

PTOffice Registration

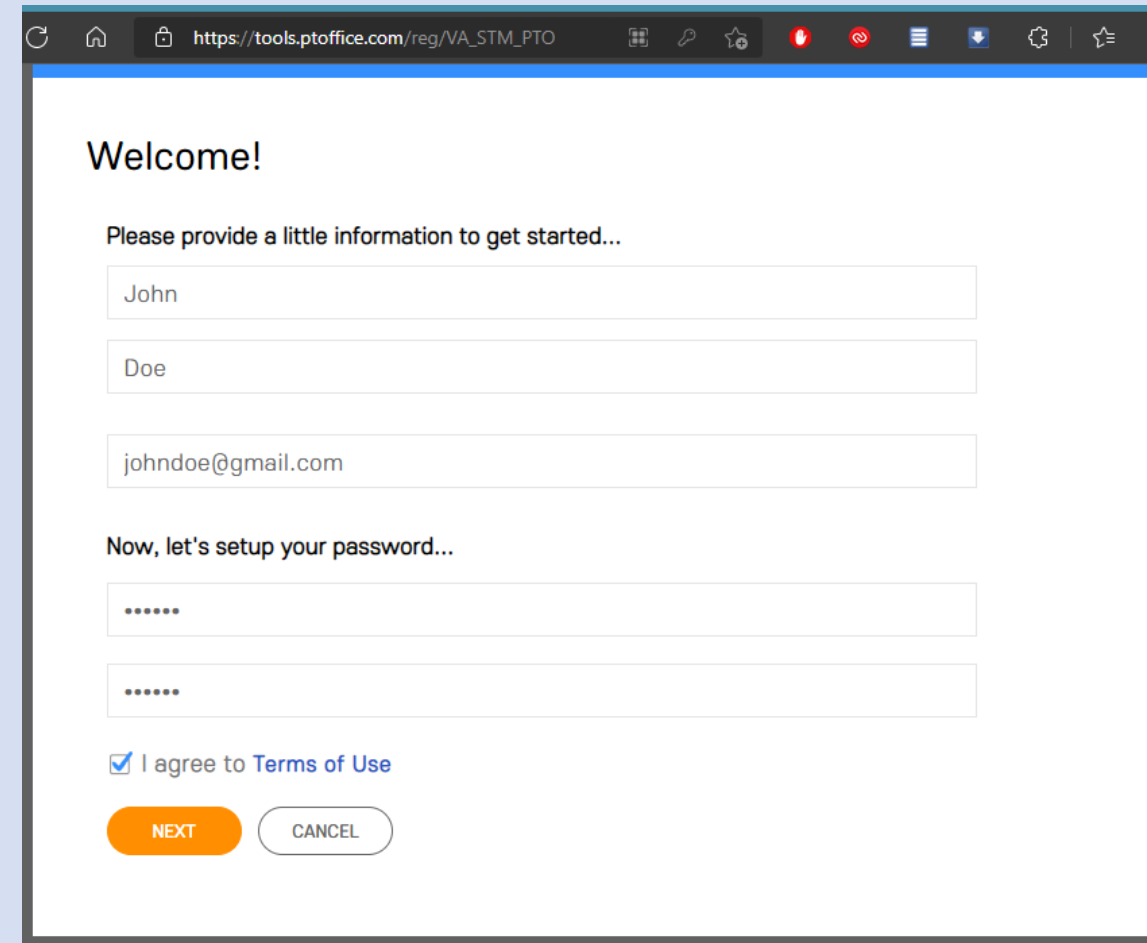
STM step-by-step guide



PTOFFICE

Step 1 – Enter Your Info

- In a browser or on your phone, go to https://tools.ptoffice.com/reg/VA_STM_PTO
- Fill out first name, last name, email address, and set a password. Agree to the Terms of Use, then click **NEXT**
- **NOTE:** Each parent should do this separately to get their own account.



