

# PTA Web Training

All the info here is online and accessible anytime at:

<http://normanrockwellpta.org/Page/Web/HowTo>

## How can the PTA website help you and your chair role?

As a chairperson of an event/club/program, you can use the website to:

1. Post announcements on the homepage, bugle or social media (facebook)
2. Create volunteer sign ups
3. Event registrations (e.g. Spelling Bee)
4. Sell products online (e.g. Spirit Wear)
5. View reports on volunteer sign-ups, event registrations, and product sales/orders
6. Create custom pages for your program, event or club

## How-Tos!

[How To create an announcement to be seen on the web page/bugle/facebook](#)

Create your announcement in document format (Word or Google doc is fine!), and send an email with the following to [webadmin@normanrockwellpta.org](mailto:webadmin@normanrockwellpta.org) and [communications@normanrockwellpta.org](mailto:communications@normanrockwellpta.org):

1. Attach your announcement in document format (Word or Google doc is fine – we will convert it to web HTML)
2. Announcement start date (mm/dd/yyyy)
3. Announcement end date (mm/dd/yyyy)

We will convert it to HTML and create the announcement for you! It will be on the home page, and included in the Monday bugle, and maybe on facebook!

[I Need Volunteers for my event! How do I create volunteer sign ups?](#)

To have a volunteer opportunity listed for registration on the website fill out the following table (a few rows have been filled in as an example, feel free to delete them) to the webmaster at [webadmin@normanrockwellpta.org](mailto:webadmin@normanrockwellpta.org) and [communications@normanrockwellpta.org](mailto:communications@normanrockwellpta.org) :

Fill & Send this table to: <a href="mailto:webadmin@normanrockwellpta.org">webadmin@normanrockwellpta.org</a> , <a href="mailto:communications@normanrockwellpta.org">communications@normanrockwellpta.org</a>						
Program Name	Opportunity Name (include time frames)	# Volunteers Needed	Sign Ups Start mm/dd/yy	Sign Ups End mm/dd/yy	Only PTA member can volunteer?	Description of Volunteer Position

Back to School BBQ	Sept 18 7:30-8:00pm Clean Up Helpers	2	09/01/2016	09/18/2016	NO	Assist with general clean up after the barbeque
Back to School BBQ	Sept 18 5:30-6:00pm Cashier	2	09/01/2016	09/18/2016	YES	Collect cash payment for food purchases. Money handling. PTA membership required for this position.

Once the web master sets it all up, here is what it all looks like to a prospective volunteer (Please note: the default setting is to have positions hidden once they are filled, if you want to have them show up as full with the name of the volunteers who signed up that is also an option):

## Back to School Barbecue

**Chair:** Kathleen Fisher

**Timeframe:** Friday, September 18th, 5 - 7:30 p.m.

7:30-8:00 pm Clean Up Helpers **2 volunteer(s) still needed.** Assist with general clean up after the barbecue on Friday, September 18th.

5:30-6 pm Servers **1 volunteer(s) still needed.** Help serve meals to the families who attend the barbecue on Friday, September 18th.

6-6:30 pm Servers **2 volunteer(s) still needed.** Help serve meals to the families who attend the barbecue on Friday, September 18th.

6:30-7 pm Servers **2 volunteer(s) still needed.** Help serve meals to the families who attend the barbecue on Friday, September 18th.

7-7:30 Servers **2 volunteer(s) still needed.** Help serve meals to the families who attend the barbecue on Friday, September 18th.

7-7:30 pm Cookie Station Helper **1 volunteer(s) still needed.** Help out at the cookie table during the barbecue on Friday, September 18th.

People need to register for my event! How do I create Event Registrations?

Send the following information about your event registration to the web master ([webadmin@normanrockwellpta.org](mailto:webadmin@normanrockwellpta.org)):

1. Sign up title: (e.g. Art for Kids Fall Lottery Registration)
2. Program: (e.g. Art For Kids)
3. Prompt text for Yes/No option: (e.g. "Is child participating?")
4. When registration opens: (e.g. The date parents can begin to sign up students)
5. Registration deadline: (e.g. mm/dd/yyyy)
6. Registration limit: (e.g. Only 200 registrations allowed)

- 7. Student Grade registration applies to: (e.g. KG, 1, 2, 3, 4, 5)
- 8. Other customizable input (Optional): (see example in image below)

An example of the resulting page presented to a site user is the following:

## Art Class Winter Lottery Sign Up



### Winter Lottery Registration

Check the box next to your student's name and select your first, second, and third class choice to enroll them in the Winter 2015 after school art class lottery.

