

# GETTING YOUR UNIT STARTED IN JUST BETWEEN FRIENDS

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You will only need to start your unit one time in the Just Between Friends system. Therefore if any officer or chair previously started your unit in the system you will need to skip this process and go to the transitioning instructions.

How do you know? You could ask your previous president or proceed as if your unit is not currently in the system. Once you reach the page where you input your National ID number, the system will inform you if your unit is already in the system. If it tells you that your unit is already input we suggest that you use the contact us (customer support) so we may assist you in obtaining admin and officer permissions within the system.

## Objectives:

- You will be able to use this guide to add your unit in the system for the first time

## Summary:

Go to [www.justbetweenfriends.com](http://www.justbetweenfriends.com) and click on “Groups” → Click on “Get Started” → If you’re a PTA that’s not using the system, it’s easy to enter your unit, just [Click Here](#) → Follow the prompts

## Detailed Instructions:

1. Go to <https://www.justbetweenfriends.com/Wizards/NewGroup/> and enter your unit National ID number

Group Type **Group Identification** Your Information Group Details Alternate Administrator Other Groups Classes Admin Password Legal

We'll start with the most basic information about your group.  
Then we'll move on to identifying your Just Between Friends household account and connecting it to your new group.

Identify your group...  
Enter your PTA National ID:

Cancel Previous Next Finish

2. If you are new to Just Between Friends or if you already have an existing account.

- a. If you are new to JBF then you will be asked to fill out your first name, last name and enter an email address so that you can create your own personal account. Once entered click the green Enter button to continue.

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Group Type Group Identification **Your Information** Group Information Membership Information Other Groups Classes Admin Password Legal

Who are you?  
 I have a Just Between Friends account  
 I am new to Just Between Friends

Please fill in the following Data and click "Enter"

First Name:  
Last Name:  
Email:

Enter

Cancel Previous Next Finish

- b. You will now check your email account for a validation code we have sent to you. Please do not close this page when going to check your email for the code. Simply open another browser window to access your email. Once you have the code type it exactly as you see it into the box marked validation code. Click Next to Continue.

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Group Type Group Identification **Your Information** Group Information Membership Information Other Groups Classes Admin Password Legal

Who are you?  
 I have a Just Between Friends account  
 I am new to Just Between Friends

Please enter the validation code that we just emailed you; then click [Next].

Resend Validation Code

Cancel Previous Next Finish

3. Next you will enter your group's information. Please take note of the National ID and PTA name listed on the screen. If this is not your school, click the contact us link. Otherwise, fill in the start of your PTA term, approximate number of students in your school, approximate number of families, school name (and phone and email address for the school if available.) Check the mailing address of the school and update if necessary. Then click on the **Next** button.

Group Type Group Identification Your Information **Group Details** Alternate Administrator Other Groups Classes Admin Password Legal

We need some additional information about your group. Please provide as much detail about your group as possible. Only use personal contact information if different group information is not available.

Just Between Friends uses this information to identify duplicate registrations of groups. We may also use this information when handling customer support issues or to contact groups that have become inactive in the system before archiving or deleting their information.

**Default Membership Start Date**  
Your group will be able to track memberships from year to year using the Just Between Friends system. Please specify the Month and Day to use as the default beginning of member terms. If you are not sure about what to put here, don't worry. You'll be able to change it later.

Start of Membership Year: Jul 01

**School Statistics**  
Approximate Number of Households in School: 500  
Approximate Number of Students in School: 600


**Not sure what your school population is?**  
[Click here](#) to look up your school's information using the National Center for Education Statistics website.

**Group Contact Details**

PTA Nat'l ID: 00001234  
PTA Name: Ponce De Leon Middle PTSA  
School Name: Ponce De Leon MS  
Phone:   
Email:   
We plan to create a paper directory

Group Mailing Address  
5801 Augusto St  
Address Line 2  
Coral Gables FL 33146-2606  
United States

Cancel Previous Next Finish

4. On this page you will now be asked to enter the other master group administrator of the system for your unit. One **MUST** be the president. The other will be an alternate officer of your choosing. Typically someone that will be working in the system such as a membership chair, communications or technology chair. Once your unit is set up you may add more officers and administrators, but only 2 are required at start up, you and another person.
  - a. Indicate by selecting the proper radio button on the left side of screen if you are the president or the alternate. (In this example I will select president) You will then be asked for the other person's information. You will need their name, phone and email. Also their zip code is required.
  - b. Click on the  button.

