JWE PTA BACK TO SCHOOL FORMS

Welcome back, below are instructions to use our paperless process on PTAvenue for all PTA Back to School business. Our online PTA system allows you to Join PTA, complete directory information, donate, order class shirts, and pay online or print your order and pay by check.

To get started, GO TO JWEPTA.ORG and Select the REGISTRATION BUTTON

<table>
<thead>
<tr>
<th>For our returning Wranglers, who created a PTAvenue account last year:</th>
<th>For new Wranglers or those who did not create an online profile last year:</th>
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| 1. **Login into PTA Avenue** with your login from last year. Don’t worry, you can reset your password if you can’t remember – to avoid confusion for our directory committee, **please don’t’ create a new account.**  
2. Select **MY HOUSEHOLD** tab and update your contact information if anything has changed and select your child’s homeroom teacher for each child’s profile. **If used online store last year without registering, you will need to complete your information by selecting REGISTER instead of MY HOUSEHOLD.**  
3. Save your updates.  
4. Select **ONLINE STORE** tab to finish your registration and join PTA, buy class shirts and make donations. | 1. Select the **REGISTER** Tab in the top right hand corner of the page. The rest is easy but below are more detailed instructions if you need them!  
2. Complete the information for yourself as the primary member and create your password.  
3. At bottom of the page select YES for add another family member before selecting ADD NEW PRIMARY CONTACT.  
4. Complete the steps 2 & 3 again for EACH family member you want in the directory, including spouse and JWE students. For students, you will select student and have the option to select HR teacher as well.  
5. Once all members have been added, select NEW FAMILY ADDED, CLICK TO PAY DUES NOW to go directly to online store. |

**TIPS:**
- Fields in red box are required.
- Please complete all contact information, this will be your directory information.
- Birthdates are NOT required.
- Use the same email and password for all family members.
- Click on the COPY FROM PRIMARY CONTACT box to fill in info automatically.
- When providing child’s information. Click member type STUDENT to show the options for grade and teacher.
ONLINE STORE DIRECTIONS (FOR EVERYONE)

1. Login to the online store. If you are new to store, you will need to create a store login, please use the same password and email.

2. Select and complete information for the items you wish to purchase and add them to your cart
   - Membership
   - Class shirts
   - Donation for check writing campaign

3. Make sure you select the correct homeroom and size for class shirt orders. PTA does not have a class list so relies on your selection for ordering.

4. When you are done with your order, select CHECKOUT. If you joined PTA, ou will be prompted for name needed to tie your membership to the correct registration.

5. Complete your order in one of the two ways.
   - PAY ONLINE VIA PAYPAL – follow instructions on screen. Once payment is complete on paypal, you must RETURN to PTAvenue to complete the order.
   - PAY BY CHECK – click BILL AND PRINT and you will get a printout of your shopping cart that you can send in with your check.

As soon as your membership payment is verified in our system, you will have access to our online directory.

We will still be using jwepta.org for communication, calendar, volunteer information, and all things PTA. This tool is to help us manage membership functions more efficiently and improve service to our members.

We are available to answer questions! Please email Joy Siebenman at vpfundraising@jwepta.org or Jana Mousoudakis at vpmembership@jwepta.org for assistance.