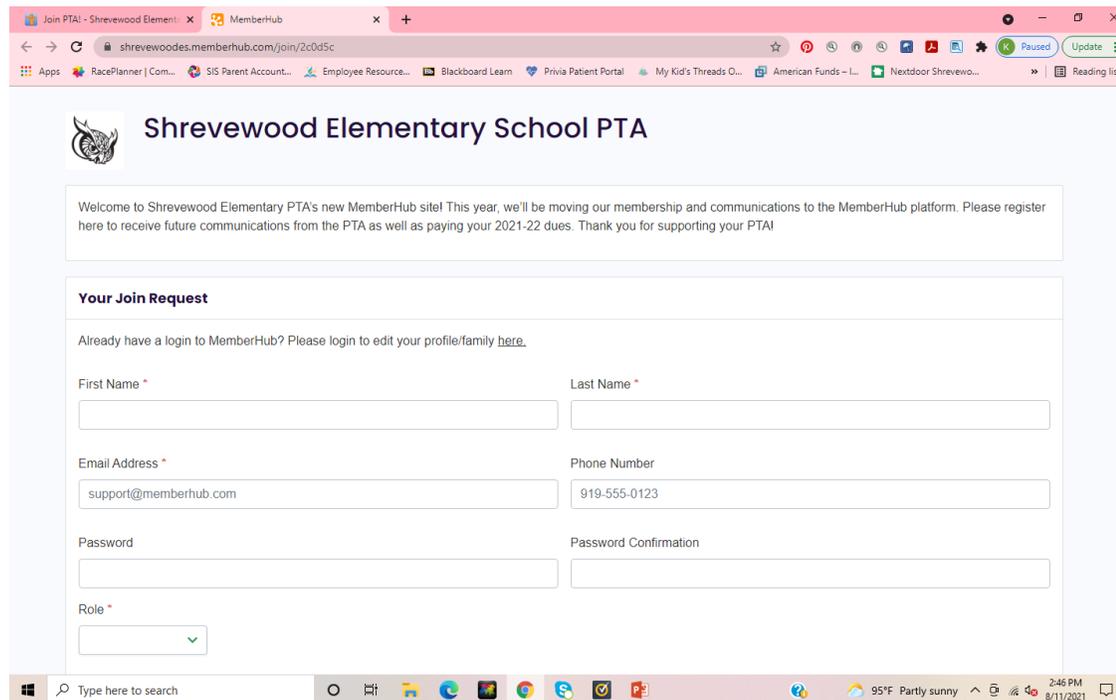


MemberHub Tips

Check out these tips for using MemberHub

New Member Registration

- To register, select this link
<https://shrewoodes.memberhub.com/join/2c0d5c>
- You will be taken to the Shrewood Elementary PTA “Join Request” page.



The screenshot shows a web browser window displaying the Shrewood Elementary School PTA MemberHub registration page. The page title is "Shrewood Elementary School PTA". Below the title, there is a welcome message: "Welcome to Shrewood Elementary PTA's new MemberHub site! This year, we'll be moving our membership and communications to the MemberHub platform. Please register here to receive future communications from the PTA as well as paying your 2021-22 dues. Thank you for supporting your PTA!".

The main section is titled "Your Join Request". It contains a link for existing users: "Already have a login to MemberHub? Please login to edit your profile/family [here](#)." Below this, there are several input fields for registration:

- First Name *
- Last Name *
- Email Address * (with the example "support@memberhub.com")
- Phone Number (with the example "919-555-0123")
- Password
- Password Confirmation
- Role * (with a dropdown arrow)

The browser's address bar shows the URL "shrewoodes.memberhub.com/join/2c0d5c". The Windows taskbar at the bottom shows the time as 2:46 PM on 8/11/2021 and the weather as 95°F Partly sunny.

PTA Join Request

- Enter the following information on the registration form
 - First Name (required field)
 - Last Name (required field)
 - Email Address (required field)
 - Phone Number (optional field)
 - Password (required to create an account)
 - Password Confirmation (required to create an account)
 - Role (select Parent/Guardian, or Other if you are a staff member)
 - Select the hubs you would like to join (not active at this time)
 - Additional People
 - Select **Save**
- You will receive a confirmation email. Please confirm your email address. This is the email you will receive our PTA newsletter and future communications from us.

