

**Directions for Joining the PTA Online from the Short Pump Elementary School PTA Website:
www.spespta.com/support/membership/**

1) Click on Virginia!

2) Click on “Join Virginia PTA (Online Form)”

3) You will now need to set up an Account, using any email you would like to receive messages to and a password of your choosing.

4) You will complete an online form to set up your account. You will need your address and children’s information. The starred fields must be completed; the others are optional.

- 5) After you complete the form, you will need to select your particular PTA information by locating your State (Virginia), Local PTA (Short Pump Elementary – select from a long drop down in alphabetical order), and then deciding your appropriate Membership Type.

Join Your Local PTA

Currently, the National PTA is piloting an on-line join process for a limited number of states. If you do not see below, please try our [Find Your PTA](#) tool to get direct contact information for it.

Join Your Local PTA

State

Local PTA

Membership Type

[Join Another PTA](#) [Checkout](#)

My Details
[Edit](#)

- 6) Once you select Membership Type, you will then see a box “Contribution to Local PTA”. This is your Stinger Fund donation! You can make one payment for both PTA Membership and Stinger Fund! After you enter your amount, you will then select “Checkout”.

Join Your Local PTA

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Join Your Local PTA

State

Local PTA

Membership Type

Contribution to Local PTA (100% goes to PTA)

[Join Another PTA](#) [Checkout](#)

- 7) The next screen you come to allows you to check your totals, make any adjustments or edits as you need. To finalize payment, you will select “Join”.

Cart Items

PTAs Joined

Modify	Member Name	My PTAs and Contributions
Remove	Foster, Andrew	Short Pump Elementary School PTA - Family (3 Me

[Join](#)

8) On the next screen, you will enter your payment information.

The screenshot shows a web form titled "Place My Order" with a "Payment Information" section. On the left, there are sections for "Billing" (Bill To, Billing Address, Bill To E-mail) and "Cart Items" (PTAs Joined, Modify, Remove, Join). The "Payment Information" section includes fields for Credit Card (American Express selected), Card Number, Expiration Date (1-Jan 2017), Name on card, CCV, Street (11104 Riverchase Dr), City (Richmond), State (VA), and Postal Code (23223). A total of \$15.00 is shown on the right.

9) You will then receive confirmation of your purchase! At this point, you can join another PTA if you have children at other schools using the database!

The screenshot shows a "Thank you for your purchase!" confirmation page. It includes a table with columns for Invoice, Product, Price Per Unit, Quantity, and Charges. The product is "Short Pump Elementary School PTA - Family (3 Members)" with a price of \$5.00 and a quantity of 3.00, totaling \$15.00. A "Join Another PTA" link is visible at the bottom left. A red arrow points from the "Join Another PTA" link in the previous screenshot to this link.

Invoice	Product	Price Per Unit	Quantity	Charges
INV-03742-HSF0LD	Short Pump Elementary School PTA - Family (3 Members)	\$5.00	3.00	\$15.00
				Total Charges: \$15.00
				Sales Tax: \$0.00
				Order Total: \$15.00
				Payment: \$15.00
				Balance Due \$0.00

Thank you for "bee-ing" a member and for your support of Short Pump Elementary School's PTA!