

PTO MANAGER INSTRUCTIONS

With PTO Manager, you have the ability to register yourself in the system, view event details such as date and tasks, volunteer for events, email event coordinators directly, and view total hours you've volunteered to date. The information is password-protected and the site is secure so the information is only available to authorized members of our PTO.

We are very excited about this new system, and encourage you to sign on and check it out. This hand-out will walk you through the system.

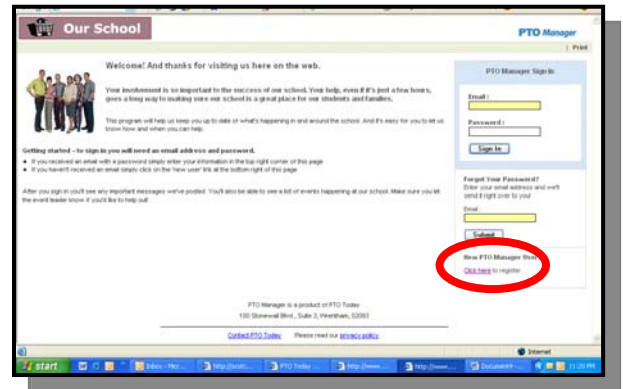
Go to <http://stmaryswc.ptomanager.com> to get started.

If you have any questions, please contact
Susanne Bullock at mbullockfamily@comcast.net or by phone at 630-377-9817.

Getting Started:

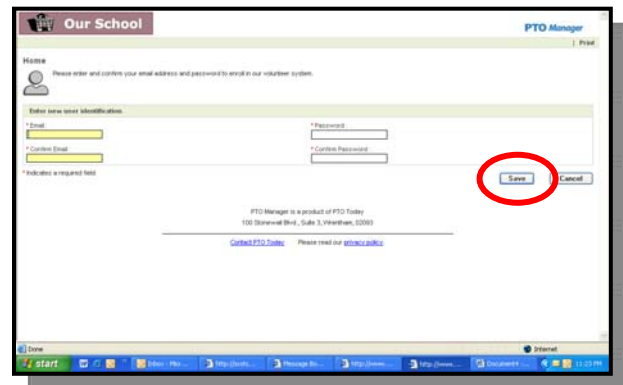
Go to <http://stmaryswc.ptomanager.com>

If this is the first time you've visited, you must register as a new volunteer in the system, click on **Click Here to Register**.

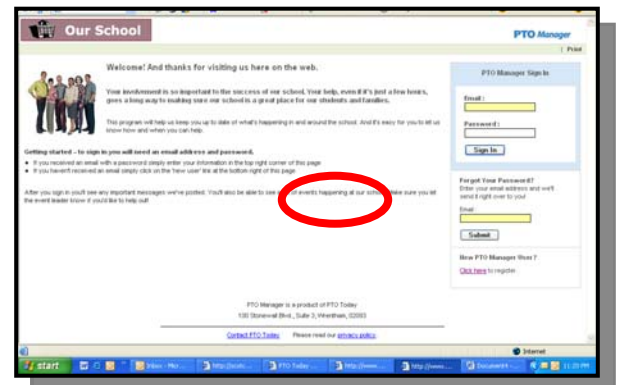


Next, enter your email address and a password. Type them again to confirm. Click on **Save**.

Note: It's okay to have more than one user in the system with the same email address. This might happen if both you and your spouse register in Volunteer Builder with the same email address. If you enter an email address that is already in the system, you will see a warning message. Click "Confirm" to continue with the duplicate email address. Each user must have a unique password. If the user already in the system is you, do not click confirm as you will be putting yourself in the system twice. Simply return to the login page and enter your email address under "Forgot Your Password?" Your password will be sent to you and then you can log into the system.



