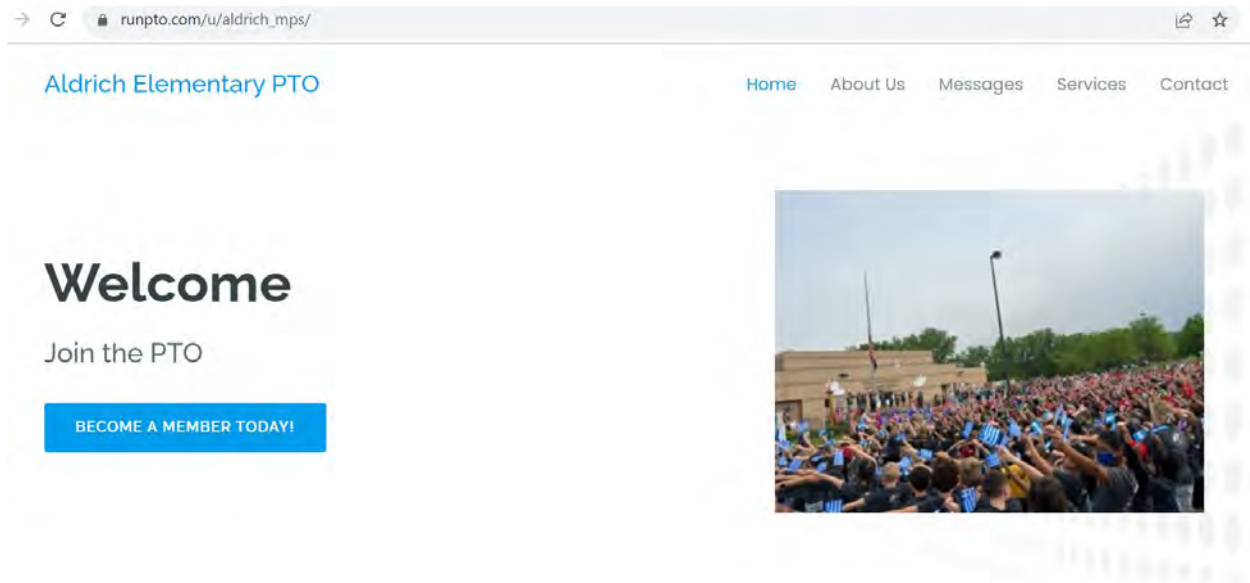


## RunPTO Signup Instructions:

Visit [www.runpto.com/u/aldrich\\_mps/](http://www.runpto.com/u/aldrich_mps/) and click the blue button that says BECOME A MEMBER TODAY!



You will be re-directed to the membership portal, which looks like this:

A screenshot of a web form titled 'Aldrich Elementary PTO - Membership Signup'. Below the title, it states 'Membership Fee: \$15.00 1st Member. Family: \$15.00'. The form contains four input fields: 'Member Name \*' (text input), 'Type' (dropdown menu with 'Select Member Type' selected), 'Email \*' (text input), and 'Phone' (text input).

- Membership fee is \$15.00 per household, regardless of number of household members.
- Required info: Enter member name and email.
- Optional info: Enter member type (parent, teacher, etc) and phone number **if you'd like it in the online directory.**

Additional Members

Member Name 2

Type

Email

Phone

Member Name 3

Type

Email

Phone

Member Name 4

- Under ADDITIONAL MEMBERS, you may enter the information for any other adult family members who will be under your household's membership such as a spouse, adult sibling or grandparent who lives in your household. This is useful when multiple adult family members may volunteer with PTO.

Member Address

Address

City

State

Zip

- Under MEMBER ADDRESS, enter your address **if you wish it to be included in the directory.**

▼ Committees Volunteering for

- Book Fair  
...Needed: 100 Filled: 2
- Box Tops, Grocery Store Programs & Amazon SMILE  
...Needed: 100 Filled: 1
- Carnival  
...Needed: 200 Filled: 5
- Classroom Liaisons  
...Needed: 100 Filled: 6
- Color Run  
...Needed: 100 Filled: 3
- Conference Hospitality  
...Needed: 100 Filled: 2
- Creative Arts Committee  
...Needed: 100 Filled: 2
- Fifth Grade Farewell  
...Needed: 100 Filled: 2
- Girls on the Run  
...Needed: 100 Filled: 0
- International Festival  
...Needed: 100 Filled: 2
- Kindergarten Roundup  
...Needed: 100 Filled: 0
- Kindness Club  
...Needed: 100 Filled: 1

- Committees Volunteering for: You may select any of the committees you'd like to volunteer for. REMINDER – you are only adding your name to the list of volunteers that committee chairs will reach out to if/when volunteers are needed.

