Hello Sherwood Families! Welcome to the 2020-2021 school year! PTO Registration is now OPEN. We want to provide you with step-by-step directions to hopefully make the process run smoothly. **If you are a NEW family, welcome! This is a 2-stage process for you.** You will need to (1) Add your (and student) information to our PTO database, then (2) join our Sherwood PTO!

Stage 1: Create an account with the PTO

To add your contact info, and your student's info, to the PTO database for the first time, please follow these steps. This will add your student to the class roster, and allow you to receive PTO emails and text messages.

1. Go to www.sherwoodpto.com or www.sherwoodpto.org
2. Create your account:

   Click "create your account" on top left side of home page. Provide family information (names, phone numbers, address, email address and account type (i.e. "parent") from the drop-down box) If you would like to receive text alerts from the PTO regarding important information, please provide your cell phone provider (i.e. ATT, T-Mobile, Sprint).

   You will need to create a password for *YOUR* new PTO account.

   The Security Code (Issued by Sherwood) needed to proceed is: 1234

   Click the "Continue" button.

   If you are taken to the screen below, please enter your student information next, by clicking on the My Students "Change" link.

3. Add each student, one at a time, for each student at Sherwood, by clicking on the "Add New Student" button.

Save students

Add New student

Enter in all of your student's information, including their grade, teacher, and session. Then click "Save Students". Do this for each student attending Sherwood this school year.

Stage 2: Purchase your PTO Membership

Go to the Sherwood PTO Home Page
Click LOGIN HERE, and enter your email and password, then click "Login"
Click "FOR SALE" on the menu bar.
Click on "PTO MEMBERSHIP".
You will have the opportunity to purchase/donate:

1. PTO MEMBERSHIP: The cost of the PTO Membership donation is $30. Included in your membership fee are **two (2) registration keys** which will allow you to access the school directory App on **2 different smartphones or tablets**.

2. OPTIONAL/ADDITIONAL PTO App Keys: You can purchase additional registration keys for additional devices, *should you require them*. Again, 2 are already included in your PTO Membership. The cost for an additional registration key is $4/device. All registration key information is also viewable on the website under the "MY Account" menu by selecting "MY DIRECTORY APP".

3. ANGEL FUND: This fund, is for Sherwood students who need a little financial help along the way. The Angel Fund contributions from families at Sherwood, along with monies received through the District Fun(d) Run and Walk, help students who qualify for free and reduced lunches (or those experiencing financial hardship) to participate in various PTO and school programs. The purpose of the Angel Fund is to ensure that every student at Sherwood is able to participate in all school activities and/or functions regardless of their economic ability. The money that goes into the fund is held by PTO and is released under the discretion of Sherwood principal, Mrs. Filippi. Parents who would like support for school activities and programs for their children should contact Mrs. Filippi, principal or Grace Guadiana, secretary to access Angel Funds. **Any donation amount is appreciated**!

Choose the items you would like to purchase, and enter any amount (not required) you would be willing to donate to our Sherwood Angel Fund, and then click "Add to Shopping Cart".

You can then edit your shopping cart, or proceed to checkout, by clicking "Check Out". Complete any missing information, including your credit card number, to complete the transaction, and click "Complete Order".

* Once your PTO Membership has been purchased, you will be able to access the PTO App. If you need a link to help you download the app, this information can be found on the PTO website under the "MY Account" menu and then, "MY DIRECTORY APP". *Note: If you purchased a membership last year, it has expired and so you will need to purchase a new membership for the 2020-2021 school year.

UPDATE STUDENT'S TEACHER ****Very important**** If you have already created an account on our website, click "LOGIN HERE" to log in with your email and password.

Click "MY Account" on the menu bar

Click "MY Students" to update your child's teacher for the upcoming year. Please be sure the GRADE, TEACHER, and SESSION are correct.

Click "SAVE STUDENTS" at the bottom of the page or your updated info will not be saved.

* Click "ADD NEW STUDENT" if you have a new child coming to the school.

* At this time, due to Covid-19, we are NOT utilizing the room parent/volunteer sign-up.