



We hope you're having a wonderful summer! As many of you know, the PTA provides Manorhaven families with a helpful school directory. The directory—which is also used for all PTA email communications—is **NOT** linked to the school district's system, and must be updated directly by parents each school year. Our school directory and 2021-2022 school calendar are also available through the handy Membership Toolkit app!

If you do not activate or re-activate your directory account each year, you'll lose access and will miss out on important announcements. With so much of our lives moving Online, it is more important than ever to make sure your account is active, your contact information is up to date, and that you are receiving all PTA communications.

Here's what you need to do:

- Go to manorhavenpta.membershiptoolkit.com and click the "Register/Login" button.
- If you are new to Manorhaven or have never created a directory account before, select "Create Account" and fill in your name, email, and password information. *Remember to use the email address you provided to the school district, at which you received this note, when you create your Membership Toolkit account.*
- Click "verify my email" and check your email for a link to complete the process. The link expires in 2 hours. *If you do not receive the email, check your spam or junk folders.*
- Once you have verified your email address, log back in and finish the registration process by completing the following steps:
 - Complete the **Parent/Family and Student Information**. *Please indicate your language preference during this step; the PTA will try to provide important communications in both Spanish and Japanese.*
 - Complete the **Directory/Publish Preferences**.
 - Consider **submitting your annual PTA membership or donating to the Angel Fund** directly from the directory store!
- When you've completed your registration, download the free Membership Toolkit App from the [Apple App store](#) or [Google Play store](#) and access directory information from anywhere!
- If you are a returning parent and already have a Membership Toolkit account, go to manorhavenpta.membershiptoolkit.com and follow the prompt to review and update your contact information at the top of your screen.

Questions? Contact Caryn Swibel, PTA Co-President (carynswibel@gmail.com) or Rachel Gaspar, PTA Secretary (rachel.n.gaspar@gmail.com).

Si tienes alguna pregunta por favor llame al Analia ([347-444-5210](tel:347-444-5210))