

## Online Registration Instructions

We are using PTOffice this year to help streamline recordkeeping and payment of the student activity fee and PTO membership. Registering with this system will also make sure you have the most up to date PTO details and information regarding volunteer opportunities. There is no need to worry about signing up for e-alerts!! No purchase is necessary to register, so if you have already paid your fees or just want the PTO information, please take a few moments to complete your registration.

Online registration is quick and easy! Here's how you do it:

- Use the link: [http://tools.ptoffice.com/reg/PA\\_BMSPA6B](http://tools.ptoffice.com/reg/PA_BMSPA6B)
- Enter parent name, email & create a password
- Click "Create a New Family Unit"
- Scroll down and add phone to contact info
- Scroll down and add address in household info; click "Save"
- If you would like to add your student to your family profile, click the arrow/ dropbox on the right side of the "Family Info" tab

*Click "Add a Child", enter child info, select grade, team and note any musical education programs your child participates in.*

- Click "Save"; verify info; click "Continue"
- Select membership level
- Select your preferred payment method

*You may pay via paypal, cash, or check. Cash/ Checks can be placed in an envelope marked "PTO Membership" and dropped in the main office at Boyce Middle School*

- Click "Continue Registration"

Congratulations! You've paid your student activity fee and registered with the PTO. Thanks for your support!

*If you have any questions,, please contact PTO President Gina Swanson at [ginaswanson.9697@gmail.com](mailto:ginaswanson.9697@gmail.com)*