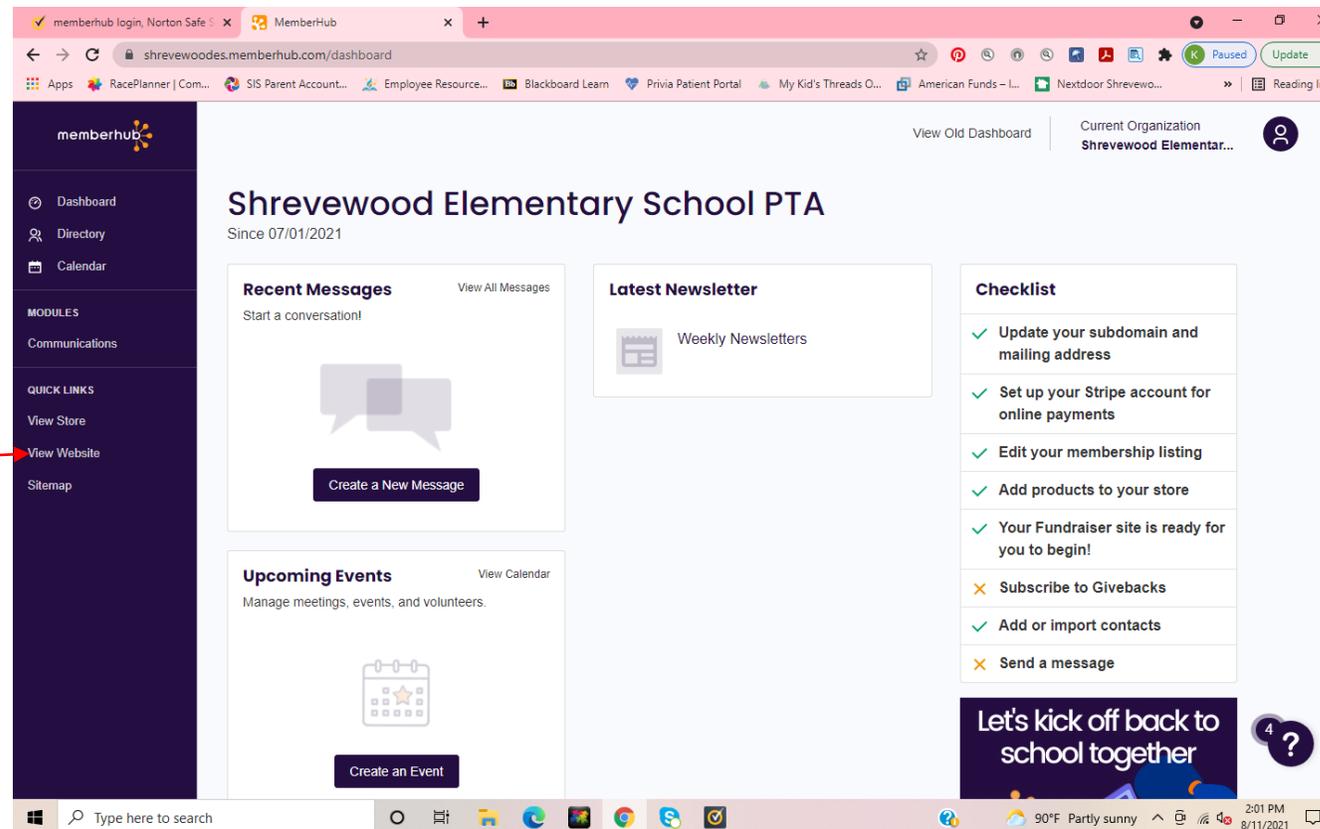
Join Request Approval

- Once a PTA Board member has approved your join request, you will receive a second email from MemberHub.
- There will be a link to log into the Shreviewood Elementary PTA site.
- *Please be sure to confirm your email address in the first email prior to trying to log in. If you don't, you'll get an error message that you have not completed your sign up.*
- Be sure to bookmark our new MemberHub site!
- If you have any issues with registration, please contact us at ptaboardshreviewood@gmail.com.

Dashboard

- When you login to the MemberHub site, it will take you to your Dashboard.

At this time, our website has not been built. If you click on “View Website, you will be redirected to our Store.