**Alexis Teh** Participating?  Yes  No

Grade 1, Ms. Rapp

1st Choice <span style="font-size: small;">?</span>	2nd Choice <span style="font-size: small;">?</span>	3rd Choice <span style="font-size: small;">?</span>
Mon 3:10-4:10pm (ages 5 ▾)	Wed 3:00-4:00pm (ages 9-12 ▾)	Wed 1:45-2:45pm (ages 5-8 ▾)

Mon 3:10-4:10pm (ages 5-8)

Mon 4:25-5:25pm (all ages)

Wed 1:45-2:45pm (ages 5-8)

Wed 3:00-4:00pm (ages 9-12)

Wed 4:15-5:15pm (all ages)

done!

Here are all the options the web master can fill in:

# Event Registration Packet Page

Packet page title

Fall Lottery Registration

Program

Art For Kids School

Prompt text

Participating?

Registration deadline

9/13/2015

Registration limit

Response required

Send email on 'No'

Opening message

Check the box next to your student's name and select your first, second, and third class choice to enroll them in the Fall 2015 after school art class lottery.

Email confirmation message

The following is a confirmation of your student(s) and their current lottery registration status.

Missed deadline message

We're sorry, but the registration deadline for this program has already passed. [[Contact us: /ContactUs]] if you have questions.

Registration full message

We're sorry, but the registration for this program is now full. [[Contact us: /ContactUs]] if you have questions.

Grade levels allowed

- KG  3
- 1  4
- 2  5

Additional input fields

Required? Field choices

Input field label: 1st Choice Mon 3:10-4:10pm (ages 5-8) / Mon 4:25-5:25pm (ages 9-12)

Help text: Monday classes are \$162.50, Wednesday classes are \$150, each have a \$5 registration fee

Required? Field choices

Input field label: 2nd Choice Mon 3:10-4:10pm (ages 5-8) / Mon 4:25-5:25pm (ages 9-12)

Help text: Monday classes are \$162.50, Wednesday classes are \$150, each have a \$5 registration fee

Required? Field choices

Input field label: 3rd Choice Mon 3:10-4:10pm (ages 5-8) / Mon 4:25-5:25pm (ages 9-12)

Help text: Monday classes are \$162.50, Wednesday classes are \$150, each have a \$5 registration fee

I want to sell something online. How do I put a product for sale online?


Fill the following table out and send to [webadmin@normanrockwellpta.org](mailto:webadmin@normanrockwellpta.org) and

[communications@normanrockwellpta.org](mailto:communications@normanrockwellpta.org). Please note: Sales can present two purchase pages, one for families and one for guests if the event is open to people outside the school (like the musical).

Send this table to: <a href="mailto:webadmin@normanrockwellpta.org">webadmin@normanrockwellpta.org</a> , <a href="mailto:communications@normanrockwellpta.org">communications@normanrockwellpta.org</a>								
Program Name	Product Name	Unit Price (\$)	Begin Sale Date mm/dd/yy	End Sale Date mm/dd/yy	Sales Limit	Sizes (optional)	Product image (optional)	Description of product
Spirit Wear	Adult Baseball shirt, 3/4 sleeve	15	09/01/2016	09/18/2016	200	XS/S/M/L/XXL		Baseball style t-shirt in white with 3/4 length purple sleeves, Rockwell Elementary Beagles screen print on front.
Spring Musical	04/15/16 3pm Performance	7.50	09/01/2016	09/18/2016	Unlimited	-		Ticket to Seussical JR. presented by Norman Rockwell PTA

Here is what is presented to a prospective purchaser:

**Spirit Wear**



**Youth Baseball shirt, 3/4 sleeve**

Baseball-style raglan t-shirt in white with colored 3/4 length sleeves, Rockwell Elementary Beagles screen print on front. This is a 50/50 cotton/poly moisture wicking tee. Sleeve colors offered: Purple or Black.