Group Type Group Identification Your Information Group Details **Alternate Administrator** Other Groups Classes Admin Password Legal

To start using the Just Between Friends system a group must have two administrators that agree to be contacts with Just Between Friends. After your group is started up you will be able to add and change administrators.

What role are you?  
 I am the PTA President.  
 I am not the PTA President. I will act as the alternate group administrator.

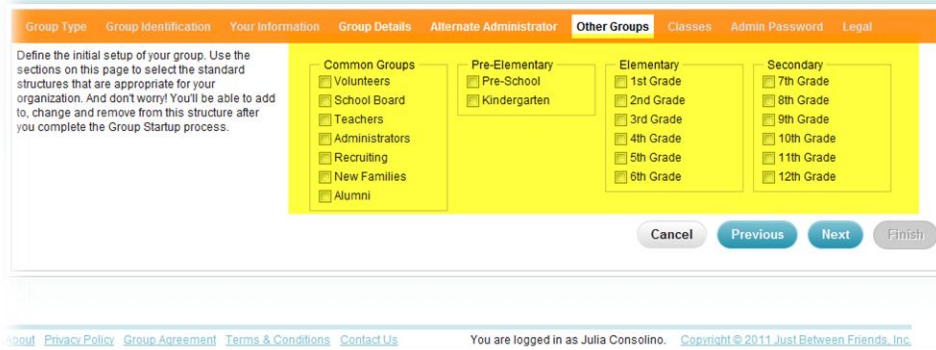
**Alternate Admin Information**

First Name: Sam  
Last Name: Jones  
Phone: 111-111-1111  
Email: samjones@gmail.com

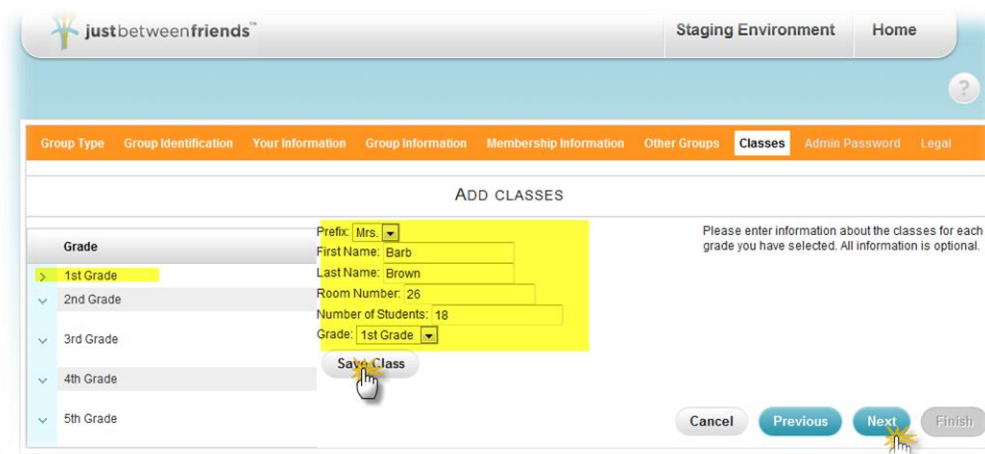
Alternate Admin Address  
Address Line 1  
Address Line 2  
City: 11111  
United States

Cancel Previous Next Finish

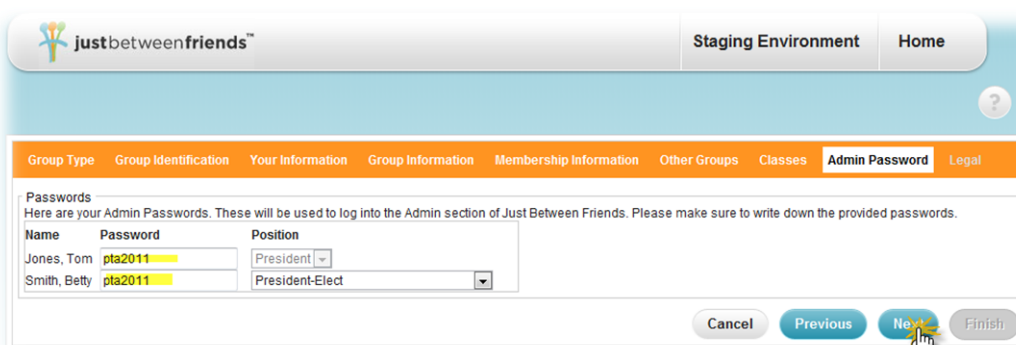
5. On this page, please indicate the grades and additional groups in your PTA by checking the appropriate choices. Click Next to Continue.