The screenshot shows a web browser window with the address bar displaying https://tools.ptoffice.com/reg/VA_STM_PTO. The page content includes a "Welcome!" heading, a prompt "Please provide a little information to get started...", and three input fields containing "John", "Doe", and "johndoe@gmail.com". Below this is a section for password setup with the prompt "Now, let's setup your password..." and two password input fields. A checkbox labeled "I agree to Terms of Use" is checked. At the bottom, there are two buttons: "NEXT" (orange) and "CANCEL" (white with a grey border).

Step 2 – Match your household

- Most likely, your family’s information is already in PTOffice. After you enter your name, you should see a green bar indicating that you matched an existing record.
- If you see your name, click on the green banner to claim that “slot” in the household.
- Select “**Yes**” on the Warning screen, to confirm your choice.

If you **don’t see a match** on this screen, go to Step 2A/B, otherwise proceed to Step 3.

Select your name or a slot in a household where you belong:

Household 1

JOHN DOE

JANE DOE

Household 2


THIS SLOT IS AVAILABLE

Don't see any matches above? Try searching an ex-spouse's or other guardian's last name, or choose "CREATE NEW FAMILY UNIT" below.

Doe

SEARCH

CANCEL



Warning!

Are you sure you'd like to choose this household?

YES NO

Step 2A – No Family Match

- If you did not see the green bars on Step 2, try searching for another name that might be used at the school – such as your children’s, spouse’s or ex-spouse’s last name.
- In this example, Jane Smith-Doe does not find a match based on her last name.
- After searching for “Doe”, she finds the family slot with her information. After claiming that spot, she can then edit her preferred last name.
- Note that John Doe has already claimed the first slot in the household; it is grayed out.

Welcome!

Please provide a little information to get started...

Jane Smith-Doe

jsmith-doe@yahoo.com

Now, let's setup your password...

.....

.....

I agree to [Terms of Use](#)

NEXT CANCEL

Select your name or a slot in a household where you belong:

I'm sorry, but no one with that last name currently exists in our database.

Don't see any matches above? Try searching an ex-spouse's or other guardian's last name, or choose "CREATE NEW FAMILY UNIT" below.

Doe **SEARCH**

CANCEL

Select your name or a slot in a household where you belong:

Household 1	Household 2
JOHN DOE (already registered)	THIS SLOT IS AVAILABLE
JANE DOE	

Don't see any matches above? Try searching an ex-spouse's or other guardian's last name, or choose "CREATE NEW FAMILY UNIT" below.

Doe **SEARCH**

CANCEL

Step 2B – Create a new Family

- If you do not find a family that matches yours, click the “**CREATE NEW FAMILY UNIT**” link at the bottom of the screen.
- In this example, Jane Smith-Doe is **not** related to John Doe, so she creates a new family entry.
- Select “Add Child” and enter information for each student in the family, including their grade and teacher (if known).
- Select “Add Adult” as necessary for additional parents.
- **NOTE:** If you create a new family using this step, please email stm.pto.secretary@gmail.com so we can make sure there aren't any duplicate records.

Select your name or a slot in a household where you belong:

Household 1
JOHN DOE
(already registered)
JANE DOE

Household 2
THIS SLOT IS AVAILABLE

Don't see any matches above? Try searching an ex-spouse's or other guardian's last name, or choose **CREATE NEW FAMILY UNIT** below.

Doe

Jane Smith-Doe

ADD IMAGE USERNAME: PASSWORD:

**PLEASE NOTE: You can choose which information to SHOW or HIDE from your organization's published directory.

FAMILY INFO

ADULTS

Jane Smith-Doe
Household 1
Not Available
Not Available
Not Available
jsmith-doe@yahoo.com

MEMBERSHIP DUES
No Membership Fees Found!