The screenshot shows a web browser window displaying the MemberHub dashboard for Shrevewood Elementary School PTA. The dashboard is titled "Shrevewood Elementary School PTA" and includes a sidebar with navigation options: Dashboard, Directory, Calendar, MODULES (Communications), and QUICK LINKS (View Store, View Website, Sitemap). The main content area features several widgets: "Recent Messages" with a "Create a New Message" button, "Latest Newsletter" with a "Weekly Newsletters" link, "Upcoming Events" with a "Create an Event" button, and a "Checklist" with tasks such as "Update your subdomain and mailing address", "Set up your Stripe account for online payments", "Edit your membership listing", "Add products to your store", "Your Fundraiser site is ready for you to begin!", "Subscribe to Givebacks", "Add or import contacts", and "Send a message". A banner at the bottom right says "Let's kick off back to school together". The browser's address bar shows "shrevewoodes.memberhub.com/dashboard".

Shreewood PTA Store

- To pay your Membership dues, select “View Store” from the menu.

The screenshot shows a web browser window displaying the MemberHub dashboard for Shreewood Elementary School PTA. The dashboard is titled "Shreewood Elementary School PTA" and includes a sidebar on the left with navigation options. A red arrow points to the "View Store" link in the "QUICK LINKS" section. The main content area features sections for "Recent Messages", "Latest Newsletter", "Upcoming Events", and a "Checklist" of tasks. The "Checklist" includes items like "Update your subdomain and mailing address", "Set up your Stripe account for online payments", and "Add products to your store". A banner at the bottom right says "Let's kick off back to school together".

memberhub login, Norton Safe | MemberHub | shreewoodes.memberhub.com/dashboard

memberhub

View Old Dashboard | Current Organization: Shreewood Elementar...

Dashboard | Directory | Calendar

MODULES: Communications

QUICK LINKS: **View Store**, View Website, Sitemap

Shreewood Elementary School PTA
Since 07/01/2021

Recent Messages | View All Messages
Start a conversation!
Create a New Message

Latest Newsletter
Weekly Newsletters

Upcoming Events | View Calendar
Manage meetings, events, and volunteers.
Create an Event

Checklist

- ✓ Update your subdomain and mailing address
- ✓ Set up your Stripe account for online payments
- ✓ Edit your membership listing
- ✓ Add products to your store
- ✓ Your Fundraiser site is ready for you to begin!
- ✗ Subscribe to Givebacks
- ✓ Add or import contacts
- ✗ Send a message

Let's kick off back to school together

Type here to search | 90°F Partly sunny | 2:01 PM 8/11/2021

Shreviewood PTA Store

- You'll be able to pay your Membership Dues and donate to our Armchair Fundraiser. Simply click on one of the Store Items to add it to your shopping cart.

