

# New to the Mendham HS PTO?

## **WELCOME!**

### **PLEASE FOLLOW THESE DIRECTIONS TO JOIN THE PTO**

**STEP 1:** Go to [www.mhspto.com](http://www.mhspto.com) On the left side of the home page, click on “**Create Your Account**”. Fill out all of the information and click “Create My Account”.

**STEP 2:** On the To Do List page, click on “Change” next to My Students. Verify/input all information on your children. If you need to add a student, scroll to the bottom of the page and click “Add Student”. Once all students are in, click “Save Students”.

**STEP 3:** On the blue bar at the top of the page, look for **MY PTO**. Under this, click “My Info”. Verify/add information that you want **listed in the directory**. You can also change your password in this section. When completed, click “Save”.

**STEP 4:** On the blue bar at the top of the page, look for **VOLUNTEER**. Under this, click on “Volunteer for Committees”. Please check any committees you can help with. Your help makes a tremendous difference!! When you have chosen your roles, click “Submit” at the bottom of the page.

**STEP 5:** On the blue bar at the top, look for **FOR SALE**. Under this, click “Membership”. Continue through the check-out process, enter your payment (credit card) and click on “Complete Order”. *(If you would prefer to pay by check, do Steps 1-4, then mail a check to PO Box 392 Chester, NJ 07930. Make sure your Family Name is on the check.)*

***Thank you for your support!***

**Questions? Please contact Chris at [ortho@drohea.com](mailto:ortho@drohea.com)**