

How to activate your “Tx Free” Membership-only PT Avenue account

Your PT Avenue “Tx Free” Membership Only account at www.pt-avenue.com has been provided to your PTA Board by your Texas State PTA, and is designed to both save you time and to help you delegate tasks. In this “Membership Only” version, Boards have 24/7 access through any internet-connected device, and the ability to create other Administrative-side logins for all Board Officers. There is also a potential connection to the state-sponsored www.joinpta.org website, which allows people to join your PTA online. Through your PT Avenue account, Boards have access to the PTA Member household information, can pull reports on that information, mass email everyone in the Members area (whether Paid or Unpaid), pull reports on Dues status, and there is a Board calendar to schedule meetings. Note that in this version of PT Avenue there is no “Member side” access or Financials area – it is purely Board access to Member info, reporting, email, and Board calendaring – but you have the ability to upgrade the account to obtain more features, at your cost.

The PT Avenue account is designed to have the **PTA President** as the Head Admin on the account. To activate your “Tx Free” PT Avenue account as a Texas PTA, have the **President** do the following:

- 1) Go to www.pt-avenue.com/txlogin.asp , or click “Tx Free Edition” on the main PT Avenue site;
- 2) In the “First Time Visitors” area, select your ISD in the dropdown list, then select your specific PTA from the second dropdown list;

First Time Visitors:

To register your local PTA, first select your School District from the dropdown list shown. Then select your specific PTA from the second dropdown list.

*** Please select your School District:**
Lubbock ISD

*** Please select your Local PTA:**
P. F. Brown Elementary PTA

Local PTA not listed? Contact your President or Secretary for login information.

*** Texas PTA ID Number:**
6232

Enter

If your PTA does not appear in the second list, please contact PT Avenue, by emailing ptsupport@pt-avenue.com -- either a) your PTA already has activated their account at some point in the past; b) Texas PTA needs to add you to the list, or c) you are looking in the wrong ISD. We will give you further instructions!

- 3) Enter your Texas PTA ID number, and click “ENTER.” If you do not know your Texas PTA ID number, contact Texas PTA.

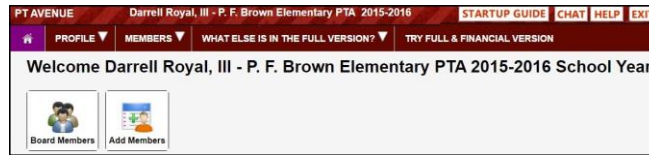
- 4) You are taken into the account, and to a PROFILE screen for information about your PTA. Enter the requested information about your organization, as illustrated below:

WELCOME P. F. Brown Elementary PTA!	
<div style="text-align: center;"> Unit Profile President Finished! </div>	
Local PTA Name	P. F. Brown Elementary PTA
School District	Lubbock ISD
Local PTA Type	PTA
Local Portion of PTA Dues	\$ 3.00 <small>Local Dues Portion is your total dues amount less State/National.</small>
Grade Range	Low: K High: 5
Campus Address	1234 McDeere Lane
City, State, Zip	Lubbock TX 84888
Council PTA	Lubbock ISD Council of PTAs
Time Zone	Central
<input type="button" value="Update Profile"/>	

- a. Designate PTA/PTSA
 - b. Enter the LOCAL PORTION of your Membership Dues;
 - c. Set your Grade Range for your school
 - d. Enter your mailing address information
 - e. Select your Time Zone
 - f. If the field is present, choose the school year for the new account
 - g. Click "Update Profile"
- 5) Next, enter information about your PTA President, and create a "generic" login Username for the President, that references your organization ("XXYZZPTAPres" or "XXYZZPTAAdmin" or similar). Keep it "generic," for easy passdown to future Presidents, and create a secure password. Choose a security question and enter an answer. To finish, click "Update."

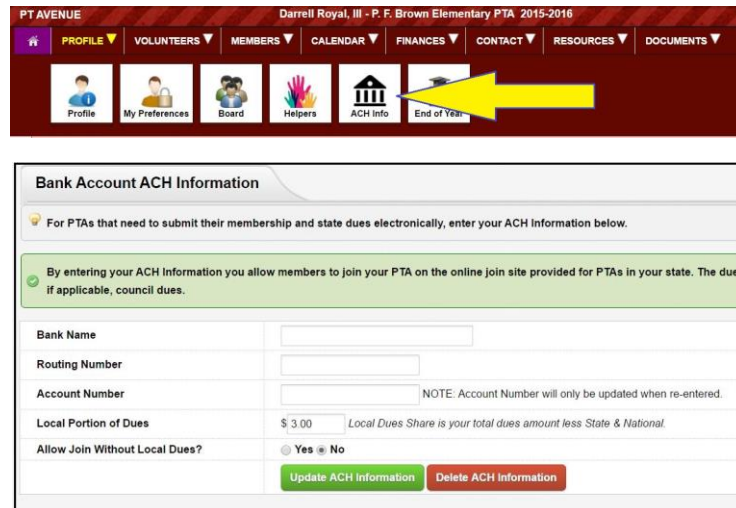
WELCOME P. F. Brown Elementary PTA!	
<div style="text-align: center;"> Unit Profile President Finished! </div>	
President's Name	First: Darrell Last: Royal, III
Contact Phone	888-999-8888 Ext:
E-Mail Address	pfbpta@none.org
Choose a Login Name	PFBPresident (6 or more characters)
Choose a Password	***** (6 or more characters)
Security Question	Mother's Maiden Name
Answer	*****
<input type="button" value="Update President Information"/>	