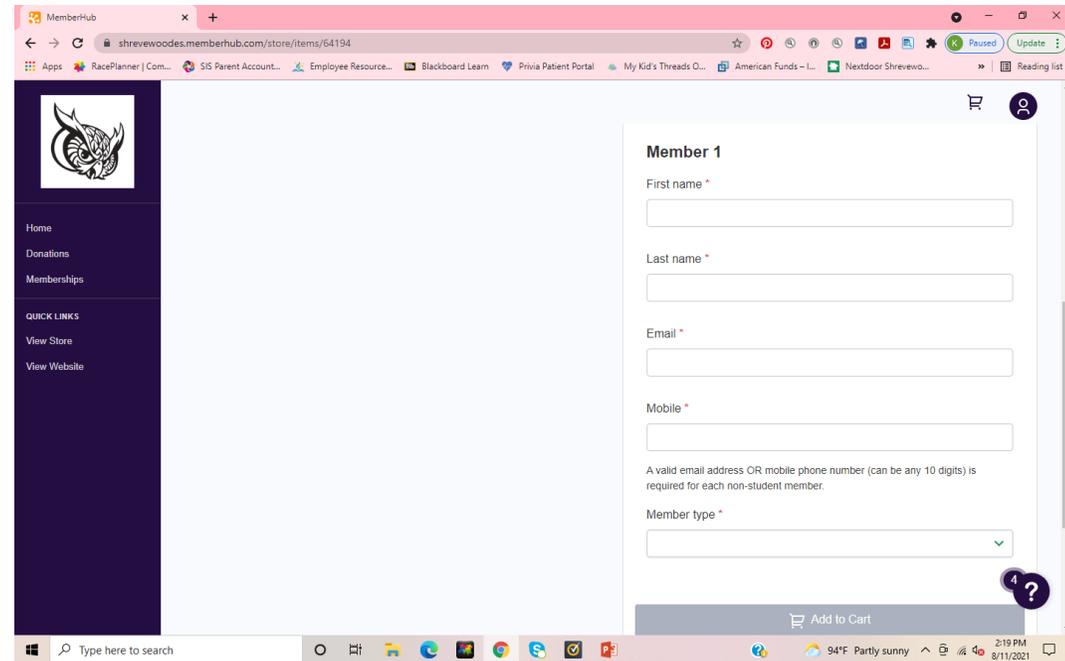
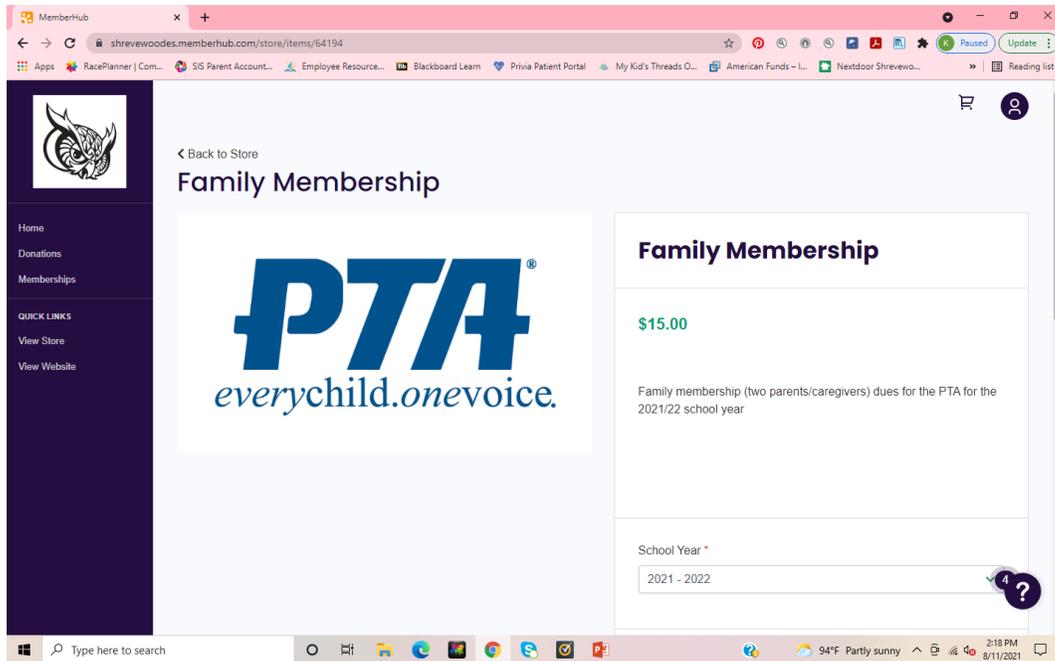
The screenshot displays the 'Shreviewood Elementary School PTA Store' interface. On the left is a dark blue sidebar with navigation links: Home, Donations, Memberships, QUICK LINKS, View Store, and View Website. The main content area features a 'Store Items' section with a 'Category' dropdown menu. Three items are listed:

Item Name	Description	Price
Shreviewood PTA Armchair Fundraiser	Help support the Shreviewood PTA by providing a donation. Any amount is appreciated!	\$0.00
Family Membership	Family membership (two parents/caregivers) dues for the PTA for the 2021/22 school year	\$15.00
Faculty/Staff	Staff membership dues for the PTA for the 2021/22 school year	\$5.00

A red box labeled 'Click on item' is positioned above the items, with three red arrows pointing to the 'Shreviewood PTA Armchair Fundraiser', the 'Family Membership' item, and the 'Faculty/Staff' item. The 'Family Membership' and 'Faculty/Staff' items feature the PTA logo and the slogan 'everychild.onevoice.'

