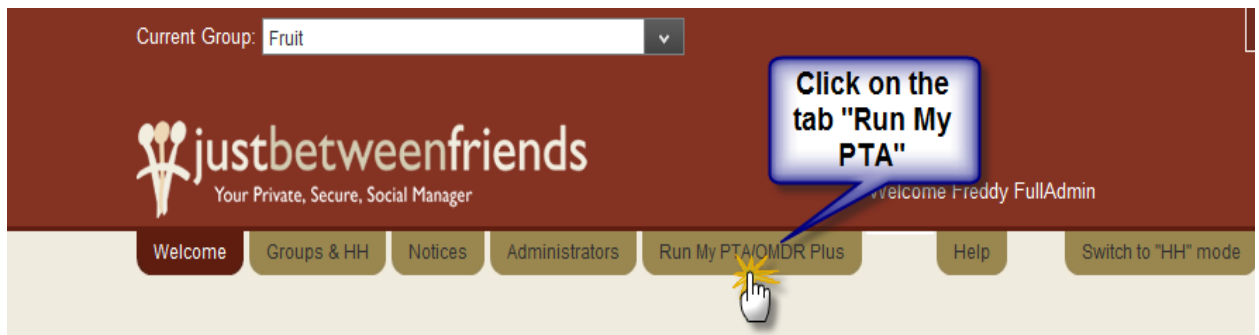
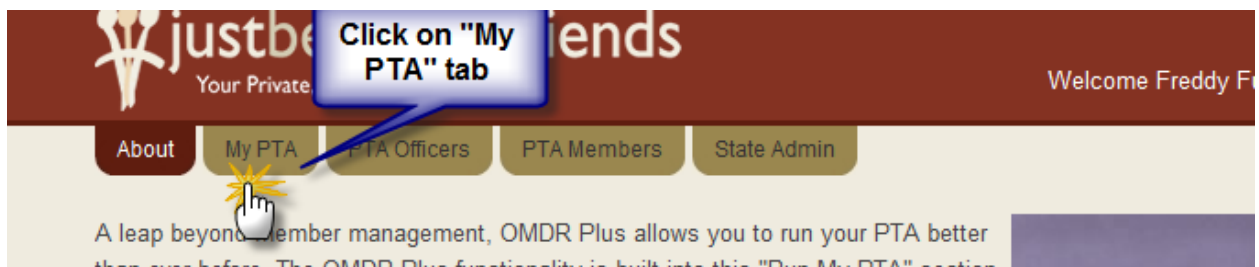


Updating Run My PTA General Information

1. After you have logged into Just Between Friends on the administrative side you will get a screen that looks like this one.



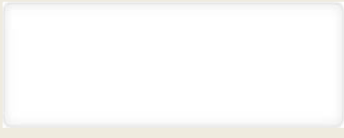



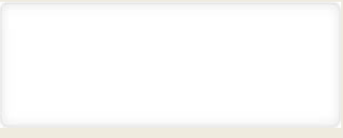



2. Click on <Run My PTA/OMDR Plus> tab.
3. You will receive a screen similar to the one below:



4. Next click on <My PTA> tab.
5. A screen similar to below will be returned. You will now see **General Information** and **Offices and Terms** as a red link.



<input type="text" value="1111111111"/>	<input type="text" value="Enter Email..."/>	<input type="text" value="Enter Phone..."/>	<input type="text" value="Enter Email..."/>
Contact Info (Master Group Admin)    Change Address 	Contact Info (Alternate Group Admin)    Change Address 		
Amount you charge for Dues:		<input type="text" value="0.00"/>	

9. Always Save before continuing.