

# 2021-2022

## Online Student Directory

### Information

We will be using Membership Toolkit for our Online Student Directory for the 2021-2022 school year. The online directory will allow parents to specify the personal information published in the directory; keep their personal information updated throughout the year; sort by homeroom/flex classroom, grade, etc.; gain access to the online student directory; and have the directory at a moment's notice thru your smart phone, laptop, computer and/or other electronic device throughout the year.

#### **If you have a Membership Toolkit Account from the 2020-2021 school year:**

- Update/confirm your Membership Toolkit account.
- If you haven't already paid your 2021-2022 PTO Membership Fee of \$15, please pay thru Venmo to Fremont-PTO (please make note that your payment is for 2021-2022 PTO Membership and your family last name); or pay at school with cash or check (the form is attached below).
- Once we receive confirmation that your 2021-2022 PTO Membership Fee has been paid, you will be given access to the online directory for the 2021-2022 within 7 days.

#### **If you DO NOT have a Membership Toolkit Account:**

- Follow the directions below to create an account:
  - Go to <https://fsd79.membershiptoolkit.com>
  - Click on the Register/Login button.
  - If you already have an account with another organization that uses Membership Toolkit you can use the same email and password to login. You can then proceed to the numbered steps below.
  - 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, log back in and finish the registration process:
    1. Complete the Parent/Family and Student Information-be sure to include all of your children's grade level(s) and teacher name(s). Please note that if you have a middle school student, your child's teacher will be his/her Flex teacher which is usually the 8th period teacher.
    2. Complete the Directory/Publish Preferences-this is where you can decide what information you want published in the directory.
    3. Once this information is complete, you now have an active account in Membership Toolkit.
    4. Pay your 2021-2022 PTO Membership Fee

- i. Send a payment thru Venmo to Fremont-PTO. Please note that the payment is for “2021-2022 PTO Membership and your family last name”
- OR**
- ii. Pay in person with cash or check complete the attached form and send it with payment to any of the school front offices in an envelope marked “Fremont PTO Attn: Christie Johnson”
5. After your payment has been confirmed by the PTO, you will be given access to the online directory within 7 days.
  6. You can access the online directory thru your account online or thru the FREE Membership Toolkit APP which you can download on your smartphone thru the app store.

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.

NOTE: You must have a Membership Toolkit account for your child to appear in the online directory. If you want access to the Online Student Directory you must pay the \$15 PTO Membership Fee. If you don't want to pay the \$15 PTO Membership Fee your child will appear in the directory (if that's what you choose) but you won't have access to view the Online Student Directory.

Please help encourage other families to create their **FREE** Membership Toolkit account so we can get as many Fremont students/families in the online directory as possible--class lists will not be complete in the Online Student Directory without **EVERYONE** having an account and assigning a teacher to their student!

Questions? - Please don't hesitate to contact Christie Johnson at [cjohnson@fsd79.org](mailto:cjohnson@fsd79.org).

**Don't forget to download the FREE Membership Toolkit app-search “Membership Toolkit” in the app store.**



2021-2022

# PTO Membership Form



Thank you for your interest and support of the PTO. The Fremont PTO is dedicated to supporting our students, teachers, and staff both financially and with volunteers. Your family donation of \$15 helps put smiles on the faces of our students and staff by providing numerous PTO sponsored events.

In appreciation of your donation, you will receive access to our online school directory as a thank you from the PTO. Please pay your PTO Membership fee by Venmo @Fremont-PTO; or by completing this form and submitting it to any school office with your cash or check payment. If you have any questions please email [cjohnson@fsd79.org](mailto:cjohnson@fsd79.org).



## PTO MEMBERSHIP FORM

To pay by cash or check, complete  
and return to any school front office  
Make checks payable to Fremont PTO

Family Last Name: \_\_\_\_\_

Parent Email Address: \_\_\_\_\_

Parent Phone Number: \_\_\_\_\_

Parent First and Last Name: \_\_\_\_\_

School (circle one): Elementary      Intermediate      Middle      Lincoln

I have created a Membership Toolkit account (circle one): Yes    No

(If you haven't already created a Membership Toolkit account, go to <https://fsd79.membershiptoolkit.com> and create your account.)