

# ParentOrganizer Registration

Our PTSA uses ParentOrganizer, an electronic communications system, to send email notices to registered users. As we move towards paperless, it is the fastest, easiest way to stay informed of all our programs and events! Instructions for registering are below and it is FREE for ALL Twain families! If you encounter problems or need assistance, contact Communications Chair Tammy Gilliam at [tammygilliam@gmail.com](mailto:tammygilliam@gmail.com). Thank you!

**If you have an existing account, skip to Step D.**

To begin, go to [www.parentorganizer.com](http://www.parentorganizer.com) & click on the link: “Are you a parent who’d like to register?”



## A. The “General Information” page will appear.

1. Complete **name, address, phone, & email** fields; fields without an asterisk are optional.
2. Choose an **Access Password**; this is used to sign on to Parent Organizer.
3. Choose a **Signature Password**; this is used ONLY for online payments or submitting forms requiring a signature. The “Yes” box must be checked.
4. For security purposes, type in a question and an answer for which only you would know.
5. Choose **Daily Reminder** and/or **Weekly Newsletter** emails. If you do not have **HTML format** capability, choose the **Text Only** option.
6. Select the **number of family profiles** for your account. You **MUST ENTER 2 OR MORE PROFILES**; one for a parent/guardian and one for each student.
7. Complete **Family Member Profiles** section for the parent/guardian and each student.
8. When you are finished, click “**Submit**”.

## B. The “Individual Family Member Profile Set-Up” page will appear.

1. For each **ADULT**:
  - a. Check the following boxes:
    - ✓ **PTSA/Parent Group Information**
    - ✓ **Lake Washington School District PTA**
    - ✓ **Mark Twain Elementary PTSA**
  - b. Proceed to **Step 3**

2. For each **CHILD**:
  - a. Check the following boxes:
    - ✓ **School Information**
    - ✓ **Lake Washington School District**
    - ✓ **Mark Twain Elementary**
  - b. Proceed to **Step 3**
3. Click "**Submit**". Repeat the Profile Set-up Page for each family member as they appear automatically.

**C. The "Individual Family Member Profile One-Stop Forms" page will appear.**

1. Complete **parent, address, emergency contact, & medical** fields.
2. When you are finished, click "**Submit**"; **YOU ARE DONE!**

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**To make changes to an existing account, use steps D-F below.**

**D. Sign In to ParentOrganizer**

1. Go to [www.parentorganizer.com](http://www.parentorganizer.com)
2. Click on orange box: "**Existing Members Click Here to Sign In**"
3. Enter your **Email Address & Password**; click "**Login**"

**E. Update Your Personal Information**

1. Click "**My Profile**" on left side.
2. "Account Modifications" page will appear; confirm information and make changes, if necessary.
3. Confirm Family Member Profiles at the bottom of the page and make changes, if necessary.
  - a. To **delete** a profile, click "**Delete Profile**" on the right.
  - b. To **add** a profile, **follow steps A6-8**; the Profile Set-Up page will appear; **follow steps B & C**.
4. When you are finished, click "**Submit**".

**F. Update Your Personal Profiles**

1. In upper right box, individuals are listed under "**Existing Profiles for...**"
2. Click "**Edit**" next to individual's name.
3. Follow **step B1** for each **adult**, and **step B2** for each **child**.
4. When you are finished, click "**Submit**".

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Once your registration is complete, click on the "**HELP**" option at the bottom of the screen. The left border lists ParentOrganizer features; click on a topic for detailed instructions.