

# Inputting New Members To Just Between Friends

---

There are three main ways to input new members.

1. [Member Self-Entry](#)
2. [Administrative Entry](#)
3. Spreadsheet Upload (encompassing OMDR Grab and Personal Computer Spreadsheet)



## Member Self – Entry Summary

---

- ♥ Inform - Tell your parents what you are going to do.
- ♥ Notify – Send the parents their token (password) that will make them part of your unit. Use the [email import](#) method if you have email addresses from a list
- ♥ [Approve them into the system.](#)

## Administrative Entry Summary

---

1. Inform – Tell your parents what you are going to do.
2. [Enter each household in and check notify.](#)

## Spreadsheet or OMDR Grab Entry Summary

---

1. Join the Beta group (as of August 2009) for upload
2. Inform – Tell your parents what you are going to do.
3. Edit your membership data – ***Epecially group members of the same household together.***

## Tips and Hints

- You may use more than one method of entry.
- In each of these cases the members will be asked to validate their email address in order to receive communications. Until that point they will not be able to receive communications from you. But you **will** be able to manage their PTA membership status.
- If you cannot see them on your PTA Roster Page Click the radio button Show All in Community
- Each member of the Household can be counted individually as a paying PTA member.
- If you have chosen to enter households yourself enlist the assistance of others. They can work at the same time as you from different locations.
- If you do not see your member on the Add/Edit function they have either not been approved into their groups or have not validated their email.
- Send a revalidation email to remind them.
- You may enter people into the system if they do not have an email address but household does still need a username and password. Username needs to be unique.
- Just Between Friends does not sell email addresses. Your member's email addresses are more secure than email groups in personal email accounts.
- Search engines cannot find member information in the system.