



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.

This summer, we're transitioning over to a new system called Membership Toolkit, which recently acquired My School Anywhere. Don't worry, it's super easy to make the switch! You'll still have access to the full directory and the 2019-2020 school calendar on a handy App.

Starting in early October, all PTA communications will be sent through this new system; if you don't switch over, you'll lose access to the directory and will miss out on important announcements.

Here's what you need to do:

- Go to manorhavenpta.membershiptoolkit.com and click the "Register/Login" button.
- Select "Create Account" and fill in your name, email, and password information. *Remember to use the email address at which you received this note when you create your Membership Toolkit account (for returning parents, it's the same email address you used to register with My School Anywhere); you can always change your email address later, when you review your contact information.*
- 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!

Questions? Contact Jessica Melwani, PTA Co-President (jessicakmelwani@gmail.com) or Alice Perkins, PTA Secretary (alicekperkins@gmail.com).

Si tienes alguna pregunta por favor llame al Analia (347-444-5210)

日本語でのお問い合わせ...石川 (maki.boshi@gmail.com)