

2011-2012 School Year
Haverford High School Parent-Teacher-Student Association

Dear PTSA Members:

Our PTSA is now using a web-based tool to help us manage all our volunteer information and *compile our student directory*. PTO Manager's Volunteer Builder *allows parents to enter their own contact and directory information* — minimizing errors in deciphering handwriting and eliminating the need for the directory chairperson to input *hundreds* of forms.

The system allows us to register volunteers, assign them to events, and communicate with everyone through e-mail. This program will make it much easier and more efficient for our event coordinators to manage their committees.

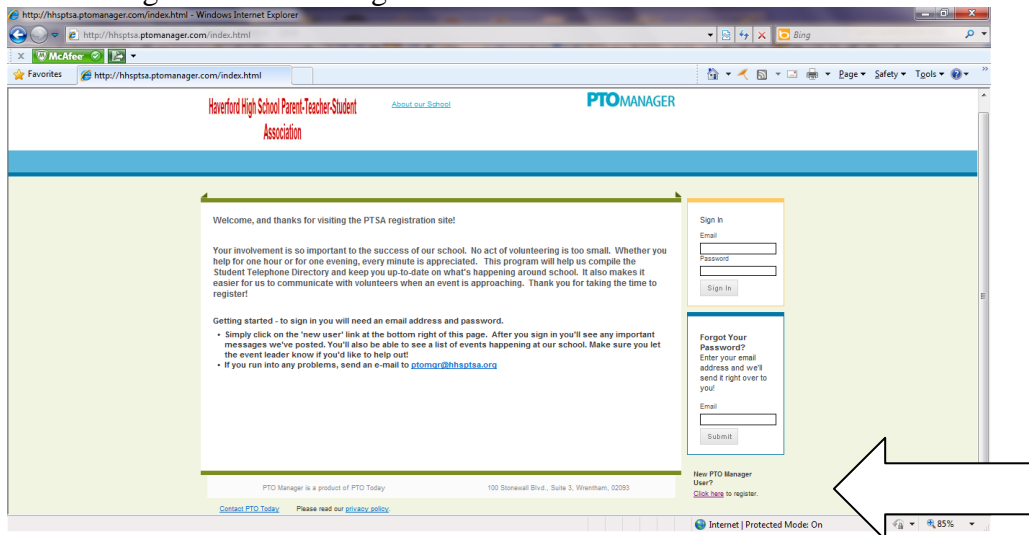
As a PTSA member, you have the ability to register yourself in the system, view event details such as date and tasks, identify your volunteer interests, e-mail event coordinators directly, and input and edit your student's directory data. The information is password-protected and the site is secure so the information is only available to authorized members of our PTSA.

We are very excited about this new system, and encourage you to sign on and check it out. This handout help you register. Go to **www.hhsptsa.ptomanager.com** to get started.

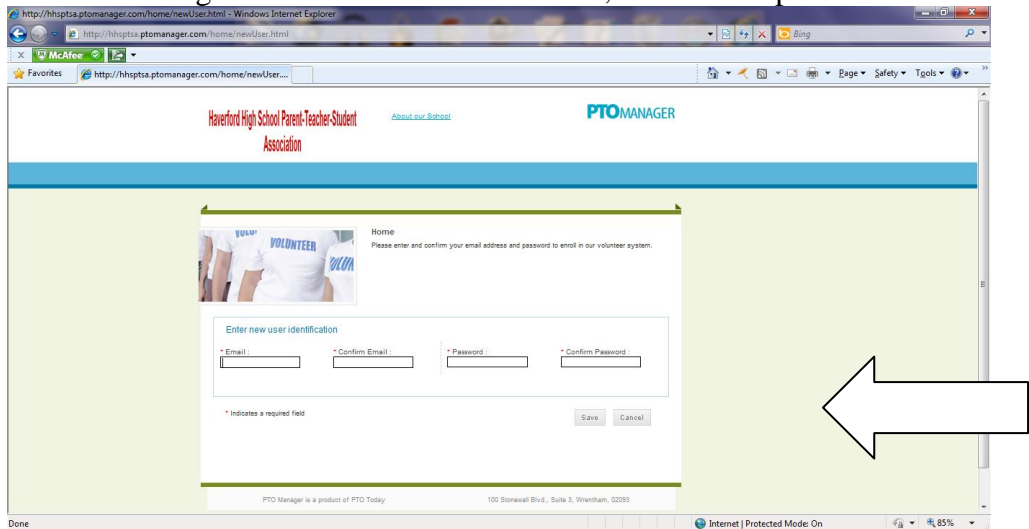
Welcome!