MEMBERSHIP DETAILS

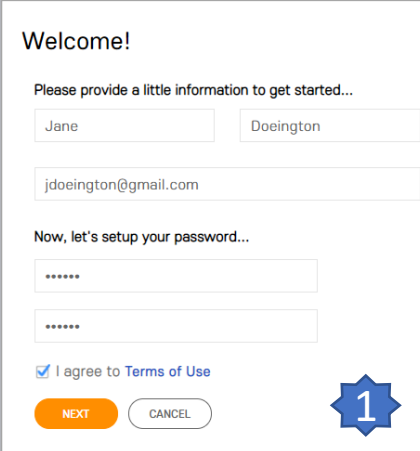
SIGNUPS

PURCHASES

EMAIL GROUPS

Step 2C – Separate Households

- If parents live in separate households, you can indicate that with the Household 1 and 2 values. Each family record can have up to two households with up to two parents in each.
- In this example, Jane Doeington is separated from John Doe. She finds the match to her family but needs to switch her slot to Household 2. She selects “**This Slot is Available**” for Household 2.
- After claiming the slot in Household 2, Jane can add another parent in that household using the “**Add Adult**”, and add any new children using “**Add Child**”.



Welcome!

Please provide a little information to get started...

Jane Doeington

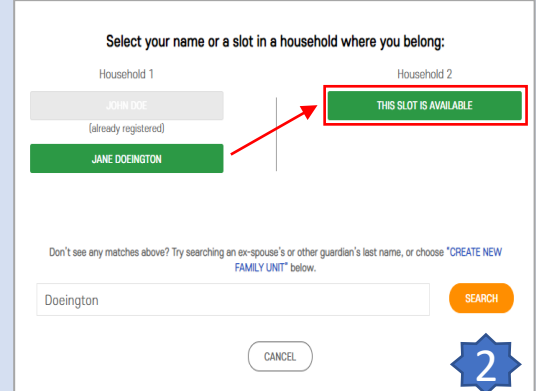
jdoeington@gmail.com

Now, let's setup your password...

I agree to [Terms of Use](#)

NEXT CANCEL

1



Select your name or a slot in a household where you belong:

Household 1 Household 2

JOHN DOE (already registered)

JANE DOEINGTON

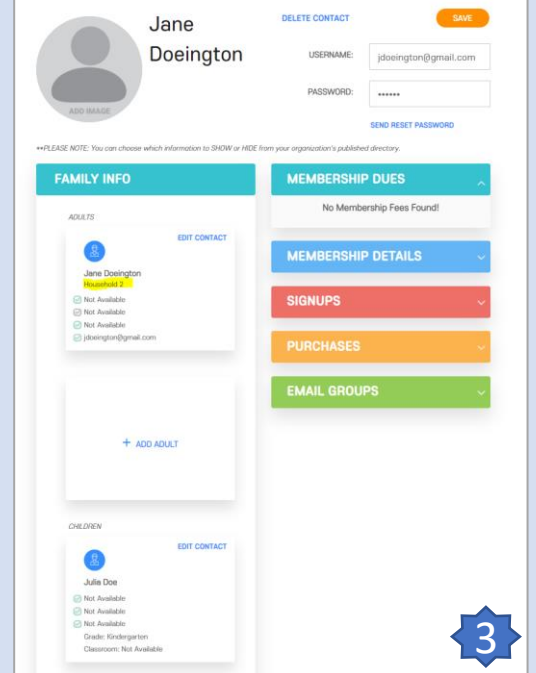
THIS SLOT IS AVAILABLE

Don't see any matches above? Try searching on ex-spouse's or other guardian's last name, or choose "CREATE NEW FAMILY UNIT" below.

Doeington **SEARCH**

CANCEL

2



Jane Doeington

DELETE CONTACT **SAVE**

USERNAME: jdoeington@gmail.com

PASSWORD: *****

SEND RESET PASSWORD

**PLEASE NOTE: You can choose which information to SHOW or HIDE from your organization's published directory.

FAMILY INFO

ADULTS

Jane Doeington Household 2

Not Available

Not Available

Not Available

+ ADD ADULT

CHILDREN

Julia Doe

Not Available

Not Available

Not Available

Grade: Kindergarten

Classroom: Not Available

MEMBERSHIP DUES

No Membership Fees Found!

