text"/> Mt Biker? <input type="text"/> Sailboat? <input type="text"/>
Directory Options	Include Name? <input checked="" type="checkbox"/> Include Address? <input checked="" type="checkbox"/> Include Phones? <input checked="" type="checkbox"/> Include Email 1? <input checked="" type="checkbox"/>
Would you like to be added to Volunteers?	<input type="text" value="NO"/>
Skills/Interests	<input type="text" value="NO"/> Accountants/Financial <input type="text" value="NO"/> Cafeteria Helpers <input type="text" value="NO"/> Dorian <input type="text" value="NO"/> Bakers <input type="text" value="NO"/> Crossing Guards <input type="text" value="NO"/> Photographers <input type="text" value="NO"/> Woodwork/Construction
Are there other family/household members to add?	<input checked="" type="checkbox"/>
<input type="button" value="Add New Primary Contact"/>	

If you checked “Yes” to “*Other Family/Household Members To Add?*” you then arrive at a similar screen to continue adding other household members. Continue adding information for other adults and/or students, by clicking “*Add THIS Person*” for each, until finished entering people. This initial “Primary Contact Entry” screen is shown below. Information screens for other family/household members are similar. Once the entire household has been entered, hit the ‘*Click to Finish*’ button.

The screenshot shows a web form with a red header bar containing the text "Self Register - RANS Elementary PTA 2014-2015" and an "EXIT" button. Below the header, there is a "Select Language" dropdown menu and a blue "Click to Finish" button. The main form area contains three input fields labeled "First", "Last", and "Second". To the right of these fields is a green "Add THIS Person" button and a blue "Click to Finish" button. A blue arrow points from the "Add THIS Person" button to the right. Below the name fields, there is a long input field with the text "(minimum 10 characters)" and a dropdown menu with "None Listed" selected.

If you have Dues then you will see the following: (example)



Clicking the green button will take you to the Online Store. This is your option – if you have already paid Dues, or wish to do it at another time, you can say “No Thanks” or “Log Out.” Note that you may need a **separate login for Online Store shopping.**

Note that if you choose “No Thanks”, the screen will reset to the Add New entry screen again – this is because this is designed for multi-family use at New Parent night. Assuming you have already entered your household successfully, simply EXIT out of the account with the button in the upper right.

“Log Out” exits you out of the account. You can always update your information (if that feature is active), through the “My Household” button!

Summary –

Accessing your NHS PTSA account on a regular basis will help keep you in the know, and help you to be an active part of your organization’s activities! Check the calendar area often for volunteer opportunities, see the DOCUMENTS area for things uploaded for you by the Board, keep your household personal information up to date, and stay involved!

If you need support, please send email to: Support@newportpsa.org

URL Summary—Resource Links

Task	URL	Comment
NHS PTSA Member Self Registration	http://bit.ly/2tqnIPR	Start Here for New Members or Renewals
Access the Home Portal Page	http://bit.ly/2wzSzFo see sample below	Must be a register member to get access
Access the E-Store	Choose “1” see below	Pay Dues or make contributions or purchase a printed directory
Access the My Household	Choose “2” see below	Edit/Revise Household info and opt-out of Member Directory
Access the Online Member Directory	Choose “3” see below	Only available for Paid Members