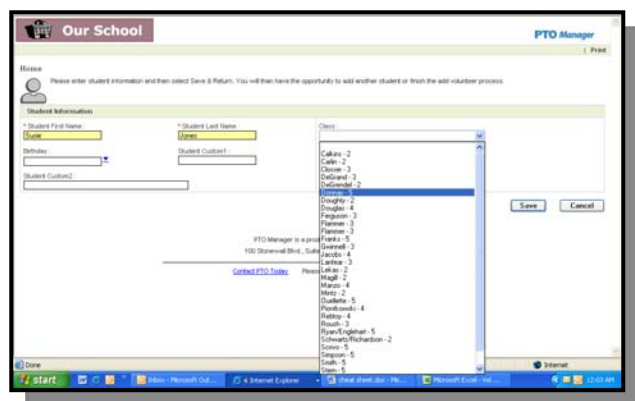
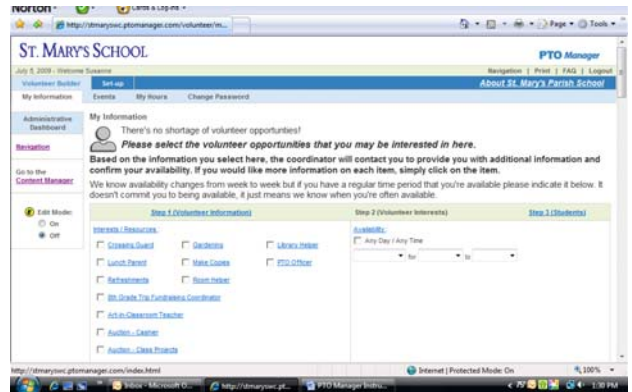
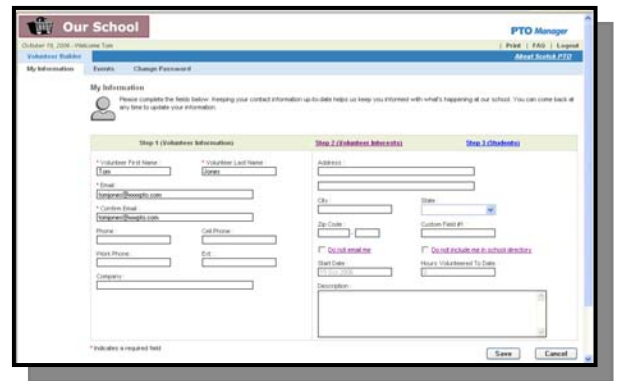
If you have forgotten your password, enter your email address on the home screen under **Forgot Your Password?** and your password will be sent automatically to that address.



Registration Process

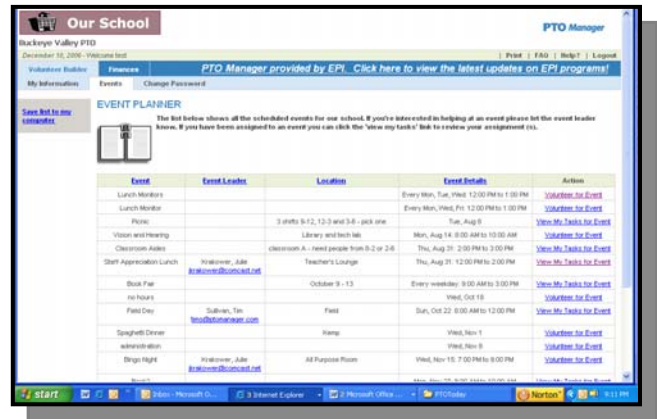
Now you can enter information about yourself and your interests.

- Step 1** – First Name, Last Name, Email, and Email Confirmation are required. The other data is also extremely helpful to help us properly communicate with all our volunteers. Don't forget to check the "Three for Me" box if you are interested in participating in "Three for Me."
- Step 2** – Click on the **Step 2** tab in the middle of the screen (or hit the **Save** button) to enter the volunteer opportunities that you are interested in. This list is customized for our school and PTO. Also, enter your time availability for volunteering with the PTO.
- Step 3** – Click on the **Step 3** tab (or hit the **Save** button) to enter your student(s). Click **New Student**. First and Last Name are required, the other information is optional. Though not required, we request you enter your child's teacher in the box labeled "Class".
- There is a pull-down list attached to the "Class" box so you can select the proper teacher.
- You may enter more than one child if necessary. Just click **New Student** again. When you are done entering your students – click **Save** and then **Login** to enter the system.



View Events

To view the upcoming events for our PTO, click on “**Events**” on the blue bar across the top of the screen. Here you can view PTO events, the leader for each event, the event’s date, time, and location. If you want to contact the event leader, click on her email address.



What email messages will I receive?

PTO Manager’s Volunteer Builder system can send email messages to registered users of the system. These are the most common messages:

- After you register for the first time, you will receive a message.
- If you forget your password and have it emailed to you, you will receive a message.
- If you change your password, you will receive a message.
- If a PTO event coordinator is recruiting volunteers, you might receive an email asking for your help.
- You might receive an email when you are assigned to an event, if the event coordinator uses the email feature of the system to notify the volunteers.