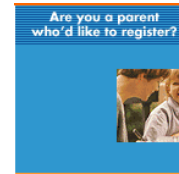


## ParentOrganizer.com Registration for New Families: (And Help for Returning Families – see bottom of page 2)

### First Step: General Family Information

1. Go to [www.parentorganizer.com](http://www.parentorganizer.com)
2. Click icon to begin parent and student registration process.



3. On **Parent Registration** screen, complete name, address and phone fields.
4. You must click on **Yes** circle to indicate acceptance of terms of use for this site. Please read the terms.
5. Enter parent's home email address (parent who is registering) into **Primary Email Address** field. (Please note there are two unique password fields including: **Signature Password** and **Access Password**.)
6. Enter a password in the **Access Password** field. This password can be used by parents and student(s) alike.
7. Enter that same password in the **Confirm** field to the right.
8. Enter a different password in the **Signature Password** field.
9. Enter that same password in the **Confirm** field to the right.
10. You must click on **Yes, I will share this signature password only with persons authorized to sign documents for my child.\*** box.
11. Type in a question in the **Question** field such as: "What is my dog's name?"
12. Type in answer in the **Answer** field to question entered.
13. Check one or all of the following email notification boxes: 1) **Daily Reminder emails**, 2) **Weekly Newsletter emails**, **Other Updates**.
14. Click on **Text Only** circle if you do not have **HTML Format** capability with your email access.
15. Enter additional email addresses if desired, i.e. parent email address at work or unique student address at home.
16. Scroll down **Number of Family Profiles** box and select number of family members using the site. Then click outside the box to ensure number chosen remains fixed. Follow Family Profile number link for additional information. **ENSURE THAT YOU ADD AN ADULT MEMBER AND A CHILD MEMBER SO YOU WILL GET BOTH SCHOOL AND PTSA INFORMATION.**
17. Screen refreshes with corresponding number of blank Family Profile records. And, the registering parent is listed in top record.
18. Enter **First Name**, **Last Name**, **Calendar Color** choice and whether the member is an adult or child. After selecting adult or child for each record, click again outside the box to secure your choice.
19. Press **Submit** button.

You have successfully completed the first component of registration on ParentOrganizer. You may modify this general parent profile at any time. Click on following links for continued registration help starting with parent and proceeding through student(s).

### Second Step: Parent Registration

On the Individual **Family Member Profile Set-Up** screen, you continue the parent registration process.

1. Check all organization boxes that you, as a parent, are involved or interested in. **For McAuliffe, a parent would select PTSA Information.**
2. Check subsequent sub-organizations and choices that are automatically generated. **For McAuliffe, these would be Lake Washington School District, Christa McAuliffe Elementary.**
3. Click **Submit** to have ParentOrganizer assimilate your data and proceed on to student registration.

### ***Third Step: Student Registration***

On the Individual **Family Member Profile Set-Up** screen, continue student registration process on member now listed.

1. Check all organization boxes that student is involved in. **For McAuliffe, a student must select School Information..**
2. Check subsequent sub-organizations and choices that are automatically generated. **For instance, a student going to McAuliffe would check first on a) School Information, b) Lake Washington School District for School District.; c)Christa McAuliffe Elementary School for School.; then any other Clubs and Activities from the choices available.**
3. Click **Submit** to have ParentOrganizer assimilate student data and conclude at this point. However, if there are additional students in your family to register the screen refreshes and proceeds on to the next student.
4. Please repeat steps one through three for next student listed on **Family Member Profile Set-Up** screen.

### ***Fourth Step: One-Stop Forms (Not required information by McAuliffe at this time)***

Completing the **Individual Family member Profile One-Stop Forms** is the last section of the individual registration process. Entering your address, contact and medical insurance data once in the **One-Stop Forms** section means you don't have to repeatedly enter the same data in requested forms. This data is used to pre-populate medical release forms and permission slips, etc.

In the **Individual Family member Profile One-Stop Forms** screen ParentOrganizer requires additional data for registered students in your family. Adults do not submit a one stop-form.

1. Look for the name under **One-Stop Forms entry for** and notice which member of your family is listed.
2. Complete all fields including (if you do not have datum for a particular field, i.e. cell phone, leave it blank):
3. Enter **Parent Information** (for mother and father or custodian) data
4. Enter **Address Information** data
5. Enter **Emergency Contact** data
6. Enter **Medical Information** (this may be different for each student if, you registered more than one)
7. Click on **Submit** button at bottom of screen when completed.
8. The screen will refresh after each submit action and present the next listed student if, you have registered more than one.
9. Repeat steps 1 through 3 for each registered member in the family.
10. When you click on the **Submit** button for the last time, the **Registration Completed** screen is presented with the title "You're Finished!"

### ***Your family is now completely registered.***

You may proceed to log on to ParentOrganizer in the **Registration Completed** screen. Or, you may choose to exit the ParentOrganizer site. Please save [www.ParentOrganizer.com](http://www.ParentOrganizer.com) as a favorite. You can refer to the home page at any time to review previous announcements.

***If you have registered for Parent Organizer in the past and the site will not let you set up a new profile***, you can select the "Existing Members Click Here to Sign in" button in the left hand column. Enter your email address and then click on the link on the bottom of the box that says "Forgot Password?" ParentOrganizer will email you your password so you can log on and amend your profiles. Please ensure that the parent has PTSA, Lake Washington School District, Christa McAuliffe all checked and the student(s) have School information, Lake Washington School District, Christa McAuliffe boxes all checked.

Any questions regarding enrollment can be directed to Vinette Barrow at [cvbarrow@hotmail.com](mailto:cvbarrow@hotmail.com).

Thank You