6. On the next screen if you know your classroom information for each grade you may enter it now. If not, you can do this at a later time. Once completed or if not known now, click Next to continue.
  - a. If entering the classrooms make sure to select the grade first and then enter the necessary information for each teacher. Make sure to click Save Class after each entry and then click Next when all entries are completed.



7. On the next page, if you never had an admin account you will be creating your administrative password for both you and the alternate administrator. These must be a minimum of 7 characters and are case sensitive. Please type in something you will remember. You will also select the officer positions for each of you. Again, one of you must be the president. Please write down these passwords and let your alternate admin know theirs. Click next to continue.



8. Take a moment to read our terms and conditions, privacy pledge and terms of use. Once you have read each, make sure to check each of the boxes and then select Finish.

The screenshot shows the 'Legal' step of the 'Group Startup Wizard' in the Just Between Friends system. The breadcrumb trail includes: Group Type, Group Identification, Your Information, Group Information, Membership Information, Other Groups, Classes, Admin Password, and Legal. A list of five items with checked boxes indicates that the user has read and agreed to the terms and conditions, authorized the system to send a validation email, authorized the system to include information in the PTA Universe, and chosen to create the group now. At the bottom right, there are buttons for 'Cancel', 'Previous', 'Next', and 'Finish'. A mouse cursor is clicking the 'Finish' button.

9. Your final step if you did not have account will be to finish creating your own personal account and then you will be able to log in. At the next screen, click on the green Household Wizard button.

The screenshot shows the 'Household Wizard' button, which is highlighted in green. The text above the button reads: 'Congratulations on completing the Group Startup Wizard! You now need to continue on to the Household Wizard, creating your account and allowing you to sign in.' The 'Household Wizard' button is located at the bottom left of the main content area.

10. You will now create your personal username and password to log in. You can choose to make your personal password the same as your admin password. Just remember it must be a minimum of 7 characters and is case sensitive. Often username is your email address as these must be unique in the system. Type in the image you see in the shaded box and then click Next.

The screenshot shows the 'Account Details' step of the 'Household Wizard'. The breadcrumb trail includes: Welcome, Enter Email, Validate Email, Account Details, Household Information, Privacy, Finish, and Login. The page contains a welcome message for 'Jones Household' and instructions on how to choose a username and password. It also includes a CAPTCHA image with the code '2ERP1'. At the bottom right, there are buttons for 'Cancel', 'Previous', 'Next', and 'Finish'. A mouse cursor is clicking the 'Next' button.

11. On the next screen, confirm your last name, type in your household phone and address information(zip code is required). You will also be asked to enter your family members. You will be listed as the primary adult. Simply click on the green add person to Household to enter the next person in your household.

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Welcome
  Enter Email
  Validate Email
  Account Details
 **Household Information**
 Privacy Finish Login

Household Name\* Jones

Household Phone: (123) 456-7890

Household Email: jbtfest+tomjones@gmail.com

First Name	Last Name	Gender	Birthday	Role
Tom	Jones			Primary Adult

**Add Person to Household**

Congratulations! You've added someone into your household. You can now proceed to the next step by pressing the "Next" button. However, we encourage you to enter everybody in your household. Click the "Add Person to Household" button to add another person, or click the icon to edit a person's details.

Your Household

12 Main St

Address Line 2

Savannah GA 12345

United States

If you have more than one household address, you may enter them after you login.

Once you are done entering your household information, please double-check to make sure that each person has been assigned the correct role, then click the "Next" button to continue. To change your username or password, click the "Previous" button. (Information you have already entered on this screen will not be lost.)

