


**REGISTRATION  
& INFORMATION**



PVP Council of PTAs  
May 6, 2020

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**DISTRICT-RELATED REGISTRATION  
INFORMATION\***

\*Information current as of May 6, 2020

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**WHAT DO PARENTS "NEED" TO DO TO REGISTER  
THEIR STUDENT WITH THE DISTRICT?**

- Complete Aeries information
  - Student information
  - Emergency contact information
  - Data confirmation
  - District/school authorizations
- Print out Student Emergency Contact form, sign and bring to school Administration
  - Parents/Volunteers are NOT allowed to collect these forms due to confidentiality laws

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District to place site-specific registration link in the Aeries portal based on student school site and the link will be sent out by principal email and placed on the school website.

- Site-specific contact name for questions to be included in Aeries (i.e., for more information about school's registration, contact this person)
- Statement of "optional" registration at the site to be made on Aeries

High school level: district to discuss with principals what/how to conduct the following if student is NOT available on registration date:

- Releasing of class schedules
- Obtaining student ID Cards

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### DISTRICT REGISTRATION DATES

**As of May 6, 2020:**

- High school: TBD
- Intermediate school: site specific
- Elementary school: site specific
  - Intermediate/elementary trend last year:
    - New student orientation day (non-required registration day for parents/students that are new/may want help)
    - Collect district registration materials first day of school

2020 first day of school: Wednesday, August 26<sup>th</sup>

2020 Back to School Nights:

- Elementary: September 10
- Intermediate: September 17
- High: September 24

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### DISCUSSION POINTS: HOW CAN YOU STREAMLINE YOUR REGISTRATION ACTIVITIES?

What items in the registration packet can be pulled out and put on school websites?

- Can it be emailed to parents separately?
- Do returning parents need to know or just new parents to the school?

Is a site registration day even required?

- What can be done at different times (i.e., first day of school or after school starts)?
- What options will your site offer to working parents / parents on vacation who miss registration day?
  - i.e., communications about receiving schedules/ID cards in absence of attending registration days, etc.

What communication will you be making with parents/students about registration this year?

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**PTA PACKETS: AS FEW PAGES AS POSSIBLE**

\*We "WANT" them to complete PTA Registration, but not required  
 \*Evaluate information for "need to get my student registered information" vs. "nice to know" (i.e., things that can be communicated differently or at a later date)

**Encourage school-related information to be placed on school websites**  
 Examples: school maps, traffic patterns, school policies, important school dates, school bell schedules, etc.

**What do I "need" to do to register my student for school?**  
 Include only PTA-related "necessary" information in site registration packets

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**REGISTRATION DETAILS**

Provide to Council 1<sup>st</sup> VP (Beth Meyerhoff) **NO LATER** than May 31<sup>st</sup>:

- Registration contact person, contact phone number & contact email
- NOTE: this contact information WILL be made public in the Aeries portal
- Registration date & time
- Registration link
- Requested district staff (i.e., technology, other) for registration day assistance (if having one)

Data compiled by Council 1<sup>st</sup> VP and provided to Trent & Council president

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**TIMELINE**

- May 31<sup>st</sup>: registration details to Council 1<sup>st</sup>VP
- June 14<sup>th</sup>: provide to council president, council 1<sup>st</sup>VP and Memberplanet (if applicable):
  - Site registration link
  - Site-specific registration flier
- June 14 – July 1<sup>st</sup>: Memberplanet review
- July 1<sup>st</sup> – July 12<sup>th</sup>: Trial site registration w/ PTA/Booster executive boards
  - **DO NOT** trial prior to July 1<sup>st</sup> (i.e., new fiscal year)
- July 15<sup>th</sup>: FINAL registration packet link to Trent for district review
  - NO REVISIONS AFTER THIS DATE WITHOUT SITE, DISTRICT, COUNCIL & MP APPROVAL (if applicable)
- August 1<sup>st</sup>: Registration opens
- TBD: District Registration help night

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**PTA-RELATED  
BEST PRACTICES INFORMATION**

