

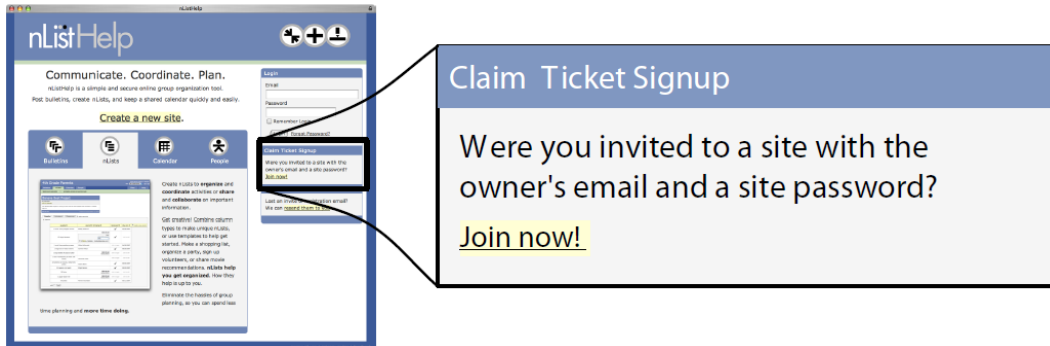
# nListHelp Signup Instructions

The SPES PTA uses nlisthelp.com to organize our volunteers and share information. Each classroom has its own site. Parents (**both** mom and dad) and guardians should sign up for the classroom site(s) for his or her child(ren) and each student should be added to the directory.

By registering on nList, your email will be added to the email distribution list for the school's weekly newsletter, The Weekly Buzz. Only students added to the nList directory will be included in the hard copy of the student directory.

Follow these steps for **each site** you would like to join:

- Using a web browser, visit [www.nlisthelp.com](http://www.nlisthelp.com). Click the link for "Join now!" under the Claim Ticket Signup section on the right side of the page.



- On the "Join a Site!" page, type in [spesstinger@gmail.com](mailto:spesstinger@gmail.com) as the Site Owner's Email Address and the Signup Password (see list below) based on the site you are joining. Type in your own email address twice. Then click "Join Site!"

The image shows the "Join a Site!" form. It includes a "back to login page" link, a "Join a Site!" heading, and instructions: "If you were invited to join a site with the site owner's email address and a signup password, enter that information below and you will be sent an invitation email." The form has three input fields: "Site Owner's Email Address", "Signup Password", and "Your Email Address", followed by a "Join Site!" button.

## Kindergarten

Teacher	Password
Mrs. Chisholm	bdb7ad
Ms. Eckart	5e4ea2
Mrs. Harkins	ac489a
Mrs. Stem	3a964f
Ms. Widdowson	2fe9b9

## 1st Grade

Teacher	Password
Mrs. Darden	e7ba54
Mrs. Golding	cbddb9
Mrs. Hofferbert	5dad44
Ms. Moore	864526

## 2nd Grade

Teacher	Password
Ms. Anderson	fb4763
Mrs. Miller	ced62b
Mrs. Potter	65a743
Mr. Schieber	7fd3bc
Mrs. Wash	9cd426

## 3rd Grade

Teacher	Password
Mrs. Booth	7fb22e
Mrs. Reed	eb232d
Mrs. West	9fcd52

## 4th Grade

Teacher	Password
Mrs. Dickerson	d34e8f
Mrs. Jacobsen	2557da
Mrs. Johnson	5f5a43
Mrs. Seal	87a8fe

## 5th Grade

Teacher	Password
Mrs. Bernheart	a8fdce
Mrs. Gosney	7d8c2d
Mrs. McGee	6ebbe4
Ms. Powell	6ef3da

3. You will receive an email at the address you entered in Step 2. Click the link in the email. If this is your 1<sup>st</sup> time using nListHelp, fill in your profile information and create your login password. Once your profile is created, your account will be used to join other nList sites.

Choose the option to receive Bulletins via email. Click "Accept Membership".



If you do not receive this email, please check your spam and junk mail folders for an email from "[donotreply@nlisthelp.com](mailto:donotreply@nlisthelp.com)"

4. For each classroom, add a student to the Student Directory.

Only members can add a student into the Student Directory. The member can identify their relationship to the student, and invite additional guardians to be listed for the student. In order for a student to be listed in the Student Directory, at least one member/guardian must be listed.

- Login to your nListHelp account.
- Click on the pull down menu in the upper right hand corner of the screen (next to the word 'site').
- You will be able to see all of your sites. Select the site for the student's class.

- Click on the Student Directory tab.
- Click on the student's class from the list of classes on the left.
- Click on the + sign in the Student panel
- Enter the student's first name and student's last name.
- Choose your relationship to the student.
- Choose to have your contact info shown or hidden
- Click 'Add Student to Site'.

NOTE: To add another student to a different class, you must change the site to the class for that student.

A member can add multiple guardians (Natural Mother, Natural Father, Legal Guardian) for a student. Guardians that are a member of the nListHelp system will receive an email requesting confirmation of themselves as the guardian of the student. Each guardian may choose whether to have their contact information listed in the directory or to have their information hidden. To add an additional guardian for a student:

- Click on the student's name.
- In the Guardians panel, click on the + sign.
- If the new guardian is a member of the nListHelp system, type some portion of their name in the search field. Then, choose the guardian and specify the guardian's relationship to the student.
- If the new guardian is not a member of the nListHelp system, click on 'switch to create a placeholder' and type in the new guardian's first name and last name. Then, specify the guardian's relationship to the student.
- Click 'Save New Guardian'.

5. In addition to the classroom sites, there are separate sites for PTA committees. Repeat steps 1 through 3 using the Signup Password – provided in the Weekly Buzz, on a flyer, in an nList bulletin, or by the contact person – for the PTA committee site you are joining. Each site requires a separate password.

Questions? Send an email to the SPES nList Administrator at [SPESnList@gmail.com](mailto:SPESnList@gmail.com)