

BWE PTA: PT Board Instruction Sheet

PTA Forms and Payments are Now Online! Follow these instructions to make sure you don't miss out!

1. Go to bwepta.ptboard.com.
2. **Sign Up:**
 - > Click "sign up" in the upper right hand corner, and enter your name, email address and password.
 - > PT Board will send you an email to confirm your address—click on the link to return to PT Board
 - > Log in and find our school
 - > Click "Join Bettie Weaver PTA" and **enter our school code: AJYJ3D**. Please do not share this school code outside of the Weaver community.
3. **Student Directory:**
 - > Choose "Student Directory" (left hand column on home page).
 - > Choose "Add student to directory."
 - > Enter the name, grade and class for each child you have at Weaver. Choose whether you would like their information to appear in the student directory.
 - > Enter the parent contact information you would like to appear in the directory. If you would not like certain information shown, leave that field blank.
 - > This is a private page, so only parents and staff who have signed in to our school's PT Board page will be able to view your directory information.
4. **Forms and Payments:**
 - > Please attend to the following forms and payments, listed on the Home page or under the "Form and Payment" tab.
 - (1) **Activity fee:** \$6 fee per student for classroom parties and supplies.
 - (2) **Volunteer opportunities:** read through the list of available options and click "yes" for any you are interested in.
 - (3) **Happy Feet**—fill out one form for each child you would like to sign up. Note that this activity is limited to 200 students.
 - (4) **K-Kids**—fill out one form for each child you would like to sign up. Note that the activity is limited to 150 students, grades 2-5 only.
 - (5) **Bettie Weaver PTA Membership**—Please join our PTA and help us keep our 100% membership levels! Fill out the "one parent" form if you

are a one parent family or "two parent" form if you are a two parent family.

(6) **PTA Electronic Newsletter Signup**—you only need to fill this out if you are not currently on the PTA newsletter list, or have a change in your email address.

(7) **The Giving Tree Fund**—this is our direct donation fundraiser, in lieu of selling wrapping paper or other items! We suggest \$35 per student, but any amount is appreciated!

—> As you fill out each form with a payment, select **"Add to Cart."**

—> When you have completed your forms, scroll to the top of the screen and select **"Check Out"** (upper right)

—> Click **"Check out with PayPal"** at the bottom of the screen. You can use your PayPal account or enter a credit card to check out.

Stuck?

- We have created our own tutorials to help you.

—> Click on "Need Help?" at the bottom left on the Home screen.

—> Our sign up tutorial is also on the PTA website, bwepta.com.

- If you have further questions or concerns, please email us at ptboard@bwepta.com, and we will be happy to assist you!