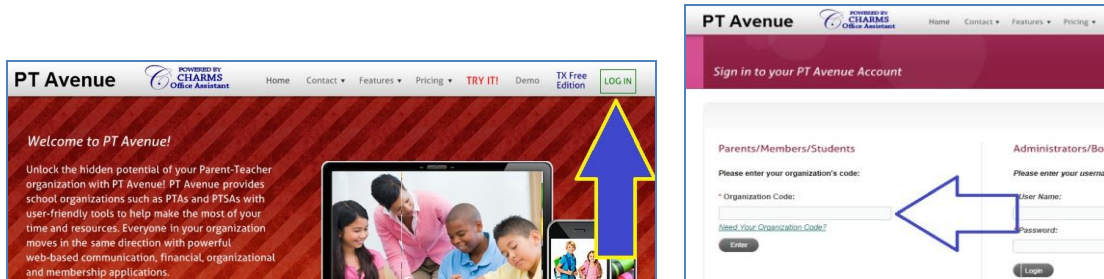


## PT Avenue Member-Side Features (FULL version account, only)

In a “FULL version” PT Avenue account, members have 24/7 access to the organization’s account through the [www.pt-avenue.com](http://www.pt-avenue.com) website Member-side area. As a PTA Member, go to this website, and hit **LOG IN** in the upper right corner, then enter the Organization code in the Parents/Members/Students area. Your Board will tell you what this Organization Code is.

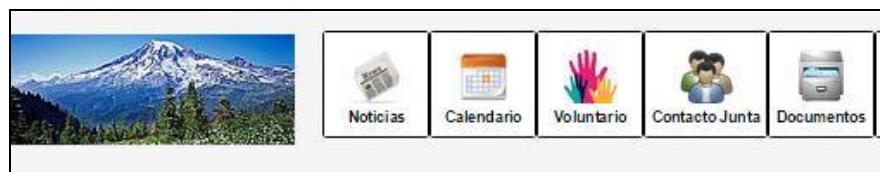
*Note: PT Avenue recommends that you NOT use Internet Explorer as a web browser, due to unusual effects it can have on the website features. Use Chrome, Firefox, Safari, or other instead...*



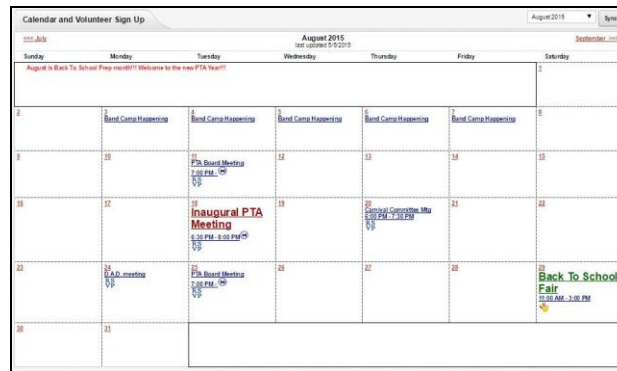
Members who have this code can access this member side of the PT Avenue account, regardless of whether Member Dues are Paid or Unpaid. Everyone in your organization should be aware of potential opportunities for involvement -- however, any access to personal family information screens is password protected. The organization logo may appear at the upper left, clickable buttons are along the top (including Language Translation), and clickable news/announcements appear at the lower left, if they exist (This is essentially the “News” button screen). *You may not see all of the described buttons, due to administrative settings.* This “public” member-side view of your account is shown in the following picture:



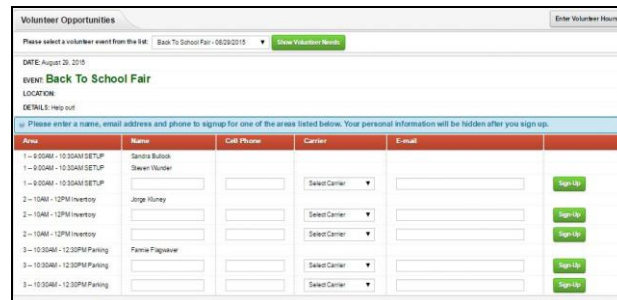
Clicking on the “**Select Language**” field opens up Google Translate, featuring various language options. This may or may not be an entirely accurate translation from English – *PT Avenue does not control (or guarantee) accuracy of translation!* Here is an example of website translation into Spanish:



The “**Calendar**” button leads to the Activities Calendar, which lists all events and volunteer opportunities that the Board has posted for you.



Clicking on any multicolored “Hand” icon leads to a Volunteer Signup screen for that event, for easy volunteering! Anyone going here sees the names of other volunteers already signed up, but not personal contact information – only the event administrator has access to that! Calendar volunteers can also receive automated reminders of what they have signed up for, if that feature is utilized.