- 6) You are now in your newly-activated account, logged in as the President!



If you wish to continue just in this “Texas Free” Membership-Only mode, click the “STARTUP GUIDE” button, and carry on from there, creating other logins for your other Board members as needed, and entering PTA member information into the account through the MEMBERS link. Explore!

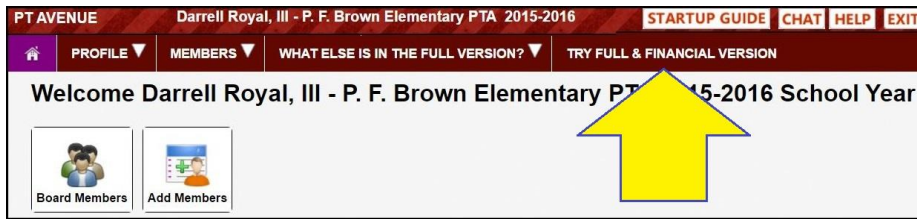
NOTE 1: If you wish to connect your account to the Texas PTA’s www.joinpta.org website, go to PROFILE > ACH INFO and fill in your banking ACH info. This activates your PTA listing in www.joinpta.org , which allows your members to join online and pay dues by credit card, directly to the State organization. This also enters (or updates) them in your PT Avenue account.



NOTE 2: There are HELP files for every screen in the PT Avenue system, accessed by simply clicking the ‘HELP’ button in the upper right corner. The STARTUP GUIDE will also be good information on getting your “membership only” version account going!

If you wish to do a 60-day Trial of the “FULL” version of PT Avenue --

The “FULL” version trial gives you access to every feature of PT Avenue, and also gives your MEMBERS access to their side of your account, to improve communications overall. To access this, at any time after completing the “Tx Free” activation, click “Try Full & Financial Version” as shown below.



Once there, create a login code for your Members to use on their side of your account, like “XXXYYYPTA” then click the red “Try for 60 days” button. You may need to use both the school name and the city in your code, due to multiple schools existing with the same name.

Unlock your PT Avenue Account

Please Create a Login Code for your Membership Valid Member Code!

The member code should be something that your members would easily remember. It needs to be unique among all the organizations in PT Avenue. You will need to communicate this code to your members so they may enter the Member's Area.

Pay now to Unlock my FULL PT Avenue Account Now
Try Your FULL & FINANCIAL PT Avenue Account for 60 days

This will immediately shift the account into FULL version mode, in a 60-day trial. You will have access to all features of the PT Avenue system, to use and evaluate.

Once you are in FULL VERSION mode, from the Home page, click the “STARTUP GUIDE” button to access the document there, and share this with your other Board members -- and carry on! It is a step-by-step guide to getting the most out of your PT Avenue account, along with the help files and detailed guides in Membership and Finances.



To create logins for your other Board members, click the PROFILE then HELPERS button, to create other customized logins, giving them either ALL ACCESS or Customized access areas. Tell them about the HELP files and instructional guides in their particular areas of responsibility, and work with the account as a Board.

At any time during this trial period, you can choose to request an invoice to subscribe. Use the trial period as the Real Thing, because it IS – if/when you subscribe, your renewal will be based upon when you started this trial. You have the option of a FULL version subscription, or just to add the FINANCIAL module, when you request a subscription invoice. If no subscription is purchased, the account will revert back to “Tx Free” Membership Only when your upgrade trial expires, to still keep you connected to Texas PTA and the www.joinpta.org website.

One final repeat note – make sure your LOCAL DUES information is correct in your PROFILE > PROFILE area – and if you have not input your banking ACH info into the account, go to PROFILE > ACH INFO and fill that in. This activates your listing on the www.joinpta.org website, so people in your community can join your

PTA (and pay dues) through that. The ACH info also allows Texas State PTA to make direct deposits of the local dues share of the payment directly to your bank account!

If you have any questions about this, feel free to ask us, or Texas PTA...

Thank you,
The Team at PT Avenue
www.pt-avenue.com

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