1. Go to www.hhsptsa.ptomanager.com

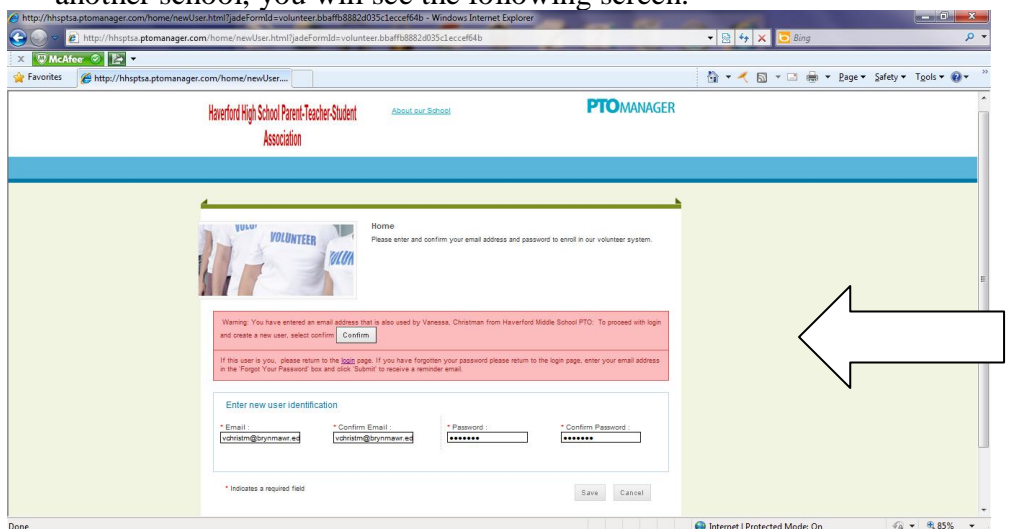
Click to register in bottom right hand corner



2. Enter your email address and a new password and click “Save”. This password should be new and unique for Haverford High School PTSA. Even if you have a PTO Manager account with another school, enter a new password.

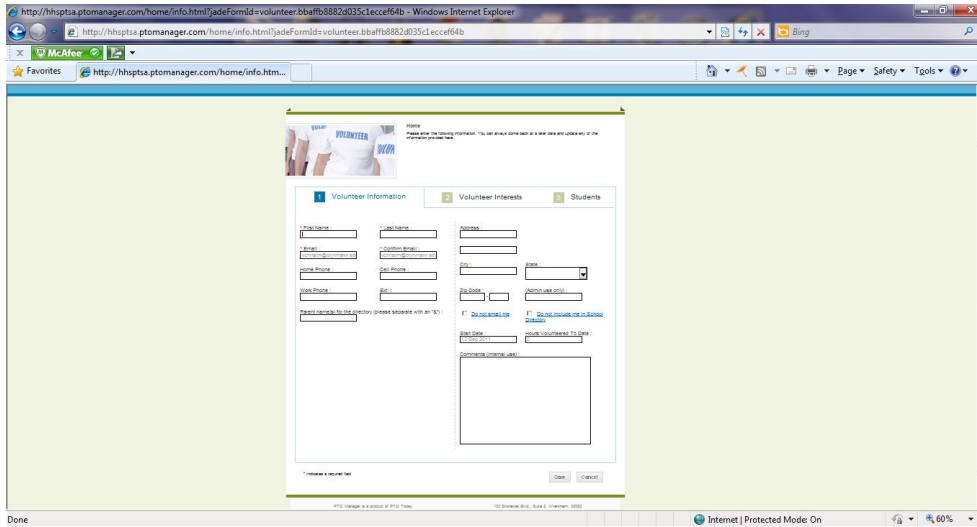


3. If you do not have a PTO Manager account for another school (for example, Haverford Middle School), go to step 4. If you have a PTO Manager account for another school, you will see the following screen.

