FAST-TRACK ONBOARDING

Follow these 4 steps to get started in MemberHub.

1. Log in and activate your site.

Create your MemberHub account.
- Visit app.memberhub.com.
- Enter your email address.
- Choose the second option: "I need to create a password" and enter your first and last name.
- Check your inbox for a confirmation email. Enter the emailed code on the MemberHub site.

Activate your site & set the domain name.
- Log in and update your school's MemberHub site address, if prompted. Only the first site admin to log in will need to complete this step. Example: "ABCElementary.MemberHub.com"

Update/add your officers (if needed).
- Select the Admin Console button in the upper right. You'll be taken to the PTA tab.
- On the right, click Officers.
- If you need to add officers, click the Add Officer button on the left under the officer list. In the popup, enter the officer's details and check whether to give them admin rights. Then, click the Add Officer button on the bottom.

2. Add people to MemberHub.

- Import a list to add contacts who aren't PTA members.
- Add PTA members individually, or contact your state PTA to import a list of members.

You can also invite families to join by:
- Setting up your Site Joins page, where families can sign up to receive communications.
- Asking families to buy PTA memberships in your school store. Then, they're automatically added to MemberHub.
Once everyone is in your site, start communicating!

3. Get set up to raise funds online (must be completed by bank account signer).

- Select the Admin Console button in the upper right.
- Click Store Admin, then Merchant Processing Agreement.
- See the step-by-step guide for completing the agreement. You'll most likely get instant approval.

Check out this fact sheet for information on privacy, security, and how to set up your WePay account. Any issues or questions, let us know - we're here to help.

4. Set up your PTA e-store.

- In your Admin Console, go to the Store Admin tab and click on Access Store Admin. This will open the Store Admin screen in a separate tab.
- Click Memberships. Here, you'll see your state-supported membership types. Just click Edit to adjust pricing and other details.
- Create custom PTA membership types and pricing.

- Add items like spirit wear, donations, tickets, and fundraisers.

- Last step: Tell everyone in your school community!

Gold Membership
MEMBERSHIP WITH A $50 DONATION
$56.00

Silver Membership
MEMBERSHIP WITH A $20 DONATION
$26.00

Bronze Membership
MEMBERSHIP FOR ONE PERSON WITH A $10 DONATION
$16.00

Short Sleeve T-shirt
PICK YOUR SIZE AND COLOR
$15.00

Weekend Getaway Raffle
BUY A TICKET FOR A CHANCE TO WIN.
$5.00

Red Beanie
TWO-TONE POM BEANIE WITH CUFF
$15.00