Cancel Previous Next Finish

- a. When adding each additional member make sure to enter first name, last name if different than yours, and their role in family by using pulldown. Gender and birthday are optional. Click Save when finished with each entry. When everyone is entered click Next.

justbetweenfriends™ Staging Environment Home

Welcome
  Enter Email
  Validate Email
  Account Details
 **Household Information**
 Privacy Finish Login

Household Name\* Jones

Household Phone: (123) 456-7890

Household Email: jbtfest+tomjones@gmail.com

First Name	Last Name	Gender	Birthday	Role
Tom	Jones			Primary Adult

**Add a new person:**

First Name\*: Keith

Last Name: Jones

Gender: Male

Birthday: February 17 2000

Role: Child 0-12

**Save** Cancel

Your Household

12 Main St

Address Line 2

Savannah GA 12345

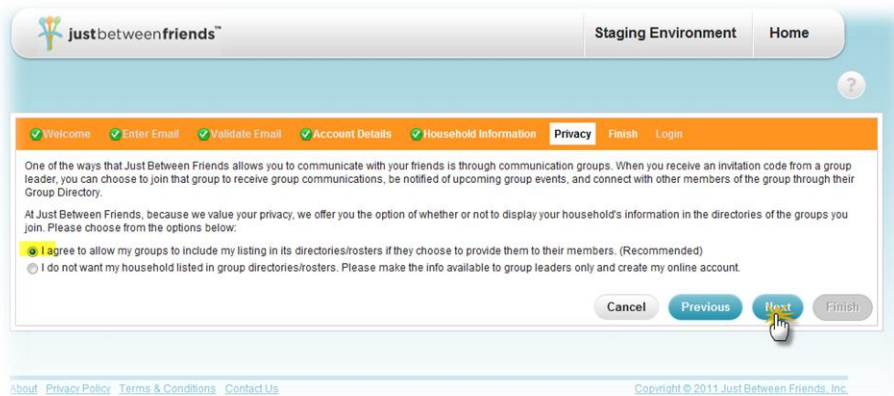
United States

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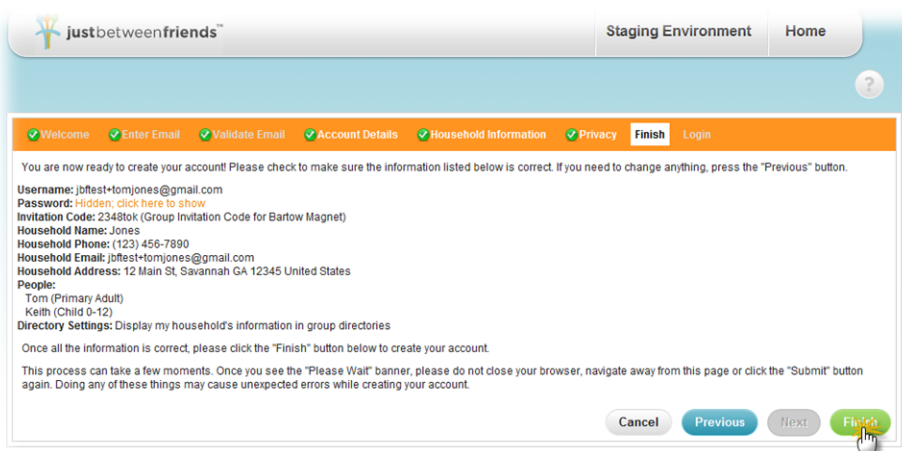
Once you are done entering your household information, please double-check to make sure that each person has been assigned the correct role, then click the "Next" button to continue. To change your username or password, click the "Previous" button. (Information you have already entered on this screen will not be lost.)

Cancel Previous Next Finish

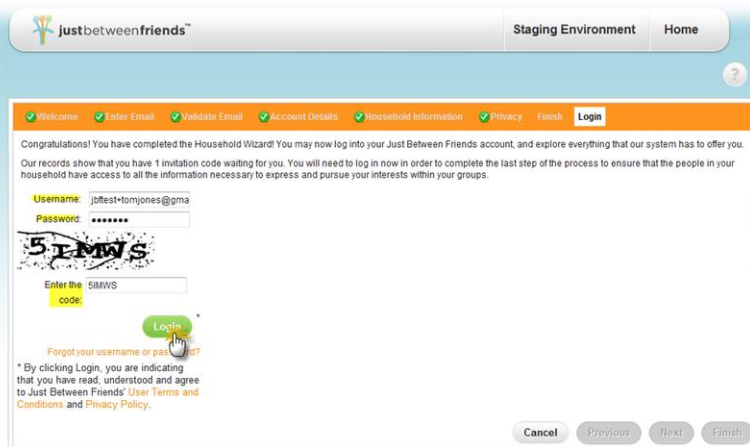
12. You will now be asked to agree to having your information included in a school directory. We recommend this. Check the appropriate button and then click Next.



