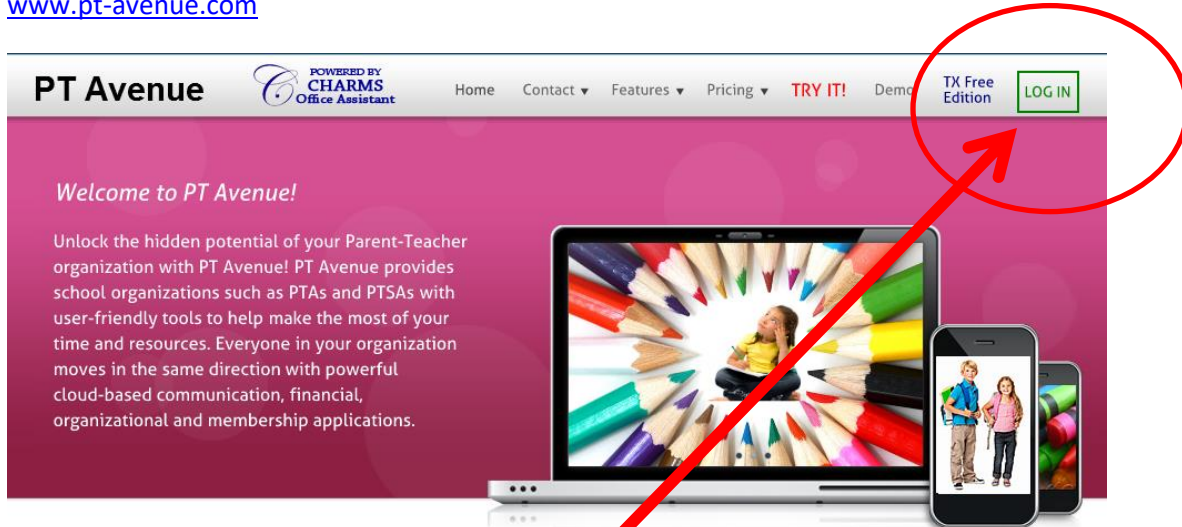


# PT AVENUE INSTRUCTIONS

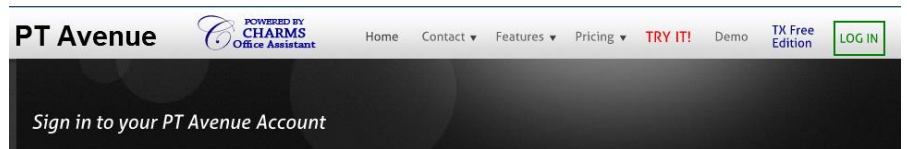
The NJPTA requires us to use the database for membership and we will be utilizing the expanded capabilities of this system.

To get started, go to:

[www.pt-avenue.com](http://www.pt-avenue.com)



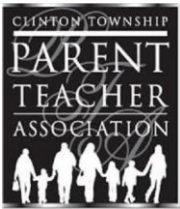
Click on **LOG IN** in the upper right corner.



Use the organization code

ctsdpta

to find the Clinton Township PTA



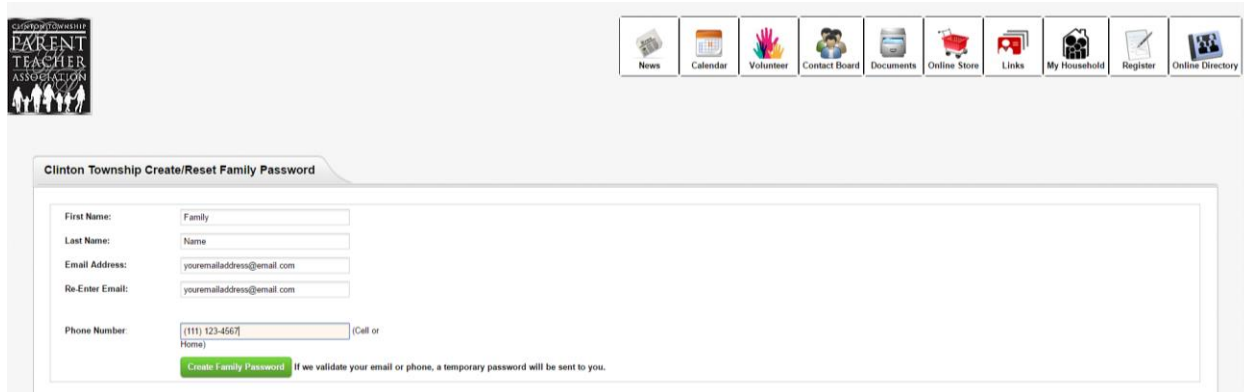
# PT AVENUE INSTRUCTIONS



Click on **MY HOUSEHOLD** in the upper right corner.

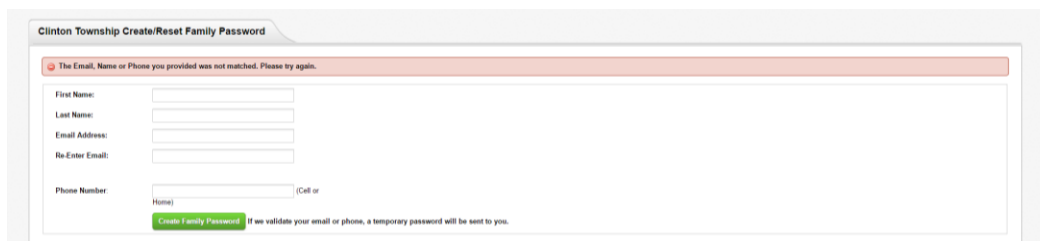
Enter your email address and click I Need a Password.

