



## Attention New EARTHs Parents!

Our WEBSITE is up and running! Visit [earthspata.membershiptoolkit.com](http://earthspata.membershiptoolkit.com) to see everything our PTA has to offer this year. On our site, you can see upcoming calendar events, buy PTA memberships and Spirit wear, sign up to volunteer and much, much more. Here's what you need to do:

\*\*\*Please note that you cannot do the following steps through the Membership Toolkit App. Registration must be done from either a laptop or your Safari browser first. Once registration is complete you may then download the app\*\*\*

- Go to [earthspata.membershiptoolkit.com](http://earthspata.membershiptoolkit.com)
- Click on the **Register/Login** button.
  - IF YOU HAVE NEVER USED MEMBERSHIP TOOLKIT BEFORE, you will need to link your MSA account with your new membership toolkit account by using the SAME email address that you used for MSA. You can then proceed to the numbered steps below.
  - If you already have an account with another organization that uses Membership Toolkit you can use the same email and password to login and skip to step #4.



1. Select "**Create Account**" and fill in the name, email, and password information.
2. 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.
3. Once you have verified your email address, **log back in and finish the registration process.**
4. Complete the **Parent/Family and Student Information** forms.
5. Complete the **Directory/Publish Preferences.**
6. It is very important that you don't skip these forms. All other sales and volunteer opportunities will not load until they have been completed.
7. Now that you've created your Membership Toolkit account, download the free app for easier access!

The screenshot shows the 'Create account' form. On the left, there are instructions: '1 — Complete this form', '2 — We will send you an email', '3 — Click the link in the email message to verify your email address and complete the process. The link expires in 2 hours. If you do not receive the email in the next few minutes, check the spam or junk folders in your email software.' A green arrow points from these instructions to the 'verify my email' button. The form fields include: First name (with a 'First' placeholder), Last name (with a 'Last' placeholder), Email address (with a 'name@domain.com' placeholder), Password, and Retype password. At the bottom, there are 'cancel' and 'verify my email' buttons, and a 'Membership TOOLKIT' logo.

Questions? - Please don't hesitate to contact us [earthspata@gmail.com](mailto:earthspata@gmail.com)