

# TO PRINT A PAPER DIRECTORY

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Once you have completed the work necessary for the directory information, you will want to create a file which you can print. The file is in PDF format and you may create it as many times as you wish. Also, consider creating the pdf as intermediate checkpoint, to review your progress.

***If you have any questions, click on the contact us link on the website. We can often answer your question very quickly and easily.***

## Objectives:

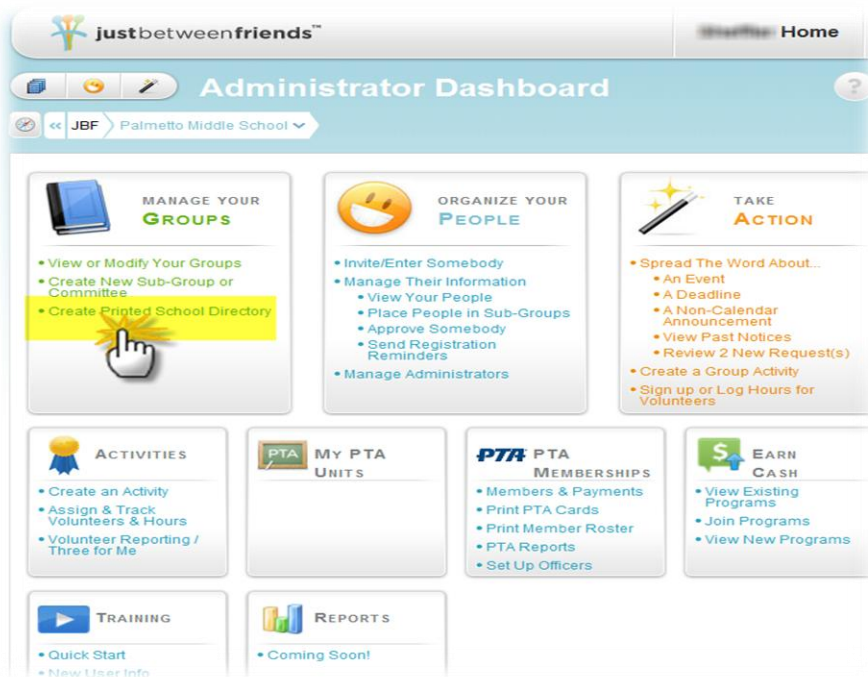
- You will learn how to create a pdf file to print out your school directory
- You will be able to identify the differences between the two types of directories

## Summary:

Go to <https://www.justbetweenfriends.com> → Log into admin dashboard → Click on “Create Printed School Directory” under the “Manage Your Groups” → Select your type of directory and parameters then follow prompts

## Detailed Instructions:

1. Log into your Admin Dashboard and click on “Create Printed School Directory”:



2. You will receive a page like this:

WHAT FORMAT DO YOU WANT TO USE?

School - Single List, Alphabetic by last name  
 School - Listing by Class, Alphabetic by last name

START AT PAGE NUMBER:  
1

WHAT DO YOU WANT TO SHOW IN EACH DIRECTORY LISTING?



Street/Postal Addresses (recommended)  
 Include City/State in Postal Address  
 Main Phone Number (recommended)  
 Email Addresses (NOT recommended\*)  
 Secondary Household Member Contact Information (if set\*\*)

If a parent sets his household's Privacy Options to hide information that you have listed in your directory, the information for that household's listing will be hidden.

\*To minimize the likelihood of spammers harvesting email addresses, we recommend that you do NOT include email addresses in printed directories. Group members can use the email links within your Just Between Friends online directory to send email to one-another, one recipient at a time. This does not reveal the email address of the recipient, while allowing rapid communications. Any member of your group who goes online to send standard email can easily login to his Just Between Friends account to send email through the system.

\*\*This option will print additional details for the secondary household member only. There will be nothing shown if there are no additional details set for that person. This does not include additional contact information for the household or the primary household member.

Create Directory

3. Begin by printing a “School – Single List, Alphabetic by last name”, by selecting the radio button to the left of these words.
  - a. Answer the questions in yellow next.
  - b. Click on the  button at the bottom of the page. This creates a pdf and can be produced as many times as you would like. Try them to see what works best. You may also wish to periodically check your progress by creating a new version.
4. Now print a “School – Listing by Class, Alphabetic by last name.”
  - a. Answer the questions in yellow
  - b. Click on the  button at the bottom of the page. This creates a pdf and can be produced as many times as you would like. Try them to see what works best. You may also wish to periodically check your progress by creating a new version.

**IMPORTANT:** If you have classrooms everyone must be in a classroom to show. Once you begin putting children in classrooms the print by Single List will only show up if they are in the classroom assignment.

c. Listing by School – Single List, Alphabetic by last name may look like this:

national PTA				Student Directory			
Household	Student(s)	Grade	Parents/Phone	Household	Student(s)	Grade	Parents/Phone
<b>a</b>				<b>J</b>			
<b>AJIM</b>	Leif aDale	2		<b>JANE</b>	James	5	
	kane aDale	2	Leif aDale				James
<b>AJIM</b>	James aJane	3		<b>JANE</b>	James	5	
15228	Julie aJane	3	James aJane				James
<b>D</b>				<b>JONES/SMITH</b>			
<b>DALE</b>	Leif	3		1234 Smith way	Sally Jones	1	(412) 345-6789
	kane	4	Leif	Pgh, AK	Bobby	1	Sally Jones
				11238			
				ralph address			
				ihftact+ralph2@gmail.com			

An example of directory “School – Listing by Class, Alphabetic by last name:

Mr Jon Jones - Rm. 200			
2nd Grade - 25			
<b>AJIM</b>	James	James	jbffest+jimjames1a@gmail.com
<b>AJIM</b>	Sam aRalph	Sam aRalph	jbffest+janeralph1a@gmail.com
<b>AJIM</b>	Leif aDale	Leif aDale	
<b>AJIM</b>	James aJane	James aJane	jbffest+janejames1a@gmail.com
	15228		
<b>BRO</b>		Scott	
<b>DALE</b>	kane	Leif	

*Hints:*

*You may wish to start the directory page numbering at a point later than 1. Create your introductory information about your school in word or another word processing programs. Some things you could add before the student listing:*

*School Mission Statement*

*Code of ethics*

*Short history of school*

*School Administrators and their statements or philosophies*

*Emergency Numbers*

*School Numbers*

*PTA Officers*

*How to join PTA*

*Calendar of big school events*

*How to update information in the Just Between Friends system*

*Advertisements*

*If your directory is not printing check to see that the school is set up as group type school.*

*Be sure that when you create the print file that you are at the school level and not a class or grade level.*

*If you have created classrooms and have started moving students into those rooms you must be sure to have all students in a classroom for it to print.*

*See additional documents on how to link students to classrooms and approve people into groups.*

*Check to see all of your students who parents may have entered themselves are approved into groups – check the how to document on approving members into groups.*

- ***If you have any questions at all click on the contact us link on the website. We can often answer your question very quickly and easily.***