



Washington PTA is excited to announce a new online tool for Washington families called MemberHub.com. MemberHub helps schools and PTAs create one central online place for parents to communicate, collaborate and get organized in a **private and secure** environment.

With MemberHub, you can:

- Communicate with other parents in the school, in your child's classroom and on a PTA committee using text or e-mail
- Access a private online school directory
- Receive e-mail and text message notifications on your cell phone
- Share photos in a safe environment
- Access documents and receive PTA newsletters electronically
- Share school calendars with automatic event reminders
- Sign-up for volunteer opportunities or classroom needs
- Use the MemberHub app on your iPhone or Android device

So what does this mean?

You have already been added to private online groups called "hubs" for your students' classroom(s). Once you create your account, you will be able to login and access your own profile, files, calendars, photos signups and school directory. You can also adjust your personal notification preferences. You can also join "hubs" for PTA committees and other activities.

How to Get Set Up on MemberHub

1. When you're ready to create your own login go to: **washingtongt.memberhub.com**
** If your e-mail address has not changed from last year, you will also receive an e-mail asking you to create a password **
2. Select the "**I need create to a password**" option. Follow the instructions to create a password and verify your email address (for your security). Then, **[please complete your full profile](#)** upon joining the system.
3. Upon creating your account, you will receive an email with a link to the 3-minute **New User Guide** video. Please watch this video at your earliest convenience. A few days later you will also receive 2 emails with user tips like how to subscribe calendars, access files, and receive text message notifications.

Interested in learning more about MemberHub? Go to www.memberhub.com to watch an informational video about the system, how it works and how it helps school communities communicate more effectively, keeping you organized in one, secure online space

The PTA has already uploaded all the directory information from 2015-2016 into the MemberHub system. **If your information has not changed from the last school year, you do not need to do anything.** You should receive an e-mail from MemberHub this week, asking you to create a password and set your personal preferences.

Complete this form if:

- **your information has changed from the last school year**
- **you are new to Washington this year**
- **you were not included in last year's directory, but want to create a MemberHub account**

Please complete the Google form on the Washington PTA website at www.wizardpta.org, or use this form and turn it in to your child's teacher. Only one form needs to be completed for each family.

If you do not wish to participate in MemberHub, or do not want your information published in our secure, online school directory, please e-mail Julie von Haefen at julievonhaefen@yahoo.com and we will remove your information from the system.

MEMBER HUB/DIRECTORY INFORMATION

(THIS FORM IS ALSO AVAILABLE ONLINE AT WWW.WIZARDPTA.ORG)

PLEASE PRINT CLEARLY

Student name:

Teacher: _____ Grade: _____

Address: _____

Parent/Guardian First Name: _____

Parent/Guardian Last Name: _____

Parent/Guardian E-mail: _____

Parent/Guardian Home Phone: _____

Parent/Guardian Mobile Phone: _____

Additional Parent/Guardian Name: _____

Additional Parent/Guardian E-mail: _____

Additional Parent/Guardian Home Phone: _____

Additional Parent/Guardian Mobile Phone: _____

If your child has siblings at Washington, please provide the following information:

Name: _____ Grade: _____ Teacher: _____

Name: _____ Grade: _____ Teacher: _____