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 <u>http://ivyhallpto.membershiptoolkit.com</u>. 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 teac

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

Step 3:

Complete any Volunteer Opportunity forms you are interested is select a slot, simply open one of the forms, check the box name (or your spouse/fellow guardian) for any slots you'c 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 cc form (for instance, on Special Lunch, select from the drop menu item you're ordering for each student) and check ou credit card or PayPal account.

Step 5:

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

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