



Help creating account for the PTO Fundraising Website

All families must create an account using their **primary St. Michael School email** and **Parent Name** to complete registration regardless of their intended participation in this upcoming fundraiser.

Registration is easy!



Scan the QR Code to begin.

1. Click Create Account under New user section
2. You **MUST** use the primary St. Michael School family email address and enter parent first and last name when creating the account.
3. Your family names, email address, and your students grade and teacher will be in already. Review the info, click next, until the end if all info is correct.
4. Once your account has been created: 1. Review Parent/Family and student information forms. 2. Complete the directory/publish preference although we are not currently using the directory since this required pre-authorization from families to publish your information in the directory.
5. Now that the Primary Account is set up, the Primary User can "invite" other email addresses to access his/her account. This allows the Secondary User to have their own login information, but still have access to the family account.
6. Once you complete the registration, you will then be able to edit your student(s) individual Walk-A-Thon campaign pages and begin sharing with family and friends. You can add a photo, change their Welcome to my campaign message, and edit their fundraising goal. (There are options to send via Facebook, Twitter, and email.)
7. Don't forget to make a donation to your student's campaign page and add to your cart. Next, find the **Order Pizza Here and Order T-shirts Here** in the menu and make those selections, add to your cart, check out and complete everything in **one transaction**. Please try and place just **one transaction**. All items can be added to your cart including any donations you make to your students. To add more Pizza or T-shirts you can return to each main store page and click another student to order for.
8. ALL families must go into the pizza and T-shirt store within the site. They can be found in the menu (**Order Pizza store and Order T-shirts store**) There are options to purchase and/or opt out of either or both.
9. WAT communications will be coming from this site and additional information about the Walk-A-Thon will be added to the Homepage.

Questions? Please contact the Walk-A-Thon Committee with any questions at watstmichael@gmail.com.