Entering your cellphone and email information in a volunteer slot enables you to receive communications and reminders about the event position(s) you have signed up for. Note that you cannot remove yourself, once signed up – you must contact the event coordinator, and they can remove you. Similarly, the “**Volunteer**” button takes you to a list of all potential volunteer opportunities on the calendar looking forward. There is also a place for you to enter your own worked volunteer hours, if the Board has allowed it – this is done through the “Enter Volunteer Hours” button.

The “**Contact Board**” button displays Board positions and clickable email addresses, and possibly their photo, as well.

The “**Documents**” button takes you to a folder area where you can download documents that the Board has uploaded for member distribution (note that documents can be password protected for access by Paid members only), which saves printing and postage costs. These documents will be either on the main screen, or in specific folders. Your Board will need to tell you the “Members Only” document area password, if applicable.

The “**Items**” and “**Online Store**” features are areas (shown only if activated) where you can purchase spiritwear, pay for Membership Dues, and do other shopping set up by the Board. Note that Online Store shoppers will need to register and create a separate access password, tied to your email address. Credit card capability is controlled by your Board. If credit card capability is activated, you will be taken to the credit card processor upon checkout. If no credit card capability is activated, you print out an invoice, and send it in with your cash or check payment.

“Links” is a clickable listing of websites that the Board wants members to have access to. These could be local businesses, organization sponsors, etc.

The “My Household” button (shown only if activated) allows members to update their own personal/family/household information through password access, if the Board has allowed this in administrative settings. If you do not know your password, or need a new one, you can request a new temporary password by clicking the “I Need A Password” button – see below for details.

“Register” (if activated) leads to a member/household “Self-Entry” screen.

**NOTE: Do NOT enter yourself into the account if you aren’t sure whether or not your information might already be IN the account – please check with your organization’s Membership coordinator.**

“Online Directory” leads to a listing of PTA membership – again, only showing if activated by the PTA Board. This area also requires password-protected login.

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### Addendum I – Joining your PTA through an external website (TX, WA, NJ, and other states)

Your State PTA may have contracted with PT Avenue to use a separate website for members to join (or renew membership in) a local PTA, where basic member contact information is requested and payment for membership dues is done immediately by credit card to the State organization. For Texas, this is [www.joinpta.org](http://www.joinpta.org) -- for WA, NJ, and other states, it is [www.pt-avenue.com/join](http://www.pt-avenue.com/join) Check with your local organization to see if this is available to you as a potential Member. These sites are for DUES-PAYING MEMBERS ONLY – non-paying household members do not get registered here.

Within the specific website, first find the State/Council/School organization that you want to join, then enter your personal contact information. The system then searches the organization’s PT Avenue account to see if you are already entered into the specific account – if there is a matching name/address, it asks you to verify whether or not you are that person. Here are a couple of example screens, where “Hannah” already exists in the PT Avenue account:

Please fill in the required fields.

Member Type	Parent or Guardian	Mother
Name	Hannah	Babar
Address	987 Smith	
	Wahlaa	WA 88888
E-mail	hannbab@yahoo.net	Second E-mail (optional)
Phones	2323523432	Second Phone (optional)

[Continue](#)

Duplicate Member Check

We have checked the online records for Mount Baker PTA and have found one or more similar entries. Is Hannah one of these people?

Name: Hannah Babar  
Address: 9268  
Email: avelella67not@

[This is Hannah](#)

Hannah is not any of these people

Once you pass this screen, you are taken to a screen to either add more people, or go to Payment. If you are not yet entered into your PTA’s PT Avenue account, it will enter you there after payment is completed, marking you “Paid.” If you are already in the account, it will simply update your existing information to

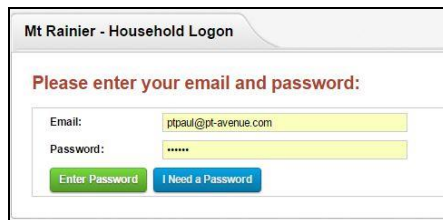
“Paid” status. You will receive an acknowledgement email of your successful membership purchase, and may also receive your membership card as an email attachment, depending upon which State you live in.

**Remember that this website is only used for someone paying Membership Dues** – any non-paying people (adults or students) do not get entered here - they must be entered into the PT Avenue account separately. Your Board may do this, or they may ask you to, through self-update capability through the “My Household” link button.

