

Manoa PTO

Registration & Update Process

Register on the self-service website so that the PTO can communicate with you throughout the school year. The school does not provide the PTO with any information about you or your student(s). We will be sending emails with important dates, activities and events at Manoa & in the community. The information you input provides a database that is used to compile the directory each year. For your student to be included in the directory, you must enter their information under student. The PTO is not successful without volunteers. When registering you are asked to choose volunteer interests. By choosing what you may be interested in volunteering for does not obligate you to volunteer. It just gives the chair and idea of who is most interested in that event or activity. Follow the steps below so that you can stay informed (emails), connected (listed in school directory) and involved (volunteer).

New User

1. Go to <http://manoapto.volunteerbuilder.com>.
2. Click **Log In/Register**.
3. **Fill in the boxes** on the right side of the page to create your account.
4. Click **Register Me Now**.
5. Click on **My Info**. The first time you do this, you will be asked to log in again. The My Profile page should be showing, but if it's not, click on **My Profile**. Fill in your address and contact information as you would like it to appear in the school directory.
6. Scroll down to **Secondary Details**. Add the students other parent/guardians contact information. Click the box beside the options if you wish to not be emailed or listed in the school directory.
7. Under the **Interests** section click the box next to the things your interested in helping with this year.
8. Scroll down under **Internal Options** to **Custom Field #2**, enter the parent/guardian names as you would like them to appear in the school directory (i.e. Maria or Bill & Maria). You only need to include first names unless your last name is different than your child's.
9. Scroll to the bottom of the page and click **Save**. All information will be lost if you don't press save.
10. On the same page, click **Add Student**. Include their name, grade and teacher (do not enter the teacher until you receive homeroom teacher assignment in August).
11. Click **Submit** after you enter each child. Repeat for additional children.

Update: Existing user:

1. Go to <http://manoapto.volunteerbuilder.com>
2. Click **Log in/Register**.
2. At the left side of the page enter your email address and password that you used last year to login.
3. Click on **My Profile** and then click on **Student** in the bottom left hand corner.

*Turn over for more steps

4. **Returning Student:** Click the **Edit** button on the far right next to each student. Update their grade and homeroom teacher (do not enter the teacher until you receive homeroom teacher assignment in August) only. Click **Submit** and repeat for additional children.
5. **New Student:** Click the **New Student** button. Include their name, grade and teacher (do not enter until you receive homeroom teacher assignment in August) only. Click **Submit** and repeat for additional children.
6. **Student no longer attends Manoa:** Click the **Delete** button beside their name. Click **Submit** and repeat for additional children.
7. **Student now attending Haverford Middle School:** please register with them at <http://hmspto.volunteerbuilder.com>. You can use the same email address but need a different password to register with the middle school too.

If you have any comments or questions, please send an email to manoaptohavertown@gmail.com