

# Student Volunteers for the PAHS PTSA

Membership Toolkit: <https://planoacademyptsamembershiptoolkit.com/home>

STEP 1) TO BE CONTACTED ABOUT OPPORTUNITIES!

1) Access Membership Toolkit and Create an Account

The image shows two side-by-side screenshots of the PTSA Membership Toolkit website. The left screenshot is the homepage, featuring the PTSA logo, a navigation menu on the left, and a central welcome message. A red circle highlights the 'login' button in the top right corner. The right screenshot is the 'Create account' form, which includes instructions for new users and a registration form with fields for first name, last name, email address, password, and a retype password field. There are also links for 'cancel' and 'create my account'.

2) Update Your information and Click Next

The image shows two side-by-side screenshots of the PTSA Toolkit. The left screenshot displays a green 'Success' message box indicating that the user, Student Caglia, has been welcomed to the toolkit. Below the message is a 'Your PTA Toolkit' section with a 'Welcome!' message and a 'Participant and Learner Information (hide)' link. The right screenshot is the 'Participant' information form, which includes fields for relationship, email address, title, participant first and last names, street address, city, state, zip code, cell phone, and home phone.

3) PTA Toolkit will display the Open Forms Page. Click 2016-2017 Volunteer Interest Form and Click under your name in the "Student Volunteer Section and Save. You will now get emails when we have Student Opportunities Available

The image shows two side-by-side screenshots of the PTSA Toolkit. The left screenshot is the 'Your PTA Toolkit' page, which includes a navigation menu on the left and a central section for 'Participant and Learner Information (hide)'. A red circle highlights the '2016-2017 Plano Academy Volunteer Interest Form' link in the 'Volunteer Opportunities (hide)' section. The right screenshot is the '2016-2017 Plano Academy Volunteer Interest Form' itself, which includes a 'Get Involved at the Plano Academy!' section and a table for 'PTSA COMMITTEE' with columns for 'Opportunity' and 'Participant'. The 'Student Volunteer' row is highlighted, and the participant's name 'Dylan' is listed.

## STEP II) TO SIGN UP FOR OPPORTUNITIES (must complete STEP I)

4) When you want to volunteer, access the website and click on the Volunteer Corner and click on the orange circle for the list of opportunities.