▼ Students

First Name 1

Last Name

Middle Name

Teacher

Grade

First Name 2

Last Name

Middle Name

Teacher

Grade

- STUDENTS: Enter your students' information, grades, and teachers.

STORE:

| Store                                |          |                                |         |                |
|--------------------------------------|----------|--------------------------------|---------|----------------|
| Olympic Day T-shirt ?                | \$ 0.00  | <input type="text" value="0"/> | \$ 0.00 | Select Options |
| Additional Olympic Day T-Shirt ?     | \$ 15.00 | <input type="text" value="0"/> | \$ 0.00 | Select Options |
| Holiday Parties Contribution ?       | \$ 5.00  | <input type="text" value="0"/> | \$ 0.00 |                |
| Walking Club Membership ?            | \$ 10.00 | <input type="text" value="0"/> | \$ 0.00 |                |
| Kindness Club Membership, K-3 only ? | \$ 10.00 | <input type="text" value="0"/> | \$ 0.00 |                |
| Carnival Unlimited Games Bracelet ?  | \$ 15.00 | <input type="text" value="0"/> | \$ 0.00 |                |

- **MANDATORY:** Please select a FREE Olympic Day t-shirt and select a size for each student in your household. You may select multiple sizes in the drop down menu. In the event that students have multiple parent households (such as divorced families), only one parent should select an Olympic Day shirt for each student. The PTO pays for all staff and students to have one Olympic Day t-shirt. To select a free t-shirt size WITHOUT paying for a pto membership, please visit [https://www.runpto.com/shop/store/?orgid=aldrich\\_mps](https://www.runpto.com/shop/store/?orgid=aldrich_mps)
- Scroll over the question marks next to online store items for more information.
- If any non-Aldrich siblings, parents or other family members would like to purchase an Olympic Day t-shirt for \$15, please select sizes in the second drop down menu. You may select multiple sizes.
- Please consider a donation toward the classroom party fund. Each grade has a class party for Halloween and Valentine's day and this contribution helps cover things like snacks, beverages and activities. You may contribute more than one \$5 donation if you'd like.
- If you would like your student to be able to participate in walking club, please add one walking club membership for each student.
- If your K-3 student would like to participate in kindness club, please select one membership for each student. Kindness club begins
- You may purchase a carnival wristband for unlimited games for \$15 each either during membership signup OR you may visit the carnival webpage to purchase wristbands, raffle tickets and sponsorships.  
[https://www.runpto.com/pto/login?schoolid=aldrich\\_mps&app=Event&uid=5&hash=08b255a5d42b89b0585260b6f2360bdd](https://www.runpto.com/pto/login?schoolid=aldrich_mps&app=Event&uid=5&hash=08b255a5d42b89b0585260b6f2360bdd)  
[https://www.runpto.com/pto/login?schoolid=aldrich\\_mps&app=Event&uid=5&hash=08b255a5d42b89b0585260b6f2360bdd](https://www.runpto.com/pto/login?schoolid=aldrich_mps&app=Event&uid=5&hash=08b255a5d42b89b0585260b6f2360bdd)

- After paying \$15 dues and any online store fees, you will receive a welcome email from Aldrich Elementary PTO. Included in the email is an E-receipt. The Store E-receipt will have a list of all items purchased in the online store. Please note, your receipt does not display the \$15 membership fee in total online purchases. If you do not receive a receipt, please contact website chair Amanda Hall, [amanda.hall82@me.com](mailto:amanda.hall82@me.com) or Mary Blaney, [aldrichptotreasurer@outlook.com](mailto:aldrichptotreasurer@outlook.com).

## Thanks for joining Aldrich Elementary PTO

Dear Amanda Hall,

Membership is processed and paid for the following members:

**Amanda Hall**

**Benjamin Hall**

If you have any other questions, send a email to your Membership Coordinator

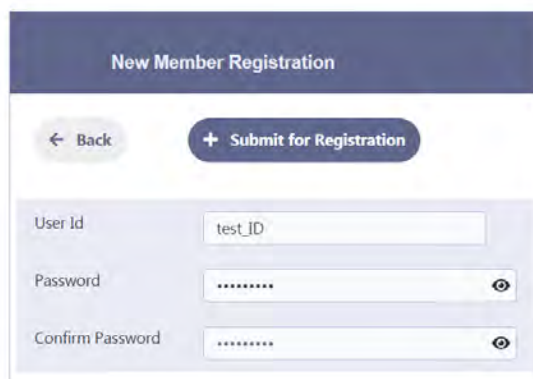
at [aldrichptopresident@outlook.com](mailto:aldrichptopresident@outlook.com)

Check out the [Membership Docs](#)

Your [Membership Card\(s\)](#)

Click here for [New Member Registration](#)

- In your welcome email, there is also a link to New Member Registration. Click this link to create your RunPTO user ID and password. Click “submit for registration” when you have entered the information.



