

Making Members PTA Members

- 1) Log into your administrative side of your account.
- 2) *Make sure the person you want to add is an officer in the Just Between Friends system. See information at www.learnjbf.com to learn how to add members.*
- 3) Click on your <Run My PTA/OMDRplus> tab.
- 4) Then click on <PTA Members> tabs.
- 5) Select the red words: **Master PTA Roster** and click on the radio button “Find All in Community”. Notice below how it turns blue:

MASTER PTA RO:

Show All in Community Show None
 Show PTA Members Current Year Show PAID Current Year
 Show PTA Members Last Year Show PAID Next Year
 Show PTA Members Next Year Show PAID Last Year
 Show EX-PTA Members Show NON-PTA Members

Current PTA: National PTA (00050001)

Print Cards

Join/Renew Member Mark Paid Page Size 100 ▼

Member Status Pmt Status Card Status Snapshot 2007-2008

- 6) Find your member in the list presented and if they are not a member of PTA click on the box to the left of name (this puts in a checkmark):

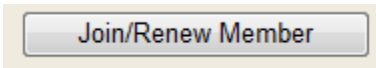
Join/Renew Member Mark Paid Page Size 100 ▼

Member Status Pmt Status Card Status Snapshot 2007-2008 Snapsho

1 - 1 of 1 Results

<input type="checkbox"/>	TYPE	LAST NAME	FIRST NAME	PTA MEMBER ID	MEMBER 2007 - 2008
<input checked="" type="checkbox"/>	Adult	smith	julia		

7) Now you are ready to make the individual a member of PTA. Click on the

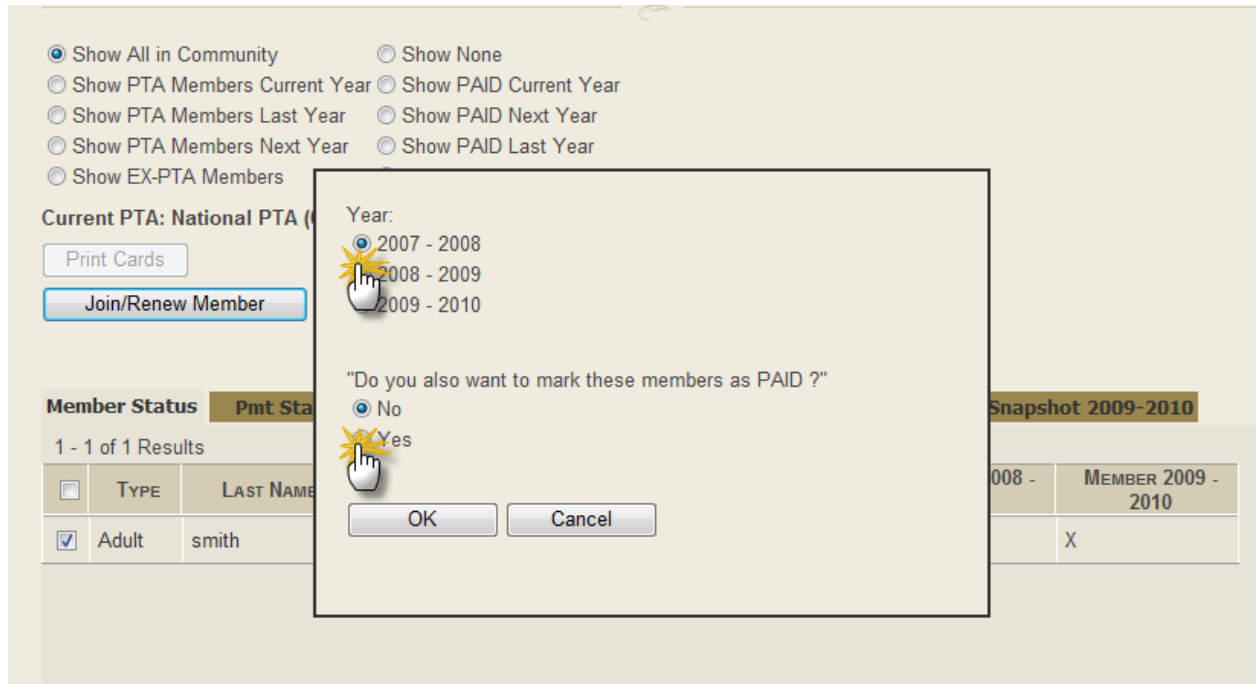


button.

8) You will get a dialog box which will ask some questions.

a) First select the year for which you will be making them a member.

b) Second, select whether or not they have paid. See the example below. We have used 2007-2008 as our year:



9) Below you see what the screen looks like in our case. Note we have selected the button



. This gives us a look at the status of our members for the selected year:

