

# McKee PTA Membership Instructions

Go to [www.mckeepta.com/membership](http://www.mckeepta.com/membership) then follow the appropriate steps below or



## To Renew Membership

- Enter your email address and password to login to the site.
- Click the round silhouette icon in the top right corner, then 'View Profile' to access your Profile.
- To pay your membership online, click the 'Click to Purchase' button under the appropriate Registration option.
- On the left-side of the screen, click each of your student's names and update their grade/classroom information. Use the 'Add Student' option to add a new student.
- Click 'Save'
- **Don't forget to send payment.**

## First Time Members

- Enter your email address, state, and "McKee Elementary PTA" in the appropriate fields.
- Click 'Continue'.
- Enter password: "mckeepta"
- Enter First Name, Last Name, and Email address.
- Choose a password to use for the site.
- Click the 'Create New Family Unit' button.
- Enter or edit the name/address information on the 'Add Parent' screen. Be sure to unclick the checkbox to any information that you do NOT want included in the directory.
- Click 'Save' to continue.
- Click the 'Add Student' button on the left side to enter your child's grade and classroom information.
- Click 'Save'.
- Click 'Add Student' again to add more or click 'Continue Registration'.
- **Don't forget to send payment.**

**There is a fee of \$8.50 per member.**

### Payment Options

Send a PayPal payment to [paypal@mckeepta.com](mailto:paypal@mckeepta.com). Please include your name and 'PTA Membership' in the notes.

OR

Send check or cash to school. Please include your name and 'PTA Membership' on the outside of your envelope.