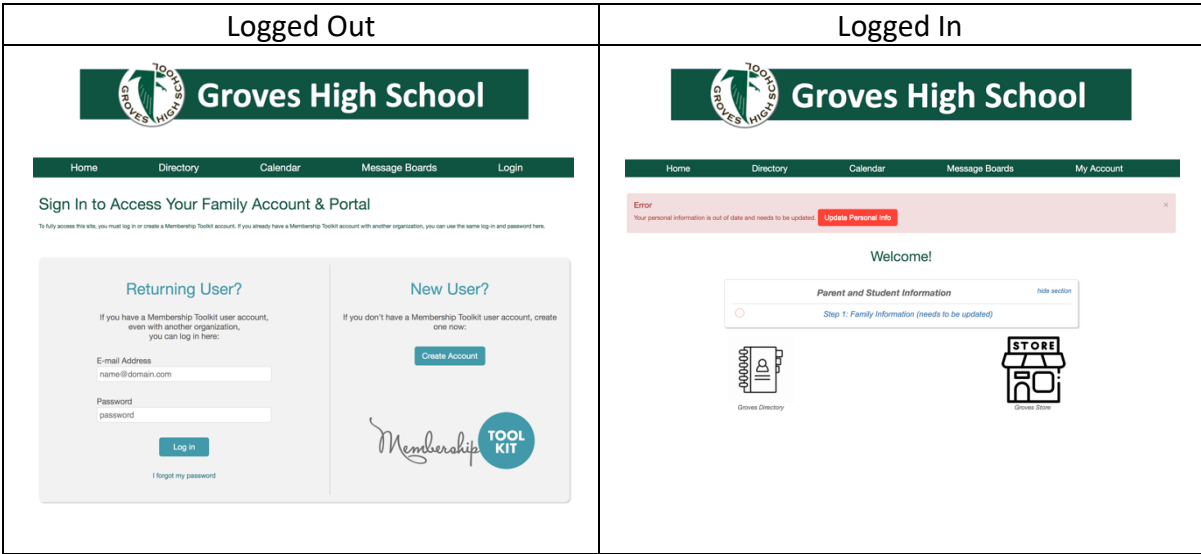


Groves PTA Registration Instructions

We have moved the groves registration completely online this year. These instructions are intended to help those that need a little guidance, but the process can also be done following the onscreen instructions.

- 1 Use any web browser to navigate to the PTA website <https://groveshs.membershiptoolkit.com>

You will see one of the two following screens depending on whether you are logged in or not. If you are logged in jump to step “3 Update Family Information”



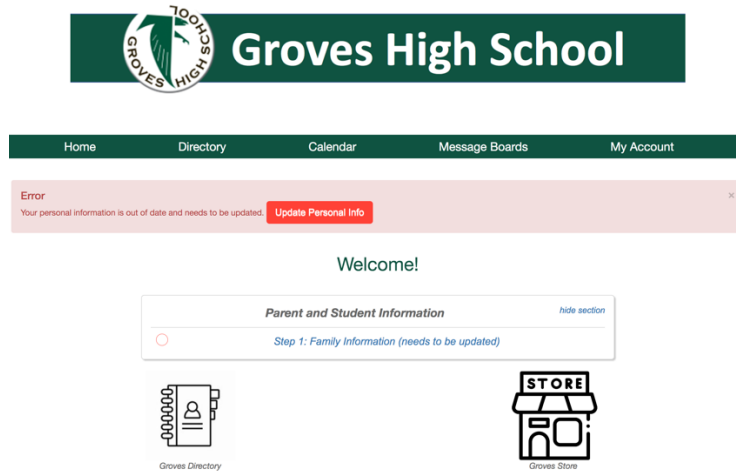
2 Login to the website

If you already have a membership toolkit account, login and continue to the next step.

If you do not have a membership toolkit account, click the “Create Account” button and follow the on-screen instructions to create the account, then login.