MEMBERSHIP DETAILS

SIGNUPS

PURCHASES

EMAIL GROUPS

3

Step 3 – Update your Profile

- You have now created an account on PTOOffice. Thanks! Your username is your email address.
- You can edit information for any family member in your household by clicking on [Edit Contact](#). (Other parents will still need to create their own accounts, though.)
- You can choose what information to show in the school directory, by clicking on “Click to Hide/Click to Show” – if you don’t want to share your address, phone, etc.
- If your child is not assigned to a classroom, you can select their teacher by editing the child’s contact information.

The screenshot shows the profile update page for John Doe. At the top, there is a profile picture placeholder labeled "ADD IMAGE" and the name "John Doe". To the right, there are buttons for "DELETE CONTACT" and "SAVE". Below these are input fields for "USERNAME:" (containing "johndoe@gmail.com") and "PASSWORD:" (with masked characters). A "SEND RESET PASSWORD" link is also present.

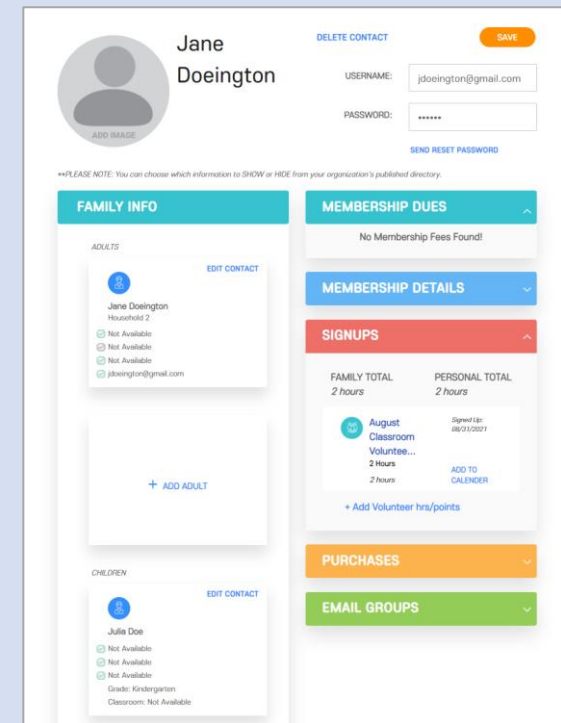
A note states: "**PLEASE NOTE: You can choose which information to SHOW or HIDE from your organization's published directory." Below this, there are several expandable sections: "FAMILY INFO", "MEMBERSHIP DUES" (showing "No Membership Fees Found!"), "MEMBERSHIP DETAILS", "SIGNUPS", "PURCHASES", and "EMAIL GROUPS".

The "FAMILY INFO" section is expanded, showing "ADULTS" and "CHILDREN". Under "ADULTS", there are two entries for John Doe and Jane Doe, each with an "EDIT CONTACT" button and several "Not Available" status indicators. Under "CHILDREN", there is one entry for Julia Doe with an "EDIT CONTACT" button and status indicators for grade and classroom.

A callout box titled "CONTACT INFO" is shown in the bottom right, displaying fields for Name (John), Surname (Doe), Phone ((111) 222-3333), and Email (johndoe@gmail.com). Each field has a "CLICK TO HIDE" or "CLICK TO SHOW" button next to it.

