

Dear Parents,

The Washington School Parent Teacher Organization (PTO) is kindly asking you to join or renew your membership for the 2010-11 school year. The membership cost is \$8, which includes one copy of the school directory. Additional directories may be ordered for \$3 each. Your membership is essential and helps support the many PTO sponsored activities and programs that enrich the learning experience of our children at Washington School.

To be included in the PTO Directory, you must be a member of the PTO, register online at www.wyckoffpto.org, and verify your directory information.

You MUST VERIFY your directory information online via <http://www.wyckoffpto.org> by August 1st, 2010.

AFTER JUNE 24th, 2010 Visit our PTO Site:

1. Visit www.wyckoffpto.org
2. Click on WASHINGTON SCHOOL
3. Click on "My Account" in the top navigation bar.
4. (a) If you were a PTO member last year:
 - If you remember your password, enter your email address and password and click the "Login" button.
 - If you do not remember your password:
 1. Under "Forgot your password?" enter your email address.
 2. Click "Get Password"
 3. An email with your password will be sent to the email address you provided.
 4. Log in then continue by following the instructions for "Verifying Directory Information"
4. (b) If you are a new member:
 1. Click on "Create a new Washington PTO Account"
 2. Enter the information requested, which will be used in the directory.
 3. Under "My School District", select "Wyckoff Schools District, NJ"
 4. Click on the "Create Washington PTO Account" button.

Verify Directory Information: You must verify all of your directory information.

1. Once logged in, click on the "My PTO" menu and select "My Info."
2. Verify and edit the address and contact information. *Enter only the information you want in the directory.* Please provide at least one telephone number.
3. If you do not want your email listed in the directory, check the box marked "Exclude your email address from the PTO Directory."
4. Save your changes by clicking on the "Save" button at the bottom of the screen.
5. Click on "My PTO" menu again and select "My Students."
6. Verify and edit the information for each student, including their grade and homeroom/classroom teacher and click "Save Student" when complete. Entering a birth date is optional.
7. If you need to add a student, click on the "Add New Student" button at the bottom of the screen.
8. Click on "Save Students" to save your changes.

Order your directory: Once you have verified all of your directory information, you can place your order:

Washington PTO Membership and Volunteer Instruction Sheet

1. Click on the FOR SALE item "PTO Membership and Directory".
2. Enter the number of directories you would like to order, plus add 1 for the membership. For example if you wanted 2 extra directories you would enter 3, which is 1 membership plus extra 2 directories. (each extra directory is \$3.00). **Please be sure to order the *Washington school directory*.**
3. Click on "Add to Shopping Cart" at the bottom of the screen.
4. Click on "Check out" when you are done and follow the instructions there to pay for your order. **You can pay for your directory online now or send in a check in September when school is open. Directories will be sent home with your child in September or early October.**

Volunteer for Committees

1. Click VOLUNTEERS, choose VOLUNTEER FOR COMMITTEES from the drop down menu.
2. Check off as many items as you wish.
3. Then Click the SUBMIT button at the bottom of the page. You will be contacted by the Committee Chairperson before the event.

You're done! If you have any problems during this process, contact Gwen Marquardt at gwenmarquardt@optonline.net or 201.560.1848

If you do not have computer access at home, please contact Suzanne Anderson at sra0308@gmail.com to schedule time to use a computer at school. We may also be holding help sessions at school in September, depending on the need; dates and times to be decided.

PRIVACY: The Wyckoff Schools Coordinating Council and PTOs collect personal information in order to provide a printed directory to PTO members only. Contact information will be used only for PTO business. Printed directories are issued as a personal service to PTO members and should not be released to any individual, organization, or promotional enterprise. All efforts have been made to create a secure web site to ensure the safety of your information. Please see our complete privacy statement on the web site.