The screenshot shows a web form titled "New Member Registration". At the top, there is a dark blue header with the title. Below the header, there are two buttons: a light blue "← Back" button and a dark blue "Submit for Registration" button. The form contains three input fields: "User Id" with the text "test\_ID", "Password" with a masked password "\*\*\*\*\*" and an eye icon, and "Confirm Password" with a masked password "\*\*\*\*\*" and an eye icon.

You will then receive an email from RunPTO – NEW USER ACTIVATION. You must click the activation link to finalize your account setup. **Our org ID is Aldrich\_Mps.** You will need to have the org ID each time you log in – it is not case sensitive.



RunPTO-Do Not Reply  
To: Test Member

12:00



## RunPTO - New User Activation

Hi Test Member,

### Thank you for signing up on RunPTO

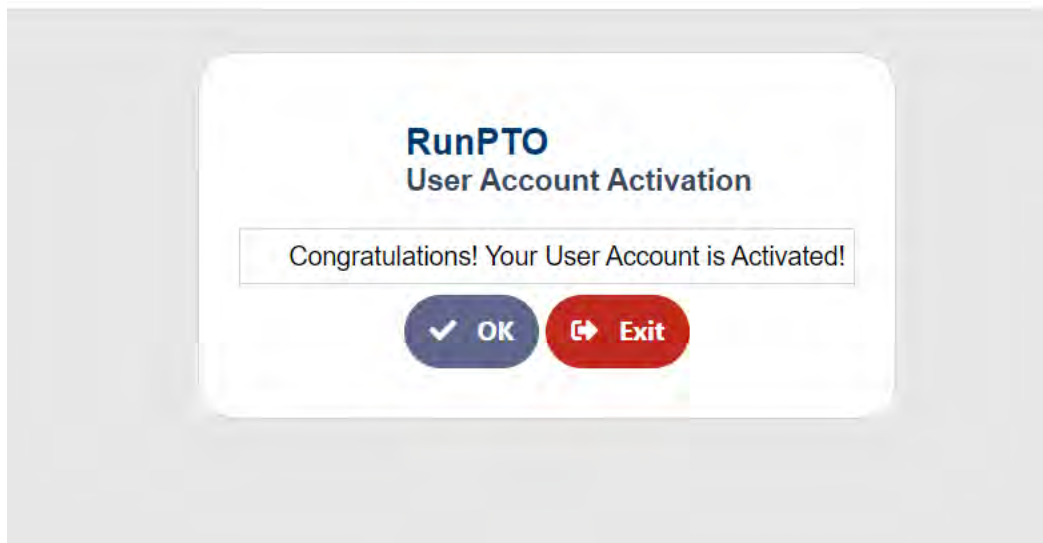
Following are your account details.

1. Org Id: aldrich\_mps
2. User Id: test\_ID
3. Click the following to activate: [Activation Link](#).

If you have any questions, please contact your administrator

Best Regards,

After clicking on the activation link, you will see this screen:



Congratulations! Now you can browse the student and PTO member directory, view meeting minutes, check out upcoming events on the PTO calendar, and more!

Please note – if you prefer to opt out of having your information displayed in the directory, or your student’s contact information, you can change this in the directory tab at any time. Go to directory, student data changes, and scroll all the way down to the bottom tab. If you de-select “print/display student info,” your students’ info will be removed from the directory.

|   |
|---|
| ▶ Parent 2 Information  |
| ▶ Student Details   |
| ▶ Student 2 Details   |
| ▶ Student 3 Details   |
| ▶ Student 4 Details   |
| ▶ 1st Household Address   |
| ▶ 2nd Household Address   |
| ▼ Allow Permissions   |
| Print/Display Student Info? <input checked="" type="checkbox"/> Yes |

Important Links/QR Codes:

**NEW PTO WEBSITE:** [https://www.runpto.com/u/aldrich\\_mps/](https://www.runpto.com/u/aldrich_mps/)

- You may access the membership portal, online store and more from this site.

**MEMBERSHIP PORTAL:**

[https://www.runpto.com/pto/login?schoolid=aldrich\\_mps&app=Member&hash=08b255a5d42b89b0585260b6f2360bdd](https://www.runpto.com/pto/login?schoolid=aldrich_mps&app=Member&hash=08b255a5d42b89b0585260b6f2360bdd)



**NEW PTO ONLINE STORE:** Join walking club, donate toward holiday parties, join Kindness Club(K-3), purchase carnival wristbands & raffle tickets and more. NOTE: PTO membership fee is not available in the online store.



**RunPTO LOGIN PAGE:** After completing membership signup and completing RunPTO new user setup, use this link/QR code to log in.

[https://www.runpto.com/pto/login?schoolid=aldrich\\_mps/](https://www.runpto.com/pto/login?schoolid=aldrich_mps/)