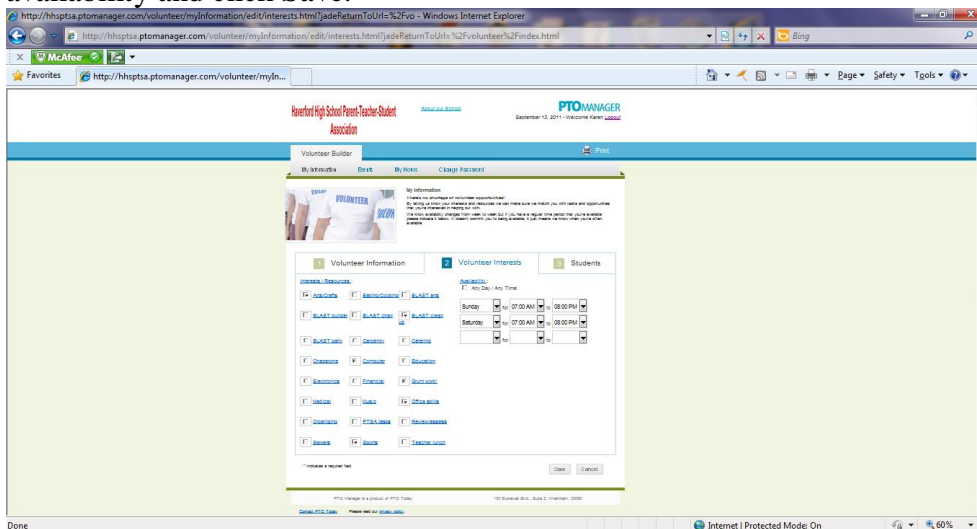


This screen is OK! Click Confirm! Your new password will be for Haverford High School's PTO Manager. This means that your same email address is used for multiple schools' PTO Manager accounts. The password will be unique for each school.

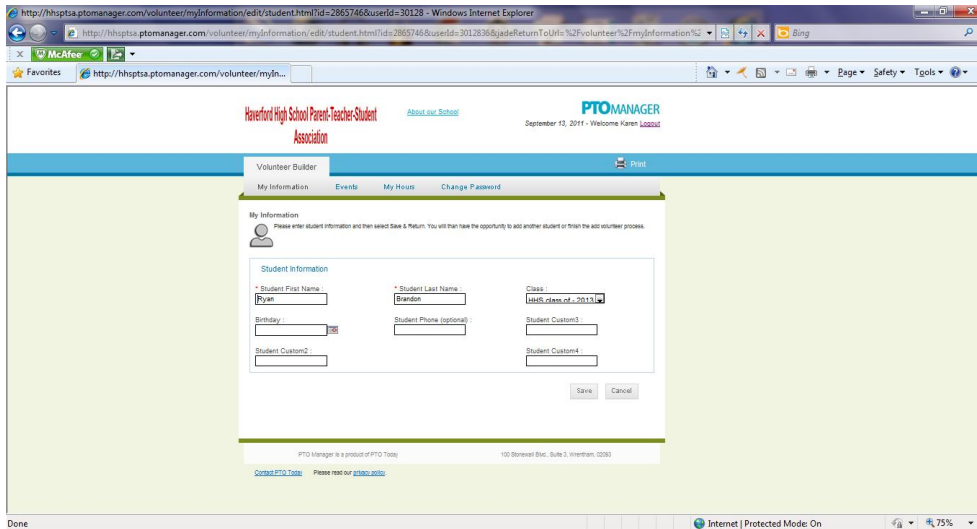
4. You are in business! You should see the HHS PTO Manager entry screens.



Enter your contact information on the Volunteer Information tab and click Save. You will be taken to the Volunteer Interests tab where you can enter your information and availability and click Save.



Finally you will be taken to the Students tab where you can enter your child(ren)'s information and click Save.



You are done!

We encourage you to enter your information as you expect to see it in the student directory (you can opt out of student directory and email as noted in the Volunteer Information tab above). Your child's name and class, your name (as entered under Parent Name), your address and your phone number will be in the directory.

Note you can log in and view our welcome letter, events and such. Or you can log in later at any time to update your information or see a list of our events.

Please email Karen Brandon at karenb@hhsptspta.org if you have any questions or need help.