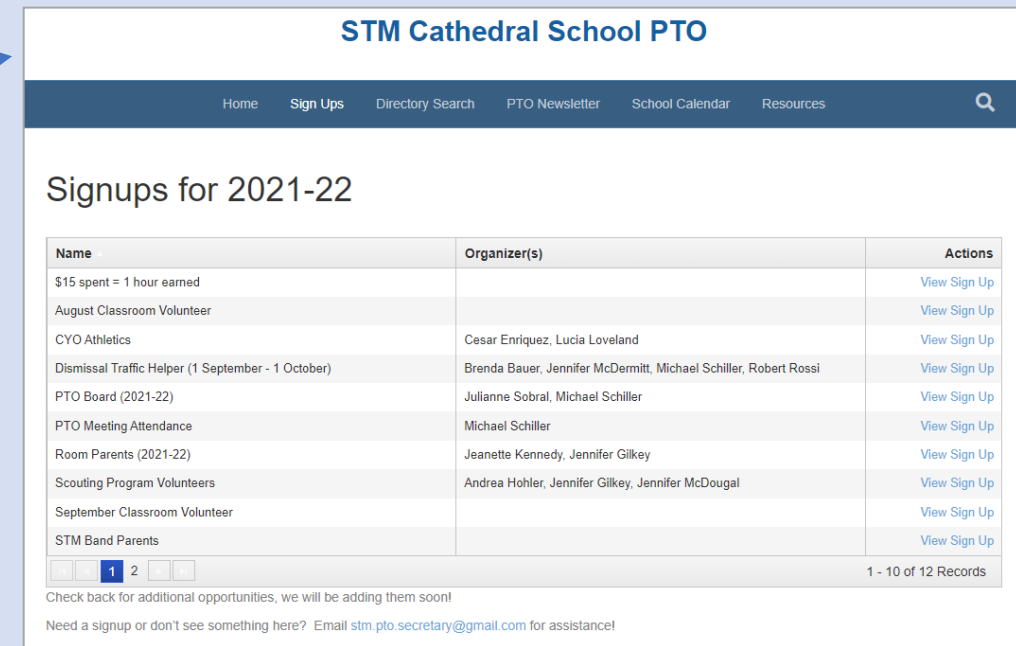
Step 4 – Using PTOOffice

- There are two ways you'll interact with PTOOffice – with your profile page, and the PTO website.
- You can always view your profile page by logging in to <https://tools.ptoffice.com> with your email address and password. There, you can:
 - Update any family information, as needed
 - Choose what information is visible in the directory
 - Check “Signups” to see how many volunteer hours you have
 - Add any missing volunteer hours/donations



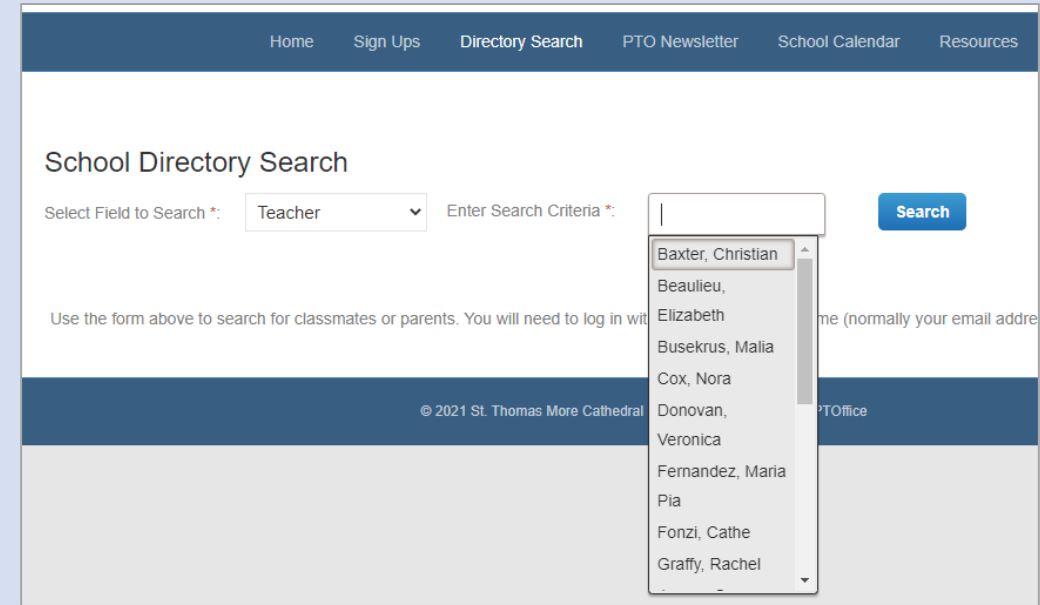
- The new PTO website is at <https://stmchurchedschool.ptoffice.com/>. There, you can:
 - Look for volunteer opportunities, under [Sign Ups](#)
 - Search for other parent or students in the [Directory](#)
 - Review the latest [PTO Newsletters](#)
 - Check out the [School Calendar](#) and other [PTO Resources](#)

