Membership Toolkit Registration Instructions:

All Walnut Creek School District Parent Organizations now use Membership Toolkit to collect directory information, recruit and manage volunteers and to process online payments and donations. All directory information will be managed through the Toolkit and will be available as an online option or, through the Toolkit App.

To begin, click on the Toolkit link for your school and click Register.

- Select **"Create Account"** and fill in the name, email and password information.
- Click **"verify my email"** and then check your email for a link to complete the process. The link expires in 2 hours. If you do not receive the email, check your spam or junk folders.
- Once you have verified your email address, **you will be directed to an Account Creation Page to enter password to complete the process**.

- Complete the **Directory/Publish Preferences**. This is where you can indicate the information you would like published in the online directory, if any.

- Once the directory and student forms are complete, you will be presented with school specific forms with items such as volunteer opportunities and optional purchases and donations. You can pay with a credit card in the Toolkit or bring your receipt to Welcome Back Day/Tri-S to pay with a check or cash. **Once you check out, be sure to print and bring your receipt to Welcome Back Day/Tri-S whether you pay by credit card, check or cash.**
- Once the Primary Account is set up, the Primary User can "invite" other email addresses to access his/her account. This allows the Secondary User to have their own login information, but still have access to the "family account".
- If you wish to maintain separate accounts, each family will be listed separately in the online directory. Both accounts will need to complete the required forms

Membership Toolkit Mobile App to view the directory:

The app is available for free in the Apple Store and in Google Play.