



ParentOrganizer.com

ParentOrganizer (PO) is the primary communication source for School and PTSA events and announcements.

For those of you that have yet to register, or are having difficulties, the hints below may help. If you still can't seem to get set up or have other questions, please contact Vinette Barrow at cvbarrow@hotmail.com.

Profile Set-up Help

- Q. I signed up for ParentOrganizer once, but can't remember my password.**
- A. Go to ParentOrganizer.com and click the orange space on the left where it says "Existing Members click here to sign in". Enter your email address and click the link on the bottom of the sign in page that says "Forgot Password?" ParentOrganizer will email it to you. Once you have your password you can sign in and amend your profile.
- Q. I signed up but don't seem to be getting anything or not everything.**
- A. Verify your family profile includes one student and one adult. The adult profile needs to include PTSA Information - Lake Washington School District – Christa McAuliffe Elementary and the student profile needs to include School information – Lake Washington School District – Christa McAuliffe Elementary.
- Q. I have a student at another school that uses ParentOrganizer. How do I add Christa McAuliffe to my profile?**
- A. Go to ParentOrganizer.com. Sign on as an existing member. Click on the "My Profile" selection on the left. Near the bottom of the page, increase the number of family profiles to include your McAuliffe student(s). Add your student's names and label them as students – hit submit. Their profile request will come up and you can select school information – Lake Washington School District – Christa McAuliffe Elementary. Hit submit. **THEN**, in the upper right section of your profile page, click on the edit link for the adult and add Christa McAuliffe Elementary to the schools you want PTSA information from.

Some tips –

Any information regarding the school or school district will come to you via your students profile set up. If you receive the calendar of events on Friday, your student is set up correctly.

Any information regarding a PTSA funded or staffed event, as well as community announcements will come to you via the adult profile set up.