

Eisenhower Middle School 2011 PTO Membership Form

Dear Parents,

The Eisenhower Middle School Parent Teacher Organization (PTO) is kindly asking you to join or renew your membership for the 2011-12 school year. The membership cost is \$8, which includes one copy of the school directory. Additional directories may be ordered for \$3 each. All membership registrations/payments can be done **on-line!** Your membership is essential and helps support the many PTO sponsored activities and programs that enrich the learning experience of our children here at Eisenhower.

In addition, to make September and Back to School night less hectic, we are offering the opportunity to make on-line donations to be used towards raffle baskets for our Fall Dinner (November) and Military Bridge (March). You can also volunteer for PTO events online.

Please note, to be included in the PTO Directory, you must be a member of the PTO. Join by registering online at www.wyckoffps.org (use the PTO tab at the Eisenhower home page) and verifying your directory information. If you do not have computer access, please contact Ming Chow at 201-689-9602 to schedule a time to use a computer at school.

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.

You MUST VERIFY your directory information online by Friday, September 16, 2011. Since all verified information will be displayed, please delete any information you do not want included in the directory (i.e. spouse's work e-mail /phone numbers).

Please see the instructions on the back of this page.

Instructions for PTO Membership Registration

1) Log In:

1. Visit www.wyckoffps.org and choose "Eisenhower".
2. Click on the PTO tab at the Eisenhower home page and click on the link to our site.
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"
- (b) If you are a new member:
 1. Click on "Create a new Paperless PTO Account"
 2. Enter the information requested, which will be used for the directory (please use desired capitalization).
 3. Under "My School District", select "Wyckoff Schools of Wyckoff, NJ"
 4. Click on the "Create Paperless PTO Account" button.

2) Verify Directory Information:

1. Once logged in, click on "My PTO" 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 teacher. (Note: If you have already updated Elementary School students, DO NOT delete them or you will not be included in the Elementary School directory. Also, there are no class parents at Eisenhower).
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.

3) Order your Directory: After verifying all of your directory information, place your order:

1. Click on the FOR SALE item "PTO Membership and Directory".
2. Enter the number of directories you would like to order. **Please be sure to order the correct school's directory.**
3. Make a donation to Eisenhower fundraising (for baskets), if you so desire.
4. Click on "Add to Shopping Cart" at the bottom of the screen.
5. Click on "Check out" when you are done and follow the instructions to pay for your order.

YOU'RE DONE! IF YOU HAVE ANY PROBLEMS DURING THIS PROCESS, CONTACT MING CHOW (201-689-9602 OR CMINGC@AOL.COM).