# 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 and 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!

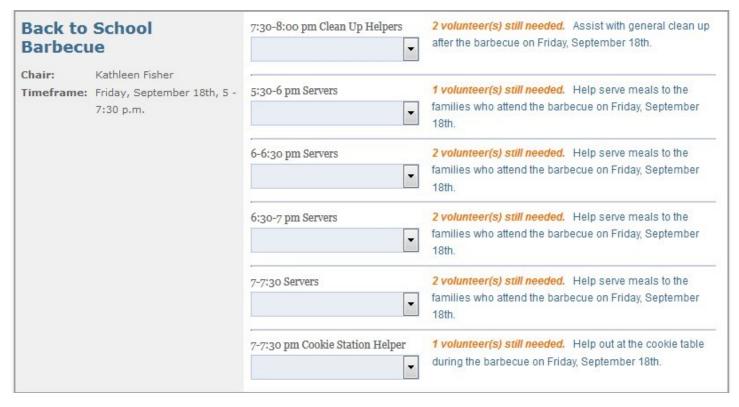
I Need Volunteers for my event! How do I create volunteer sign ups?

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 <a href="webadmin@normanrockwellpta.org">webadmin@normanrockwellpta.org</a> and <a href="mailto:communications@normanrockwellpta.org">communications@normanrockwellpta.org</a> :

Fill & Send this table to: webadmin@normanrockwellpta.org, communications@normanrockwellpta.org									
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):



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):

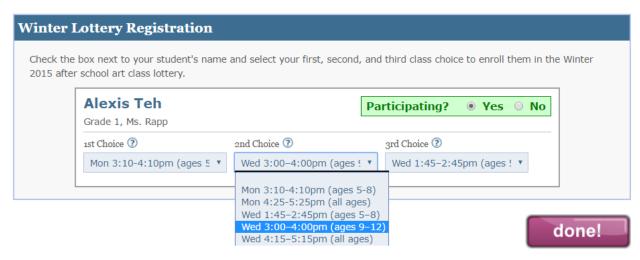
- 1. Sign up title: (e.g. Art for Kids Fall Lottery Registration)
- 2. Program: (e.g. Art For Kids)
- 3. Prompt text for Yes/No option: (e.g. "Is child participating?")
- 4. When registration opens: (e.g. The date parents can begin to sign up students)
- 5. Registration deadline: (e.g. mm/dd/yyyy)
-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





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

### **Event Registration Packet Page** Packet page title Prompt text ? Program Art For Kids School Participating? Fall Lottery Registration Registration deadline ? Registration limit (?) Send email on 'No' (?) Response required (?) 9/13/2015 Opening message ② 😊 Email confirmation message ② 👄 The following is a confirmation of your student(s) and their Check the box next to your student's name and select your first, second, and third class choice to enroll them in the current lottery registration status. Fall 2015 after school art class lottery. Missed deadline message ? Registration full message ? We're sorry, but the registration deadline for this program We're sorry, but the registration for this program is now has already passed. [[Contact us: /ContactUs]] if you have full. [[Contact us: /ContactUs]] if you have questions. questions. Grade levels allowed 1 KG 1 ~ ~ ~ 2 5 Additional input fields ? Input field label ② Field choices ? ✓ Required? 3 1st Choice Mon 3:10-4:10pm (ages 5-8) / Mon 4:25-5:25pm (ages 9-12) Help text ② Monday classes are \$162.50, Wednesday classes are \$150, each have a \$5 registration fee Field choices (?) Input field label ③ Required? 2nd Choice Mon 3:10-4:10pm (ages 5-8) / Mon 4:25-5:25pm (ages 9-12) Help text ③ Monday classes are \$162.50, Wednesday classes are \$150, each have a \$5 registration fee Field choices ? Input field label ② Required? 3

Mon 3:10-4:10pm (ages 5-8) / Mon 4:25-5:25pm (ages 9-12)

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

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

3rd Choice

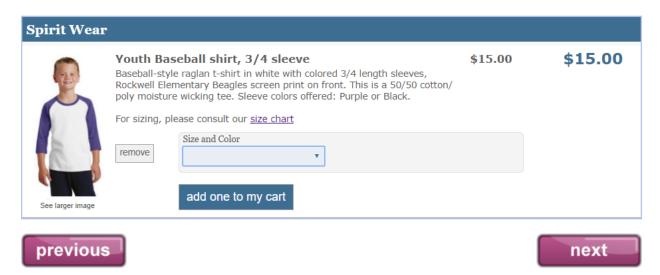
Help text ②

Fill the following table out and send to webadmin@normanrockwellpta.org and

<u>communications@normanrockwellpta.org</u>. 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).

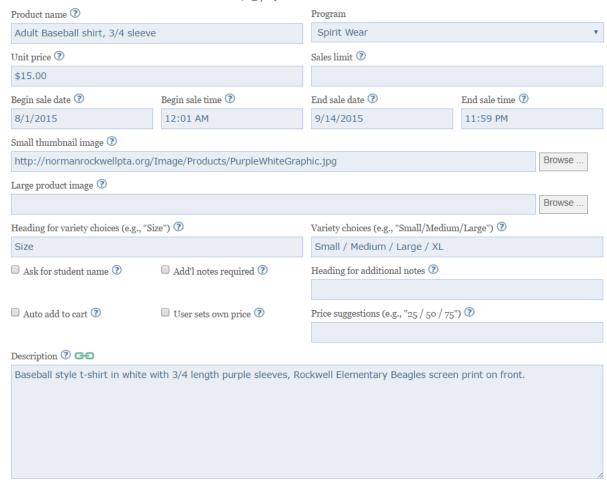
Program Name	Product Name	Unit Price (\$)	Begin Sale Date mm/dd/yy	End Sale Date mm/dd/yy	Sales Limit	Sizes (optional)	Product image (optional)	Description of product
Spirit Wear	Adult Baseball shirt, 3/4 sleeve	15	09/01/2016	09/18/2016	200	XS/S/M/L/XXL		Baseball style t-shirt in white with 3/4 length 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:



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

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



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

Send a mail to 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:



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. O 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.
  - o 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 <u>spelling bee program page</u>), please contact <u>webadmin@normanrockwellpta.org</u> and we can gladly help you out with this.

