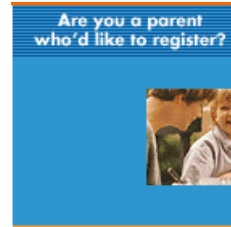


ParentOrganizer Registration for New Families

First Step: General Family Information



1. Go to www.parentorganizer.com
2. Click the icon in the upper right corner that says "Are you a parent who'd like to register?" to begin parent and student registration process.
3. On **Parent Registration** screen you must complete required (*) fields.
4. Enter parent's home email address (parent who is registering) into **Primary Email Address** field. (Please note there are two unique password fields including: **Signature Password** and **Access Password**.)
5. Enter a password in the **Access Password** field. This password can be used by parents and student(s) alike.
6. Enter that same password in the **Confirm** field to the right.
7. Enter a different password in the **Signature Password** field.
8. Enter that same password in the **Confirm** field to the right.
9. **You must click on Yes, I will share this signature password only with persons authorized to sign documents for my child.* box.**
10. Type in a question in the **Question** field such as: "What is my dog's name?"
11. Type in answer in the **Answer** field to question entered.
12. Check one or all of the following email notification boxes: 1) **Daily Reminder emails**, 2) **Weekly Newsletter emails**, 3) **Other Updates**. It is recommended you sign up for both daily & weekly so you get information in a timely manner. Only new items & calendar reminders for the next day will show up in your email and if there is no new information you will not receive an email. You can always go directly to the website to view all information.
13. Click on **Text Only** circle if you do not have **HTML Format** capability with your email access.
14. Enter additional email addresses if desired, i.e. parent email address at work or unique student address at home. Email will be sent to all email addresses entered here.
15. You must click on **Yes** circle to indicate acceptance of terms of use for this site. Please read the terms.
16. Scroll down **Number of Family Profiles** box and select number of family members using the site. Then click outside the box to ensure number chosen remains fixed. Follow Family Profile number link for additional information. **ENSURE THAT YOU ADD AN ADULT MEMBER AND A CHILD MEMBER SO YOU WILL GET BOTH SCHOOL AND PTSA INFORMATION.**
17. Screen refreshes with corresponding number of blank Family Profile records. And, the registering parent is listed in top record.
18. Enter **First Name**, **Last Name**, **Calendar Color** choice and whether the member is an adult or child. After selecting adult or child for each record, click again outside the box to secure your choice.
19. Press **Submit button**.

You have successfully completed the first component of registration on **ParentOrganizer**. You may modify this general parent profile at any time. Click on following links for continued registration help starting with parent and proceeding through student(s).

Second Step: Parent Registration

On the Individual **Family Member Profile Set-Up** screen, continue the parent registration process.

1. Check all organization boxes that you, as a parent, are involved or interested in.
2. Check subsequent sub-organizations and choices that are automatically generated. *For instance, a parent would select **PTSA / Parent Group Information**, then **Lake Washington School District PTA**, then **Samantha Smith PTSA**.*
3. Click **Submit** to have ParentOrganizer assimilate your data and proceed on to student registration.

Third Step: Student Registration

On the Individual **Family Member Profile Set-Up** screen, continue student registration process on member now listed.

1. Check all organization boxes that student is involved in.
2. Check subsequent sub-organizations and choices that are automatically generated. *For instance, a student going to Smith would select **School Information**, then **Lake Washington School District PTA**, then **Samantha Smith Elementary**.*
3. Click **Submit** to have ParentOrganizer assimilate student data and conclude at this point. However, if there are additional students in your family to register the screen refreshes and proceeds on to the next student.
4. Please repeat steps one through three for next student listed on **Family Member Profile Set-Up** screen.

You're now registered and may proceed to log on to **ParentOrganizer** in the **Registration Completed** screen. Or, you may choose to exit the **ParentOrganizer** site.