

Ivy Hall PTO - Getting Started with Membership Toolkit!

What is Membership Toolkit (or MTK for short)? It's Ivy Hall PTO's 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 provide 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. To select a slot, simply open one of the forms, check the box under your name (or your spouse/fellow guardian) for any slots you'd like to sign up for, and click Save. You can always come back later to check your assignments or change them if needed.

Step 4:

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

Step 5:

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

The image displays three screenshots of the Ivy Hall PTO Membership Toolkit website. The top screenshot shows the homepage with a navigation menu and a 'Welcome to Ivy Hall PTO's Membership Toolkit!' message. The middle screenshot shows the login page with fields for 'Returning User?' (email and password) and 'New User?' (name, email, and password), along with a 'Create Account' button. The bottom screenshot shows a table of volunteer opportunities for a 'Fall Book Fair'.

Opportunity	Parent
Fall Book Fair	
9/28 Book Fair Setup 9:30 - 10:30	<input type="checkbox"/>
Monday 10/2 Volunteer Shifts 8:30 - 10:30	<input type="checkbox"/>
Monday 10/2 Volunteer Shifts 10:30 - 12:30	<input type="checkbox"/>
Monday 10/2 Volunteer Shifts 12:30 - 3	<input type="checkbox"/>
Tuesday 10/3 Volunteer Shifts 8:30 - 10:30	<input type="checkbox"/>
Tuesday 10/3 Volunteer Shifts 10:30 - 12:30	<input type="checkbox"/>
Tuesday 10/3 Volunteer Shifts 12:30 - 3	<input type="checkbox"/>
Wednesday 10/4 Volunteer Shifts 8:30 - 12	<input type="checkbox"/>
Wednesday 10/4 Volunteer Shifts 6 - 7	<input type="checkbox"/>
Wednesday 10/4 Volunteer Shifts 7 - 8:45	<input type="checkbox"/>

The bottom screenshot shows an order form for 'September 12' with a table of items and options:

Item Description	Price	Qty
Special Lunch Culvers for First Grader Hamburger OR Grilled Cheese OR Grilled Chicken Wrap. Served with side item, lemon ice and bottled water. MORE	\$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. MORE	\$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. MORE	\$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. MORE	\$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. MORE	\$6.50	Options: Hamburger Grilled Cheese Grilled Chicken Wrap

Have Questions or Need Help with MTK? Reach out at IvyHallPTOMembershipToolkit@gmail.com