

# Attention Hartford & Harrington Parents

We are excited to announce that we will be using Membership Toolkit for our Communications and Volunteer Sign Ups starting with the 2019-2020 school year.

We invite you to visit <https://hartfordharringtonpto.membershiptoolkit.com> to see everything your PTO has to offer this year. Once you create a Membership Toolkit Account, you will have access to PTO school events and volunteer opportunities and much, much more.

Here's what you need to do:

- Go to <https://hartfordharringtonpto.membershiptoolkit.com>
  - Click on the Register/Login button.
  - If you already have an account with another organization that uses Membership Toolkit you can use the same email and password to login. You can then proceed to the numbered steps below.
  - Select "Create Account" and fill in the name, email, and password information.
  - Click "verify my email" and then 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.
1. Complete the **Parent/Family and Student Information**.
  2. Complete the **Directory/Publish Preferences**.
  3. Once these forms are complete, you will be presented with forms for Signups when available.

Once the Primary Account is set up, the **Primary User can "invite" other email addresses** to access his/her account. This allows the Secondary User to have their own login information, but still have access to the family account.

The free Membership Toolkit mobile app allows you to check all of your school's exciting events anywhere!

**Questions? - Please don't hesitate to contact Lainie Rogers at [lainiejill@yahoo.com](mailto:lainiejill@yahoo.com).**