13. The next page is a review of everything you have selected. Please take a moment to review everything. If you need to change something, simply click on the previous button. If the information is correct then click Finish.



14. You will now be able to log on to your account and complete the process. You will see the username you created pop up on the screen and will be asked to type in your personal password. Then enter the code in the shaded box and click the green log in button.



15. The final step of the process will be to select the groups you and your family members should be a part of for your school. You will want to be linked to the school itself, your children to their

grade and/or classroom if known. Click to select groups where option is available, check the appropriate one and click OK. Click Save once completed.

justbetweenfriends™ Staging Environment Jones Home Admin

Link to a Group

You are requesting that people in your household be added to the Just Between Friends group

**Group Invitation Code for Bartow Magnet**

Below, please select which of the people in your household will participate in the groups.  
When you are done, remember to click the green "Save" button to save your changes.

Person	Groups
Tom	<input checked="" type="checkbox"/> Include Tom in Bartow Magnet
Keith	Select Groups...

Save Cancel Back

Sign up for QUICK TIPS FOR MOM  
Brought to you by Kumon Math and Reading Centers.  
KUMON MATH. READING. SUCCESS. Click Here

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When you are done, remember to click the green "Save" button to save your changes.

Person	Groups
Tom	<input checked="" type="checkbox"/> Include Tom in Bartow Magnet
Keith	Select Groups...

**Select Groups**

- Bartow Magnet
  - 1st Grade
  - 2nd Grade
  - 3rd Grade
  - 4th Grade
  - 5th Grade

Cancel Save

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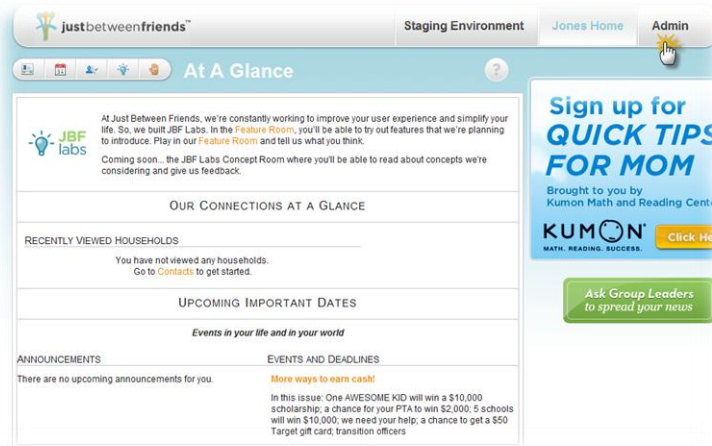
Person	Groups
Tom	<input checked="" type="checkbox"/> Include Tom in Bartow Magnet
Keith	1st Grade Change Groups...

Save Cancel Back

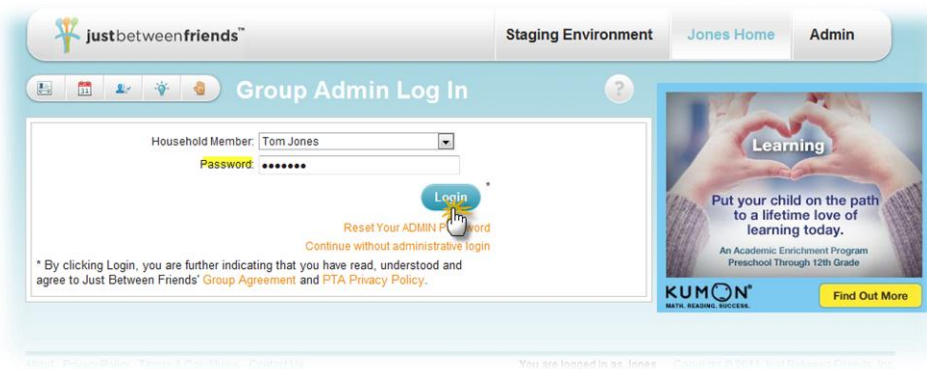
Sign up for QUICK TIPS FOR MOM  
Brought to you by Kumon Math and Reading Centers.  
KUMON MATH. READING. SUCCESS. Click Here

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16. Now you are ready to explore the system. Click on the admin tab at the top of the page to access the PTA side of the system.



17. Enter your administrative password that you created and click to Login



18. You will now come to the administrator's dashboard. As a new admin we highly recommend training. Dates, times and helpful information can be found at [www.learnjbf.com](http://www.learnjbf.com)