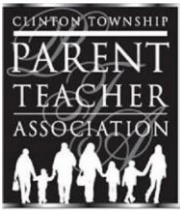
Enter your First and Last Name, Email address and phone number and click **CREATE FAMILY PASSWORD**.



The system will send you an email with a password to login.

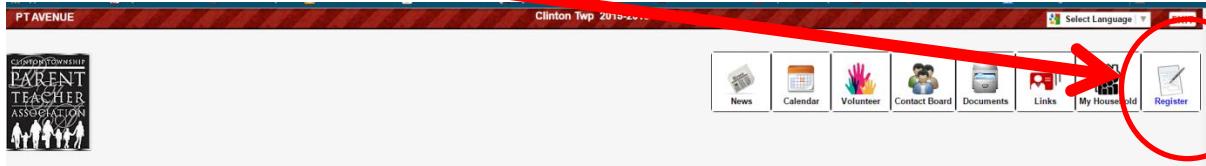
**\*\*\*If you have not provided an email address to the PTA or are using a different email address than what you provided, you will receive this error and you will need to follow the steps to REGISTER shown below.**





# PT AVENUE INSTRUCTIONS

Select Register



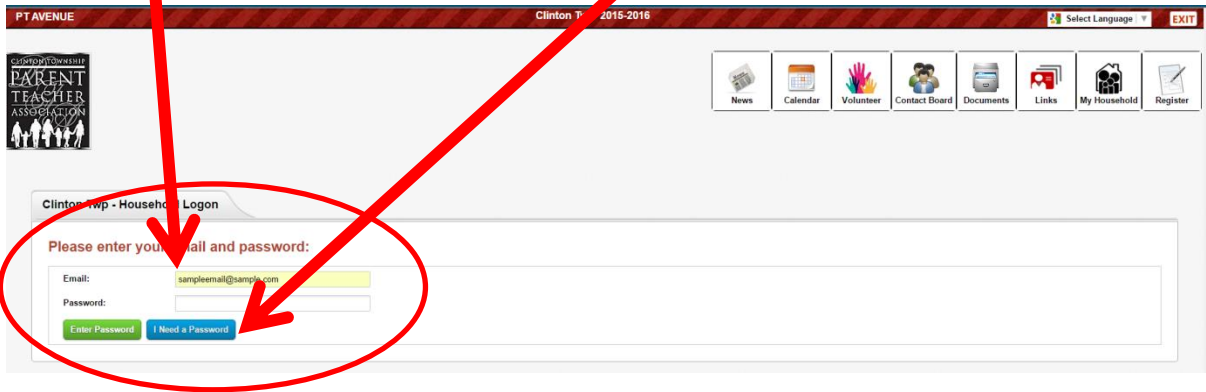
Enter your First Name, Last Name and Member Type (Parent/Guardian, Teacher)

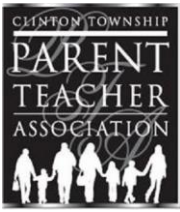


If you are already in the system, you will get a screen like this. Select **This is me**



Enter your email address and click on **I Need a Password**. This only needs to be done the first time you log-in.





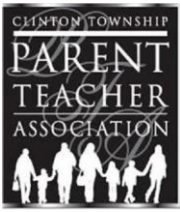
# PT AVENUE INSTRUCTIONS

If you are not already in the system, it will automatically ask you to register. Please enter your information. Don't forget to indicate your volunteer interests!

Additional family members should be added in the same record by clicking on Add Adult/Student.

Address information can be copied from primary entry to additional entries using **COPY FROM PRIMARY** button.

Don't forget to indicate volunteer opportunity interests!



# PT AVENUE INSTRUCTIONS

Students should also be entered in the family record. Please include grade and teacher! This will allow us to tailor e-mail blasts to specific classes, grades or schools.

A screenshot of the "PT AVENUE Member Self Register - Clinton Twp" web form. The form is titled "Enter Additional Family/Household Members". It has a sidebar on the left with options: "Sample Family", "2nd Adult Family", and "Add Adult/Student". The main form fields include: "Name" (First: Student 1, Last: Family), "Email Addresses" (1: none@none.none, 2: No Email), "Create Password" (with a "minimum 6 characters" note), "Member Type" (dropdown menu showing "Student"), "Grade/Teacher" (Grade: 3, Teacher: Teacher), "Address" (Sample Street), "City, State, Zip" (Clinton, NJ, 08809), "Phones" (Home: (908) 555-5555, Cell, Carrier: Select Carrier), "Best Time To Call", "Work Phone", "Work Location", "Fax", and "Preferred Contact Method" (All, Comments). A red circle highlights the "Member Type" dropdown menu, and a red arrow points from the text above to this dropdown.

Thank you for helping make the PTA database system complete. If you have any questions or problems entering information or accessing the database, please contact [ctsdpta@gmail.com](mailto:ctsdpta@gmail.com)