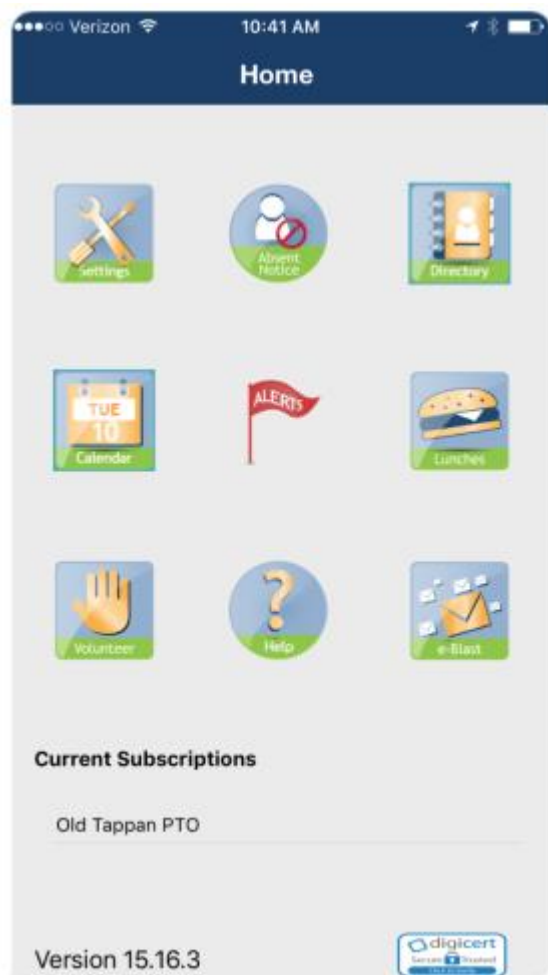


# OLD TAPPAN PARENT TEACHER ORGANIZATION

## ARE YOU GETTING THE MOST FROM YOUR OTPTO DIRECTORY APP?

REMEMBER; ONLY OTPTO MEMBERS ARE IN THE DIRECTORY APP – DON'T LET YOUR CHILD BE LEFT OUT – JOIN THE OTPTO AND GET A LISTING IN THE DIRECTORY!



**SETTINGS:** In settings, you can update your child's profile (teacher and grade). You can also update your own profile and preferences – including excluding certain info from the directory.

**ABSENT NOTIFICATION:** You can use the app to message the school that your child will be absent. Click on Absence Notice, make sure you only mark the nurse for your child's school and the teacher. You can even add a note explaining absence and putting in homework request information. (Note: Mrs. Lehman is the nurse for TBD & Ms. McCarthy is the nurse for CDW)

**CALENDAR:** Provides a list of upcoming events in date order. Click on the event to get more info.

**EMAIL BLASTS:** Email blasts are listed in the order that they were sent out. You can always go here to see if there is any information that you may have missed, or catch up on what is happening with the OTPTO.

**DIRECTORY:** The Directory allows you to search by class or by last name. All the contact information can be found under the child's record, and you can call or message directly from the app. Need to head over for a play date, but not sure where the location is – hit the map icon to map it.

**NOTE:** TO GET THE APP, YOU SHOULD DOWNLOAD FROM YOUR APP STORE "PAPERLESS PTO". The app works on iPhones and Androids. Every member gets a key for registration with their membership. Additional app keys can be purchased on the website. The Key can be found on the website, once you log in, under "MY INFO" > "MY DIRECTORY APP".