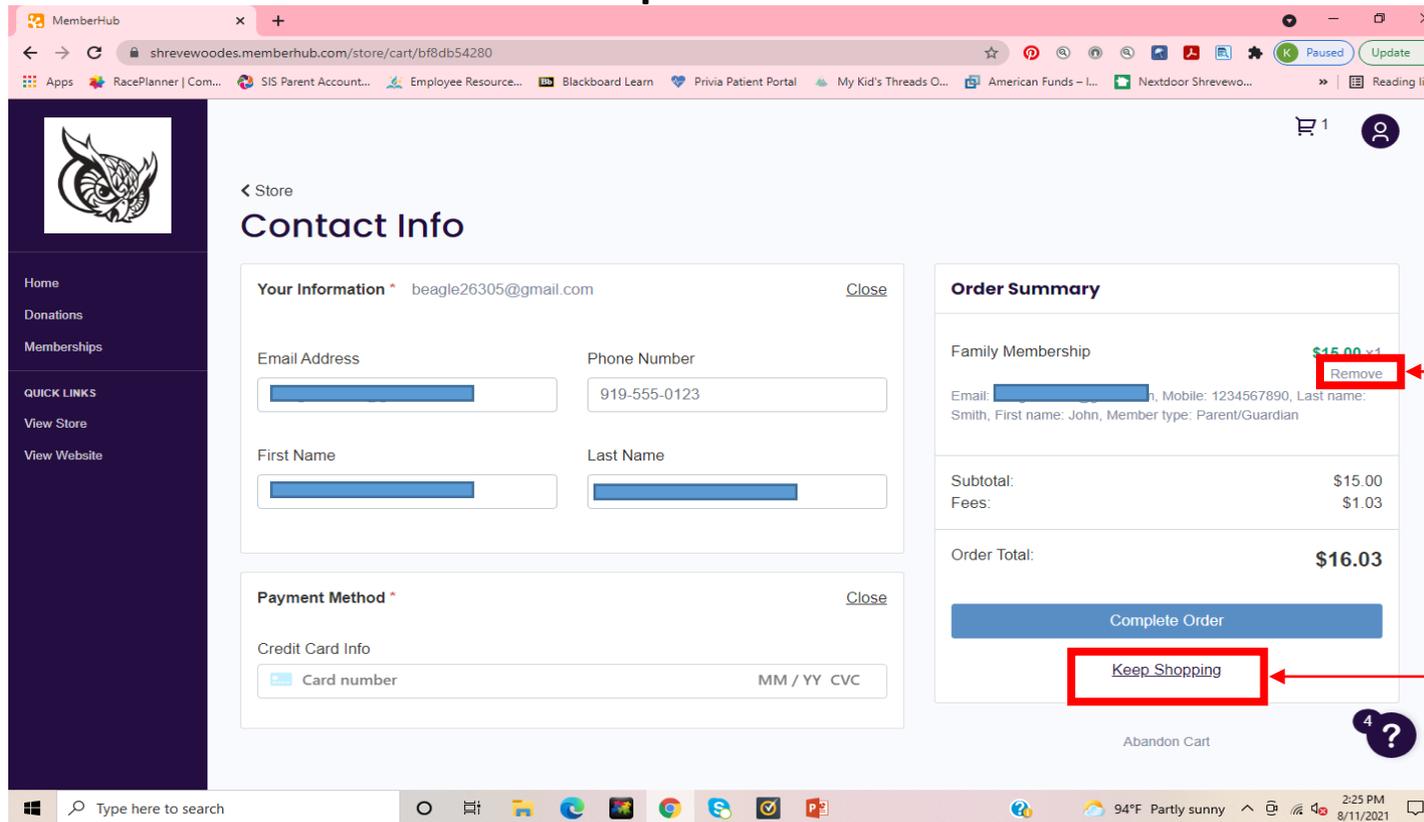
Add Item to Shopping Cart

- Fill in the registration form and select “Add to Cart.” There are two options to check out from here, “Buy Now” or “View Cart.”



Cart Checkout

- From here, you will be able to pay for your store items. Confirm that your contact information is correct. Enter your credit card information. Select “Complete Order.”



If you wish to remove an item, select the “Remove” link.

To add additional items to your cart, click on the “Keep Shopping” link, which returns you to the Storefront.