



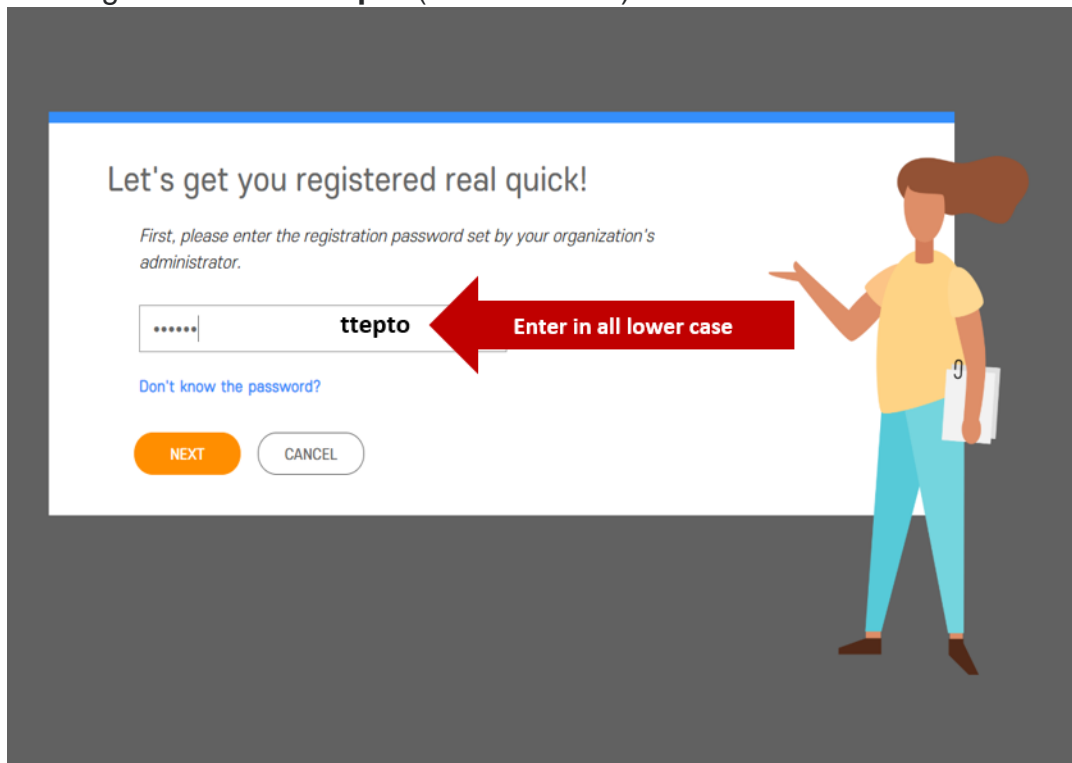
Hello Timber Trail Family,

We are excited to share our updated PTO website with all of you! The PTO website (timbertrailparents.org) is a great resource, containing information such as lists of our staffs' favorite things, how to reserve the Timber Trail Spirit Rock, information on PTO-sponsored events, PTO meeting minutes and financials, and available opportunities to get involved.

Please take a quick moment to register with our website. Registered users will have access to many extra features, such as the TTE Family Directory, email blasts with important PTO information, and the ability to sign up for PTO and volunteer events.

Registration Instructions:

1. Click this link to start the registration process: [Timber Trail PTO Website Registration \(https://tools.ptoffice.com/reg/NS_TTP2D2\)](https://tools.ptoffice.com/reg/NS_TTP2D2)
2. Use registration code **ttepto** (all lower case)



3. Create your log in information using your **email** and **unique password**

Welcome!

Please provide a little information to get started...

First Name Last Name

Username / Email address

Now, let's setup your password...

Create a password (min 5 chars)

Re-enter password

I agree to [Terms of Use](#)

4. Enter your family information by typing in your last name to see if there is already an entry in the directory. If not, then click on "**CREATE NEW FAMILY UNIT**"

Select your name or a slot in a household where you belong:

I'm sorry, but no one with that last name currently exists in our database.

Don't see any matches above? Try searching an ex-spouse's or other guardian's last name, or choose **CREATE NEW FAMILY UNIT** below.

Test

5. To enter adult contact information, click **“EDIT CONTACT”**

The screenshot shows a user profile for 'Test Test'. At the top left is a profile picture placeholder with 'ADD IMAGE' text below it. To the right of the name are links for 'DELETE CONTACT' and a 'SAVE' button. Below the name are fields for 'USERNAME:' and 'PASSWORD:', with a 'SEND RESET PASSWORD' link underneath. A note reads: '**PLEASE NOTE: You can choose which information to SHOW or HIDE from your organization's published directory.' Below this are several sections: 'FAMILY INFO' (containing an 'ADULTS' list with an 'EDIT CONTACT' button highlighted in red and an 'ADD ADULT' button), 'MEMBERSHIP DUES' (showing 'No Membership Fees Found!'), 'MEMBERSHIP DETAILS', 'SIGNUPS', 'PURCHASES', and 'EMAIL GROUPS'.

6. You will have the option to make your contact information private so others won't see it by clicking on **“CLICK TO HIDE.”** Remember to click **“SAVE”** after entering in your contact information

The screenshot shows the 'CONTACT INFO' form. It has a teal header with the text 'CONTACT INFO'. Below the header are several input fields: a text field containing 'Test1|', a text field containing 'Test', a text field containing 'Add a phone', a text field containing 'Add an email', a dropdown menu with 'Kinderaarten' selected, and another dropdown menu with 'K-Aaster' selected. To the right of each text field is a blue button labeled 'CLICK TO HIDE', with the first button highlighted by a red box.

7. Click on “+ ADD CHILD” and enter student information for each child. **Make sure you select their grade and teacher.** Remember to click on “**SAVE**” and make note of your log in information

The image shows a user interface for managing family information, divided into two main sections: 'FAMILY INFO' and 'CONTACT INFO'.

FAMILY INFO (Left Panel):

- Section: ADULTS
- Buttons: EDIT CONTACT, + ADD ADULT, + ADD CHILD (highlighted with a red arrow)
- Adult Card: Test Test, Household 1, Made up street, Made up city, Colorado, 80108, Not Available, Not Available, tippiejd@gmail.com

CONTACT INFO (Right Panel):

- Form fields: Add a first name, Add a last name, Add a phone, Add an email (each with a 'CLICK TO HIDE' link)
- Dropdowns: Kinderaarten, Choose a classroom