

Welcome Parents!

Use our On-Line Sign-Up:

PTA Database / Communications Tool:
<http://MMW.PTOmanager.com/index.html>

New users – on the bottom right hand side of the screen, use the “Click Here” link under “New PTA Manager User?” to register. You will need to provide your e-mail and choose a password. Then click “Save”.

If you see something like this:

Warning: You have entered an email address that is also used by Jane Dow from Mtka School: To proceed with login and create a new user, select confirm

Click Confirm.

You can use the same e-mail address, but you will need a different password than ones used with other PTO Manager systems. Please contact your Volunteer Recruiter for assistance.

Under the heading “Volunteer Information” Complete the contact information you want our school volunteers to use to communicate with you. E-mail address, First, and Last name are required. When you are done, click “Save”.

Under the heading “Volunteer Interests” Check as many volunteer events/interests as you like. If you would like more information, click on the interest names and a description of the volunteer job will pop-up. When you are done, click “Save”. The chairperson of the events/activities will contact you when that event approaches.

Under the heading “Students”

Click “New Student” on the right hand side of the screen. Add your student’s first and last name, and select the class (if you know it). Please do not enter a Birth date. When you are done, click “Save”. Repeat for each student you have at MMW.

Returning users – enter your e-mail and password and click “Sign In”.

Click on “My Information” to review your personal information and volunteer interests. Please update any personal information, volunteer interests, and *student information* as necessary.

If you have any problems with signing up, please email our volunteer recruiter, Michelle Seets, at mseets@yahoo.com.