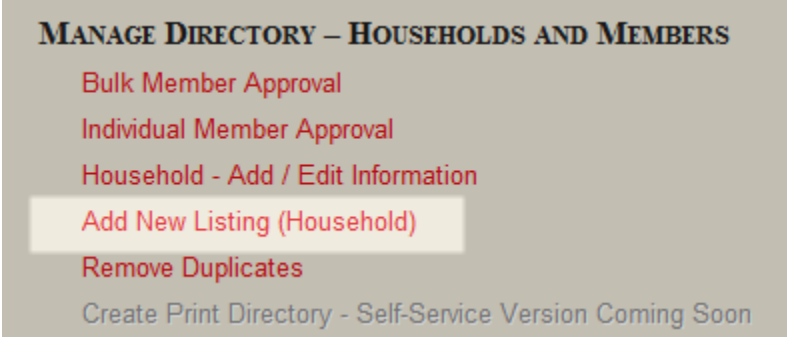


Adding a New Members to Just Between Friends by Administrator

- 1) Admin uses entry page in OMDR Plus to add Households. **No token is required**
- 2) Log in to your account at www.justbetweenfriends.com
- 3) Click on your Admin tab and log into the administrative side. Remember you may have a different password for your admin side.
- 4) Click on the tab Groups and HH. (HH - stands for Household)
- 5) Click on Add New Listing (Household).

a) The image shows a screenshot of a web application menu titled "MANAGE DIRECTORY – HOUSEHOLDS AND MEMBERS". The menu items are listed in red text: "Bulk Member Approval", "Individual Member Approval", "Household - Add / Edit Information", "Add New Listing (Household)", "Remove Duplicates", and "Create Print Directory - Self-Service Version Coming Soon". The "Add New Listing (Household)" option is highlighted with a light yellow background.

Current Group: **Just**

Contact Us | Our Household | Logout

justbetweenfriends
Your Private, Secure, Social Manager

Welcome, if due

ADD A HOUSEHOLD

HOUSEHOLD CREATION:

Family Name:

Family Street Address:

Family Street Address2:

City State Zip:

Family Phone:

Family Main E-Mail:

If no household email address is entered this household will not be granted rights to log on.

The children in your family.

First	Last	Birthdate (Month Day Year)		
Sally	<input type="text" value="different"/>	February	28	1999
	<input type="text" value="different"/>			
	<input type="text" value="different"/>			
	<input type="text" value="different"/>			
	<input type="text" value="different"/>			

Primary Adult Contact: First: Last:

Additional Adult Contact in Household: First: Last:

Check if address is different

Check if phone is different

Check if email is different

Preferred Username:

Password:

Confirm Password:

Insert this household, and notify them by email. (This will only create an access account if the user validates his email address as instructed in the email.)

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- 6) Fill in the blanks as completely as possible. The more information you add will assist in your record keeping. Such as address, and the other family members.
 - a) Hint: Move from top to bottom and left to right.
- 7) Be sure to check mark in the box labeled: Insert this household, and notify them by email. (This will only create an access account if the user validates his email address as instructed in the email.)
- 8) The following is an example of an input of a family before clicking on the continue button: Be as thorough as possible. Including other members of the household. You need to enter (minimum): You must enter a family name.
 - a) You must enter a primary adult name.
 - b) A Username is required.
 - c) A password is required.
 - d) A password confirmation is required.
 - e) Remember you are adding children to their grades and must enter their names here also.
- 9) Click on "Continue" button at the bottom of the page after filling in the information.
- 10) Once you have added the information you should click on continue. That will take you to the page where you will select the member then note the drop down menu to select group

and the group they will belong to:

Current Group: Fruit Contact Us | Our Household | Logout

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Your Private, Secure, Social Manager

Welcome, J.B.F. user

Home Groups & HH Notices Administration Run by PTADIGR Plus JBF Help Switch to 'NEW' mode

ADD A HOUSEHOLD

GROUP CONFIRMATION:

Please select only the member(s) of your household joining this group.

SELECT	MEMBER TYPE	FIRST NAME	LAST NAME
<input checked="" type="checkbox"/>	Child	Sally	Triste
<input type="checkbox"/>	Primary Adult	Janie	Triste
<input type="checkbox"/>	Secondary Adult	Ralph	Triste

Please select a group to join these members to:

> Fruit (District)

Click the "Join" button otherwise click the "Back" button to correct any wrong information.

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11)

> Fruit (District)

- >> cisv (Activity Provider)
- >> Apple Elementary (Grade)
- >>> 2nd Grade (Class)
- >>> Baltic, Barbara Mrs. (School Activity)
- >>> Barntop, Babe Ms. (School Activity)
- >>> 3rd Grade (Class)
- >>> Cantrell, Catherine Miss (School Activity)
- >>> Corby, Chris Miss (School Activity)
- >>> 4th Grade (Class)
- >>> Delemine, Dale Mr. (School Activity)
- >>> Dantesto, Deborah Mrs. (School Activity)
- >>> Ditka, Mr. (School Activity)
- >>> 5th Grade (Class)
- >>> Erba, Ellen Mrs. (School Activity)
- >>> Entemann, Ernest Dr. (School Activity)
- >>> Apple PTA (PTA)
- >>> PTA Members (Organization)
- >>> Reflections Committee (Committee)
- >>> Staff Appreciation Committee (Committee)
- >>> Fundraising Committee (Committee)
- >>> Not PTA Members (Organization)
- >>> Homeroom Parents (Organization)
- >>> Apple Chorus (Organization)
- >>> Kindergarten (Class)
- >>> Kriscom, Krista Mrs. (School Activity)
- >>> Kornel, Kara Miss (School Activity)
- >>> 1st Grade (Class)
- >>> Arabelli, Arthur Mr. (School Activity)
- >>> Andrews, Alan Mr. (School Activity)

ADD A HOUSEHOLD

ning this group.

FIRST NAME	LAST NAME
Sally	Triste
Janie	Triste
Ralph	Triste

Click the "Join" button otherwise click the "Back" button to correct any wrong information.

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Internet | Protected Mode: On | 100%

12)

13) After selecting the member and group, click on the join button and repeat the process for a new household.

14) If you wish to add another member in that new household to a group you may ask them to add themselves with a token or you can go into "Household – Add/Edit" red link under the "Groups & HH" tab.