

Ivy Hall PTO - Getting Started with Membership Toolkit!

What is Membership Toolkit (or MTK for short)? It's Ivy Hall PTO's new online system for keeping track of volunteer sign ups, order forms and more.

Why are we using MTK? MTK allows you to easily manage your family's volunteer opportunities, place orders and sign up for events from anywhere at any time! It also greatly reduces the amount of administrative work required for sign ups and sales.

How do I get to MTK? You can access our MTK at <http://ivyhallpto.membershiptoolkit.com>. You'll also find links on our blog, virtual backpack, etc.

Step 1:

Go to <http://ivyhallpto.membershiptoolkit.com>

Step 2:

New Users – Create Account (follow prompts, and please current contact info, child grade level and classroom teacher)

Returning Users – Login (please remember to update your family information with classroom teacher)

Step 3:

Complete any Volunteer Opportunity forms you are interested in. select a slot, simply open one of the forms, check the box name (or your spouse/fellow guardian) for any slots you're up for, and click Save. You can always come back later to assignments or change them if needed.

Step 4:

Complete any Order Forms you are interested in. Simply complete form (for instance, on Special Lunch, select from the drop menu item you're ordering for each student) and check out credit card or PayPal account.

Step 5:

Check back periodically and stay tuned to the PTO Blog and page for updates on Volunteer Opportunities, Order Forms and Event Sign-ups!

The image shows two screenshots of the Ivy Hall PTO Membership Toolkit website. The top screenshot is the login page, which includes a navigation bar with links for Home, Order Forms & Sign-Ups, Our PTO, Virtual Backpack, Calendar, and My Account. Below the navigation bar is a welcome message and a "Back-to-School" banner. The bottom screenshot shows the main page with a "Welcome to Ivy Hall PTO!" message and a "Returning User?" section with fields for email address and password. Below this is a table of volunteer opportunities for a "Fall Book Fair".

Opportunity	Parent
Fall Book Fair	
9/28 Book Fair Setup Help out Friday morning to set up the Book Fair.	0 signed up. 8:30 - 10:30 <input type="checkbox"/>
Monday 10/2 Volunteer Shifts Volunteer shifts to work the Book Fair.	0 signed up. 8:30 - 10:30 <input type="checkbox"/>
	0 signed up. 10:30 - 12:30 <input type="checkbox"/>
Tuesday 10/3 Volunteer Shifts Volunteer shifts to work the Book Fair.	0 signed up. 12:30 - 3 <input type="checkbox"/>
	0 signed up. 8:30 - 10:30 <input type="checkbox"/>
Wednesday 10/4 Volunteer Shifts Volunteer shifts to work at the Book Fair, plus tear down/clean up.	0 signed up. 10:30 - 12:30 <input type="checkbox"/>
	0 signed up. 6 - 7 <input type="checkbox"/>

Item Description	Price	Qty
September 12		
Special Lunch Culvers for First Grader Hamburger OR Grilled Cheese OR Grilled Chicken Wrap. Served with side item, lemon ice and bottled water. <i>MORE</i>	\$6.50	Options: Hamburger Grilled Cheese Grilled Chicken Wrap
Special Lunch Culvers for Second Grader Hamburger OR Grilled Cheese OR Grilled Chicken Wrap. Served with side item, lemon ice and bottled water. <i>MORE</i>	\$6.50	Options: Hamburger Grilled Cheese Grilled Chicken Wrap
Special Lunch Culvers for Kinder Gartener Hamburger OR Grilled Cheese OR Grilled Chicken Wrap. Served with side item, lemon ice and bottled water. <i>MORE</i>	\$6.50	Options: Hamburger Grilled Cheese Grilled Chicken Wrap
Special Lunch Culvers for Third Grader Hamburger OR Grilled Cheese OR Grilled Chicken Wrap. Served with side item, lemon ice and bottled water. <i>MORE</i>	\$6.50	Options: Hamburger Grilled Cheese Grilled Chicken Wrap
Special Lunch Culvers for Fourth Grader Hamburger OR Grilled Cheese OR Grilled Chicken Wrap. Served with side item, lemon ice and bottled water. <i>MORE</i>	\$6.50	Options: Hamburger Grilled Cheese Grilled Chicken Wrap