

Quick Start for 2008-2009 school year – Unit PTA Groups

Here's what you'll need to complete the start-up process for your PTA. Please have each item available when you go through the wizard, because if you close your browser before completing the wizard, you'll need to start again. The wizard is available at:

<http://www.justbetweenfriends.com/2008quickstart/>

1. The Local Unit ID # of your PTA Unit or Council.

- a. This is the unique number issued to you by National PTA. If you don't have this, please contact your state PTA to obtain it.

2. Contact info for you and your school

- a. Include address, phone and your own email address. If you are running a PTA Council, include info for your school district or coverage area instead of a single school.

3. Number of students in your school (You can approximate.)

- a. For Councils, use the number in your district or coverage area.

4. Number of Families/Households that have children in your school (You can approximate.)

- a. This is the number of families living in one household that have at least one child in your school. (A split home with a father separated from a mother would be considered one household.)
- b. For Councils, use the number in your district or coverage area.

5. A person who will act in your place if you are unavailable.

- a. (Name, address, phone, and email.) You'll create usernames and passwords for both of you to use the system.

The following info is optional. If you can enter it, you'll enhance the value for you and the parents in your PTA.

1. *Name of your school Principal (if you're a unit),*

- a. Or your school district superintendent (if you're a council).

2. *Your PTA Officers – name, title, phone, and email.*

- a. By including them, you'll be able to give them access to the parts of the system that will help them do their PTA tasks better -- and thereby make your job easier too. You'll be able to customize their permissions to use only the parts of Just Between Friends and OMDR Plus that apply to their PTA position.

3. *Classes in each of your school's grades.*

- a. You may also set up the system to show **the classes in each of your school's grades**. This allows you customize your school directory by class and even setup communications and newsletters by class. You can include teacher name, room number and class size.

4. *Other groups within your school*

- a. If you want to enable communications with or directories for parents of students in **other groups within your school** (such as school teams, clubs, orchestras, etc.), you'll also need the names of those groups.

5. *External groups*

- a. If there are **external groups** (not directly associated with your school or PTA) whose memberships overlap yours – such as local sports associations, theater arts groups, etc. – you'll have the opportunity to make it easy for your members to see the events from these groups on the same calendars as they see your PTA and school events. Simply enter the group names when prompted. (If you know the leaders of these groups and can enter their phones or email addresses, that would make it even easier – and add value to your PTA.)

Once you have collected the information you need, it should take you about 10 minutes to complete the start-up process, after which we'll send you information about how you can learn to use the system.

For your convenience, the following page provides a sheet to use to collect the information prior to beginning the startup wizard.

Items To Collect for Startup Wizard

	Your Answer
State Affiliation.	
PTA Local Unit ID	
PTA Council	
*Official Charter Name	
Name Most Often Used	
School Information	
*School District/Coverage Area	
Mailing Address	
Phone Number	
Superintendents Name	

*Number of Schools in District/Area	
*Number of PTA Units in the council	
Grades in your school	
Master Administrator For Just Between Friends	
*Name	
*Email	
Backup Master Administrator For Just Between Friends	
*Name	
*Email	
Other Administrators For Just Between Friends	
*Name	
*Email	

Officers in PTA Unit	
Presidents Name	
Presidents Mailing Address	
Presidents Phone Number	
*Presidents Email	
Other Administrators	