

How to Register for McKee PTA Membership/Directory

Link: https://tools.ptoffice.com/reg/PA_MEPFB2

Renewal Registration

- 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' and you're done!
- Click the 'Welcome to McKee Elementary PTA' link at the top of the page to visit our website.

First Time Registration

- 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'.

Decide whether to join PTA.

- This is optional. Joining PTA will give you access to all sections of the website and will add you to our email list.
- There is an \$8.50 membership fee.
- Payment options are as follows:
- Pay this online using a credit card (transaction fees apply). Click 'Purchase' after entering your Directory information to complete this transaction.
- Send a PayPal payment to 'mckeepta@yahoo.com' using the 'Sending to a Friend' option. Indicate your name and 'PTA Membership' in the Notes field.
- If no payment is received, then the entered information will only be used for the PTA Directory. You will not have full PTA member benefits until payment is received.

You are now registered!

Click the 'Welcome to McKee Elementary PTA' link at the top of the page to visit our website.