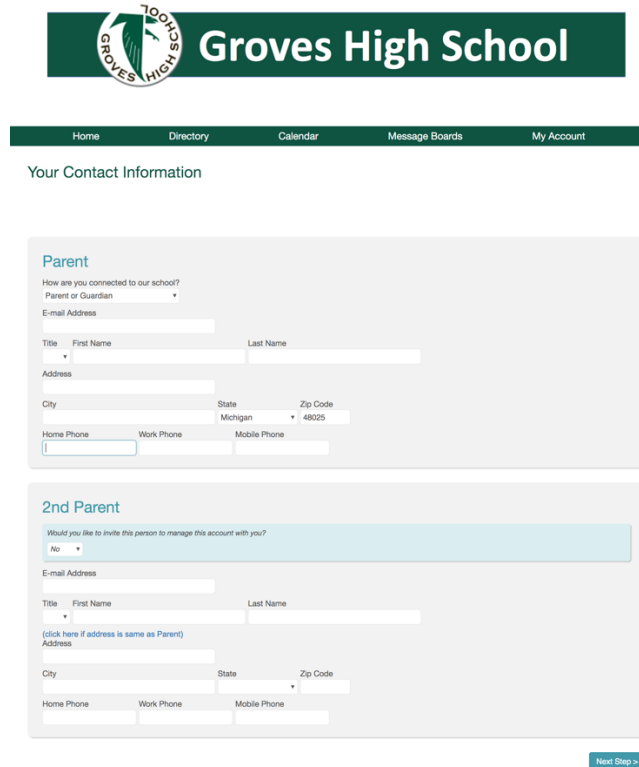
3 Update Family Information

After logging in you will see the window below, click the text “Step 1: Family Information (needs to be updated)” or the button “Update Personal Info” to enter in your contact information.



3.1 Parent Info

Enter in the parent contact information into the form and click next step.



3.2 Student info

Enter in your student(s) information into the form. If you need to add additional students, please add them now by clicking “I have another Student”.

After you’ve entered all the students attending Groves click the “Save” button

The screenshot shows the Groves High School website header with the school logo and name. Below the header is a navigation bar with links for Home, Directory, Calendar, Message Boards, and My Account. The main content area is titled "Step 2 - Student Information" and contains a button labeled "I have another Student". Below this is a section for "Active Students" with a sub-section for "Student #1". This section includes a "Remove Student" button and a note "Click if test is no longer a current Student". There are input fields for "First Name" (containing "test"), "Last Name" (containing "account"), "Grade 2021-2022: Call Phone" (a dropdown menu set to "9th Grade"), and "Email Address". At the bottom of the form are buttons for "I have another Student", "< Previous Step", and "Save".

4 Directory Publish Preferences

By default, all information is included in the directory.

1. If you do not wish to publish any of your family information in the directory select no from the drop-down menu.
2. You can also control which information is included line by line. A check mark means the information is included, and an empty box means this will be left out of the directory

The screenshot shows the Groves High School website header and navigation bar. The main content area is titled "Step 2: Directory Publish Preferences" and includes a note: "Please indicate which information below you would like included in the directory. You can update this information at anytime throughout the school year." Below this is a "Directory Information" section with a dropdown menu set to "Yes". There are two sections for information: "test (Parent)" and "test (Student 1)". Each section has a list of items with checkboxes: "Email: notwal.hsq@gmail.com", "Name: test account", "Address: 26149 meadow dr, franklin, MI 48025", "Home Phone: (248) 470-9507", "Work Phone:", "Call Phone:", "Name: test account", "Grade 2021-2022: 9th Grade", "cellphone:", and "emailaddress:". A large green arrow on the left points to the dropdown menu with the text "Select 'No' to exclude all info from Directory". A large green arrow on the right points to the checkboxes with the text "If you want info available, but not all, unselect the items to be excluded here". At the bottom are buttons for "< Cancel" and "Save".

3. When complete click the “Save” button

5 Store and PTA Membership

The final step is to click the Store Icon

Home Directory Calendar Message Boards My Account

Welcome!

Parent and Student Information [hide section](#)

- Step 1: Family Information
- Step 2: Directory Publish Preferences

Groves Directory Groves Store

Go to the store to complete registration

This will bring you to the Groves Store where you can purchase PTA membership, Donate, and purchase class t-shirts.

The PTA suggests the following for the 2022-2023 school year:

- \$50 PTA Family Membership
- \$75 PTA suggested donation
- \$25 Student activities suggested donation
- Class T-shirt for each student

Click the “Buy” button to add items to you cart, and when you are finished click “checkout” and follow the online instructions to pay.

Home Directory Calendar Message Boards My Account

Checkout

Groves Store

Welcome to the Groves PTA Store!!
This year the PTA suggests the following

- \$50 PTA Family Membership
- \$75 PTA Suggested Donation
- \$25 Student Activities Suggested Donation

We are also selling student t-shirts for each grade level indicating their graduation year
[all products \(19\)](#)

 Donation of Your Choosing \$ choose Buy	 Donation to Falcon to Falcon \$ choose Buy	 Donation - Student Activities \$25 Suggested \$ choose Buy	 Suggested PTA donation \$75 Buy	 Faculty PTA Membership \$20.00 Buy
 Family Membership - \$50 \$50.00 Buy	 Senior t-shirt \$15.00 Buy	 Junior t-shirt \$15.00 Buy	 Sophomore t-shirt \$15.00 Buy	 Freshman t-shirt \$15.00 Buy

Checkout