For sizing, please consult our [size chart](#)

remove

**add one to my cart**

See larger image


**\$15.00**      **\$15.00**

[previous](#)

[next](#)

Here are all the options for a product that can be filled out by the web master:

## Product: Adult Baseball shirt, 3/4 sleeve

Product name <sup>?</sup>	Program		
Adult Baseball shirt, 3/4 sleeve	Spirit Wear		
Unit price <sup>?</sup>	Sales limit <sup>?</sup>		
\$15.00			
Begin sale date <sup>?</sup>	Begin sale time <sup>?</sup>	End sale date <sup>?</sup>	End sale time <sup>?</sup>
8/1/2015	12:01 AM	9/14/2015	11:59 PM
Small thumbnail image <sup>?</sup>	Browse ...		
http://normanrockwellpta.org/Image/Products/PurpleWhiteGraphic.jpg			
Large product image <sup>?</sup>	Browse ...		
Heading for variety choices (e.g., "Size") <sup>?</sup>	Variety choices (e.g., "Small/Medium/Large") <sup>?</sup>		
Size	Small / Medium / Large / XL		
<input type="checkbox"/> Ask for student name <sup>?</sup>	<input type="checkbox"/> Add'l notes required <sup>?</sup>	Heading for additional notes <sup>?</sup>	
<input type="checkbox"/> Auto add to cart <sup>?</sup>	<input type="checkbox"/> User sets own price <sup>?</sup>	Price suggestions (e.g., "25 / 50 / 75") <sup>?</sup>	
Description <sup>?</sup> 			
Baseball style t-shirt in white with 3/4 length purple sleeves, Rockwell Elementary Beagles screen print on front.			

How do I see a report of products that sold, volunteers for my event, etc?


Send a mail to [webadmin@normanrockwellpta.org](mailto:webadmin@normanrockwellpta.org) with the following info:

1. What report you need (e.g. Volunteer list for Running Club)
2. Do you need the ability to send email blasts (e.g. "Yes")
  - a. If choosing this option, please make sure your email is correct under the program page so that emails will be sent from you (and not the webmaster 😊)

Once given access to the report, next time you login, you will see this page and while viewing your report, you can download a .csv (to export to excel) or send email blasts:

**Norman Rockwell Elementary PTA** Welcome

Chairperson! [Back to main site](#) [Sign out](#)

  Reports

### View shared reports

Showing all 1 shared report(s)

Report title
Salmon In the Classroom

Depending on the needs of your position you will have more than one report, everyone should have one at the beginning of the year.

- To open a report, click or select the name of the report.
- To export the details (name, position, email, phone numbers) use the download button inside the open report.
- To email your volunteers select the checkbox next to their name and click the send email button inside the open report.
  - An email editor will open, **change the from email address to be the email you want people to reply to**, and send your email like you normally would.
  - It's recommended that you send at least your initial email from the website (it is more official to users).

My event or club needs its own pages! How do I do that?

If you'd like custom pages for your event or club (for example, check out the [spelling bee program page](#)), please contact [webadmin@normanrockwellpta.org](mailto:webadmin@normanrockwellpta.org) and we can gladly help you out with this.

The screenshot shows a web browser window with the URL [normanrockwellpta.org/Page/Programs/SpellingBee\\_Home](http://normanrockwellpta.org/Page/Programs/SpellingBee_Home). The page features a purple header with a navigation menu including 'Home', 'Calendar', and 'Directory'. The main content area is titled 'Spelling Bee Home' and includes a navigation bar with links for 'Spelling Bee Home', 'Rules', 'Practice Word List', and 'Register'. The page announces the 'Rockwell proudly presents 5<sup>th</sup> Annual School Spelling Bee!' with co-chairs Nithya Nagarajan, Shilpa Arsani, and Smitha Rajasekaran. A cartoon bee illustration is positioned below the text. The footer contains the text: 'Norman Rockwell Spelling Bee is patterned after the Scripps National Spelling Bee. Our purpose is to help students improve their'.