NOTE: You will need to **log in** to the PTO website (using your PTOOffice account) to search the directory or Sign Up as a volunteer.

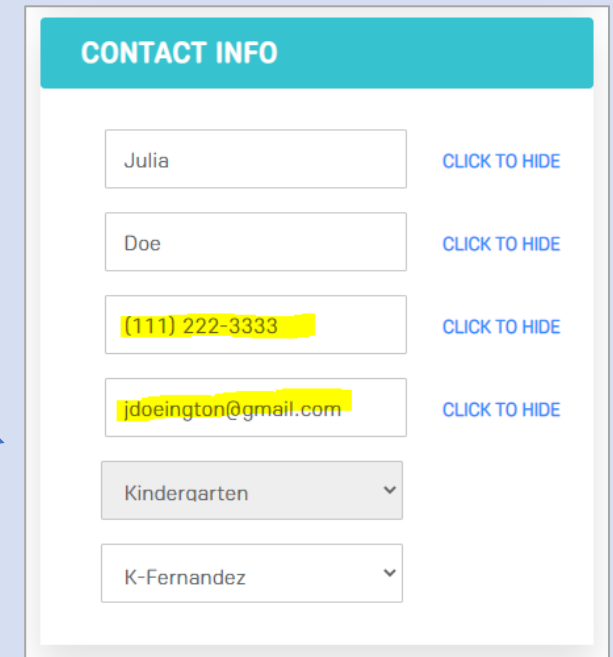


Tip for using the Directory

- On the PTO Website, you can search for your child's classmates by searching in the Teacher field under Directory Search.
- The class "Friends List" shows a phone number and email record for each student.
- We recommend that you have a **parent's contact information** listed with your child's name in the directory. Do this by adding your phone/email to the Contact Info section of your child's profile page (see [Edit Contact](#) in Step 3)
- You can also click on each child's name in the directory to see their parents' names and contact information.



The screenshot shows the 'School Directory Search' interface. At the top, there is a navigation bar with links for Home, Sign Ups, Directory Search, PTO Newsletter, School Calendar, and Resources. Below this, the search form is titled 'School Directory Search'. It features a dropdown menu for 'Select Field to Search *' currently set to 'Teacher', and a text input field for 'Enter Search Criteria *'. A blue 'Search' button is located to the right of the input field. Below the search fields, there is a dropdown menu showing a list of names: Baxter, Christian; Beaulieu, Elizabeth; Busekrus, Malia; Cox, Nora; Donovan, Veronica; Fernandez, Maria; Pia; Fonzi, Cathe; and Graffy, Rachel. At the bottom of the page, there is a footer with the text '© 2021 St. Thomas More Cathedral' and 'PTO Office'.



The screenshot shows the 'CONTACT INFO' section of a child's profile page. The section has a teal header with the text 'CONTACT INFO'. Below the header, there are several input fields and buttons. The first field contains the name 'Julia' and has a 'CLICK TO HIDE' button to its right. The second field contains the name 'Doe' and has a 'CLICK TO HIDE' button to its right. The third field contains the phone number '(111) 222-3333' and has a 'CLICK TO HIDE' button to its right. The fourth field contains the email address 'jdoeington@gmail.com' and has a 'CLICK TO HIDE' button to its right. Below these fields, there is a dropdown menu for 'Kindergarten' and another dropdown menu for 'K-Fernandez'.

Questions or Problems?

Email Mike Schiller at stm.pto.secretary@gmail.com