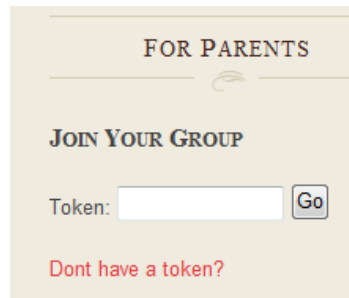


# Member Self-Entry - New Members to Just Between Friends

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We assume with these instructions you do not currently have an account with Just Between Friends.

1. Go to the web site of [www.justbetweenfriends.com](http://www.justbetweenfriends.com)
2. Add into the open field to the right of token: **Your token** (your general unit token is – your national unit ID number without the first zero's and the letter tok on the end. As an example a unit 00002233999 would be 22339999tok) This is the token you hand out to the parents to try. Test this out for yourself first.



FOR PARENTS

JOIN YOUR GROUP

Token:  Go

[Dont have a token?](#)

- a.
3. Click on Go button.
4. Click on the Next Button
5. We assume with these instructions you do not currently have an account with Just Between Friends.
6. Enter in the following information about your household
  - a. Family Last Name
  - b. Family Street Address 1
  - c. Family Street Address 2
  - d. City, State Zip
  - e. Household Phone
  - f. Family Main Email – This must be unique in the system

g. Example:

**HOUSEHOLD SIGNUP WIZARD**

**FAMILY INFORMATION**

Setting Your Privacy Options | Help on this Page

Please use correct capitalization on all names and addresses.

Family Last Name:

Family Street Address 1:

Family Street Address 2:

City, State Zip:  ,

Household Phone:

Family Main Email:

7. Your next task will be to click on the next button.

8. Add children on this screen.

a. Fill in the information requested including

- i. First Name
- ii. Last Name (only is different than household name)
- iii. Beside Groups fields click on the downward arrow and select your groups. These will be such things as school and extra activities. (this will be your unique communication group)
- iv. Birth date
- v. Gender

b. If additional children live in the household click on the add button and receive an additional entry box.

c. When complete click on the Next button

Example:

**HOUSEHOLD SIGNUP WIZARD**

**CHILDREN IN YOUR FAMILY**

First	Last	Groups	Birthdate(Month Day Year)	Gender
<input type="text"/>	<input type="text" value="if different"/>	Select Group(s)...	<input type="text"/>	<input type="text"/>

First	Last	Birthday	Gender		
Tommy	Smitty	07/26/1992	M	No Groups Selected.	<input type="button" value="Remove"/> <input type="button" value="Edit"/>

9. Fill in the fields on this parent page:

a. Fill in the information requested including

- i. First Name
- ii. Last Name (only is different than household name)
- iii. Beside Groups fields click on the downward arrow and select your groups. These will be such things as school and extra activities. (this will be your unique communication group)

iv. Birthdate

v. Gender

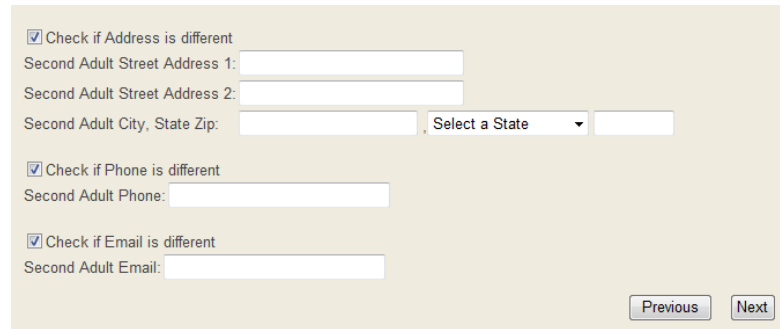
- b. If applicable check any of the three check boxes that apply. Then fill in the information requested

Check if Address is different

Check if Phone is different

Check if Email is different

- i. You will see the following fields appear when the respective check box is clicked.



The screenshot shows a registration form with the following fields and options:

- Check if Address is different
  - Second Adult Street Address 1:
  - Second Adult Street Address 2:
  - Second Adult City, State Zip:  Select a State
- Check if Phone is different
  - Second Adult Phone:
- Check if Email is different
  - Second Adult Email:

At the bottom right, there are two buttons: "Previous" and "Next".

10. When complete click on the Next button.
11. You are almost complete. Now it is necessary to choose a username and password. Do so at this time and click finish.
12. If there are volunteer opportunities available with your group you will be able to choose those now. Click on the downward arrow and submit choices. If you don't choose to volunteer click on this button anyway and move forward.
13. As a member of PTA you will have the option of receiving valuable information from National PTA. Select and then click on Submit button.
14. In a few short days after your group approves you, you will be utilizing an interactive communication system for your groups.