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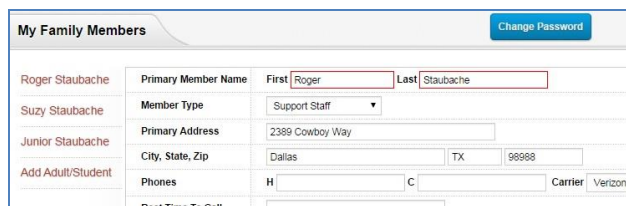
### Addendum II -- Existing Member Self-Update

If you are an existing person in the Members area of the account, you can access your household personal information through the Member-side “**My Household**” button, using a password that you create (or have created). Note that this only appears if the Board has allowed it.



To access/edit your information, enter the email address associated with yourself in the account, and the password that you created. If you do not know your password, or need a new one, click “**I Need A Password**”. Note that, to create a new password, you must know both the email address and the phone number associated with your name in the account Members area. You will be sent a temporary one-use password. If you do not know your email and phone to answer those questions, you must contact your Membership Board member – *do not contact PT Avenue about this, because we are not allowed to give out personal contact information.*

Successfully entering takes you to the Information Screen area for your household. Note that you can change the password from this screen.



Once you are in, update whatever information is needed, or add other household members (like students), and hit “Update Member Information.” To access any other household member info, click their name on the left. Also be sure to update Student-Teacher associations at the beginning of the school year, if teachers are listed! Save any changes.

You can access any other areas of the Member-side PT Avenue account while you are in this area. To exit out, click the “EXIT” button in the upper right corner.

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### Addendum III -- The “Register” feature for new Member Self-Entry

If it is activated, new members can also enter themselves into the organization’s PT Avenue account through the “Register” button. Additionally, newly-entered members may be taken to the Online Store to purchase Dues and other items offered, if this capability has been activated by the Board. This is an alternative to the external “join pta” website concept -- it allows entry of ALL members of a household, whether they are paying Membership Dues or not.

***Please check with your Board to see if they want you to enter yourself through this method – they may have already entered your household’s information into the account by other methods. [NOTE: This is especially true if you have joined the PTA organization through the external “join” website – you are already in the PT Avenue account, so there is no need to go to “Register”!]***

To enter a new member/household into the account Members area, click the “Register” button. This takes you to a name entry field. Enter the **PRIMARY CONTACT** for the household first – this screen is where your name is checked against those already entered into the account. 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.

The screenshot shows a web form titled "Add New Family/Household" with a "Select Language" dropdown in the top right. The main instruction is "Enter the name of the PRIMARY CONTACT for the household." On the left, there are input fields for "First Name" (containing "Kirk"), "Last Name" (containing "Miller"), "Member Type" (a dropdown menu set to "Parent or Guardian"), and "Relation" (a dropdown menu set to "Father"). On the right, a box asks "Are you one of these?" and displays a search result: "Name: Kirk Miller", "Address: 1304 S \*\*\*\*\*", "Email: itsupport@\*\*\*\*\*", and "Member Type: Teacher". There are two buttons: a green "This is me" button and a red "I am not in this list" button.

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.”

The screenshot shows the full "Add New Family/Household" form. It includes fields for "Primary Member Name" (First and Last), "Email Addresses" (1 and 2), "Create Password" (with a "minimum 6 characters" note), "Member Type" (a dropdown menu set to "None Listed"), "Address" (City, State, Zip), "Phones" (Home, Cell, Carrier), "Best Time To Call", "Work Phone", "Fax", "Preferred Contact Method" (No Pref, Comments), "Custom Fields" (Likes Rain, Mt Biker?, Sailboat?), "Directory Options" (Include Name?, Include Address?, Include Phones?, Include Email?), "Would you like to be added to Volunteers?" (checkbox), and "Skills-Interests" (Accountants/Financial, Cafeteria Helpers, Dorian, Photographers, Woodwork/Construction, Bakers, Crossing Guards). At the bottom, there is a checkbox for "Are there other family/household members to add?" and a green "Add New Primary Contact" button.

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.

If your Board has Dues available in the Online Store, you will see the following:

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.” If the Store is not available, you will not see the green button. Your Board will give you separate instructions on purchasing things through the Online Store. 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 --

This completes the review of the Member-side access of the PT Avenue system. Remember, you may not see all of the buttons described in this document, due to settings controlled by your PTA Board. If you have any questions about the Member-side area of your organization’s PT Avenue account, please contact your Board. Also ask them what they would like you to do regarding Membership Dues payment and Self-Entry, since a couple of different options exist.

Accessing your PT Avenue 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! Remember your Organization Code, 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!

The Team at PT Avenue

[www.pt-avenue.com](http://www.pt-avenue.com)

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