

## How to set up your account on Membership Toolkit

To create your new account, please do the following:

- Go to <http://www.trailwoodptaop.membershiptoolkit.com>.
- Click on the **Register/Login** button and log in with the same email address you used for My School Anywhere. If you are new to Trailwood Elementary, please log in with the email address you supplied when registering your child(ren) for school.
- Select **Create Account** and fill in your name, email and password information.
- Click on **Verify My Email** and then check your email for a link to complete the process. The link expires in two hours. If you do not receive the email, please check your spam or junk folders.
- Log back in and update the **Parent/Family and Student Information** and **Directory/Publish Preferences**, once you have verified your email address. *Please note that if you are new to Trailwood Elementary, your data is not automatically published in the directory. You will need to edit this in order to make your information visible.*
- Determine if you wish to invite another email address to access the primary account. This allows the secondary user to have his or her own login information, but still have access to the family account.
- If you'd like, feel free to download the free Membership Toolkit App! Visit the App Store or Google Play Store and search for **Membership Toolkit**. Download the App, and then log in with the same username and password you used online. You can then control what notifications you receive and how you receive them within the App. Just tap the **Settings Wheel** at the top right, go to **Communication Settings** and specify your preferences.

Once you have finished the above, you will be able to purchase the following items for the 2019-2020 school year:

1. Yearbooks
2. PTA Memberships
3. Student Activity Fees

Questions? Please don't hesitate to contact Cara Peterson at [caraelizabeth1@yahoo.com](mailto:caraelizabeth1@yahoo.com).