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**ROLE OF PRESIDENTS, 1<sup>ST</sup> VPS &  
REGISTRATION CHAIRS**

- Attend district/council registration meetings
- Discuss registration activities w/ site administrator/staff
- Review prior year materials
- Obtain exec. board approval for registration packet revisions/additions
- Review, renew & approve contracts (i.e., Memberplanet, etc.)
- Complete & submit registration packet links by June 14<sup>th</sup>
  - Provide to MP & Council President/1<sup>st</sup>VP for Review
- Run a trial period from July 1 – July 12<sup>th</sup> w/ exec. board
- Submit registration links to Trent NO LATER than July 15<sup>th</sup>
  - Once reviewed/tested – DO NOT MAKE REVISIONS
- Advertise registration dates/information on school websites
- Attend district registration help night to answer school related questions

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**ROLE OF THE INCOMING EXECUTIVE  
BOARD**

- Vote to approve revisions/additions to registration materials
- Vote to approve revisions/additions to any PTA fees
  - EXCEPTION: PTA Membership fees are as approved in the PTA Bylaws and cannot be revised without a bylaws review
- Vote to approve current contracts associated with registration (i.e., Memberplanet, etc.) if applicable

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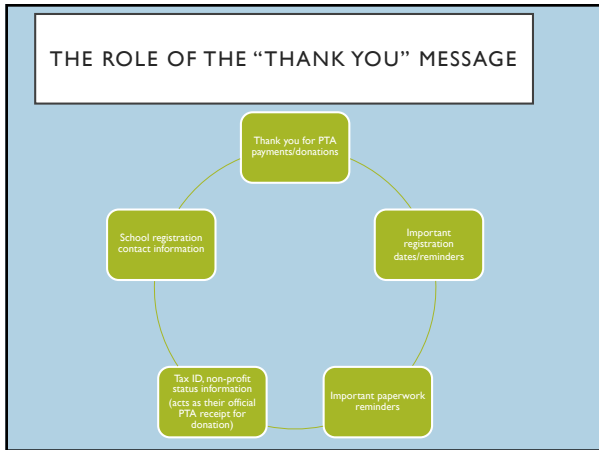
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### MEMBERPLANET CONTRACTS

- Memberplanet will be issuing invoices to school units in May in order for Incoming Boards to approve prior to July 1<sup>st</sup>
  - Approve contracts at May Incoming Exec. Board/General meetings
  - NO NEED FOR TWO SIGNATURES – it’s an invoice, not a contract
- Please pay 2019-20 Contract Fees
  - If you haven’t paid THIS YEAR’S invoice as of yet – please review with MP if you don’t know

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### REGISTRATION PACKET INFORMATION

- MP Only: **PACKET** your Information! This will ensure there is only ONE electronic link to your registration materials
- Necessary registration Items:
  - Packet welcome/instruction page
  - General PTA information/data collection
    - Parent contact/privacy release
  - PTA photography & participant waiver (one page template)
  - Directory release (one page template)
  - Donation/payment form for PTA "Fees"
  - Volunteer opportunity / interest form
  - PEF support form

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### MEMBERPLANET REGISTRATION ISSUES 2019

- No major issues in 2019!
  - 70% less support calls/emails than in years' past
  - Refunds/returns were 61% less than in 2017
- BIGGEST issue is call volume to District – 70% of Calls to District are site-specific questions
  - Having Site-Specific Contacts in Aeries should help to reduce calls to District and Memberplanet
  - PLEASE ensure the contact listed in Aeries is available and willing to make contact information public

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### REGISTRATION FINANCIAL BEST PRACTICES

- ENSURE your Payment Forms are linked to the correct bank account!
- Monitor registration activities periodically for financial accuracy
  - Did someone purchase 50 yearbooks? 20 directories?
  - Catch them early to offer refunds as appropriate
- Memberplanet Refund Fees:
  - There are NO REFUND FEES associated with Memberplanet Refunds
  - Transaction Fees cannot be refunded due to MP processor requirements
  - IF you receive a fee associated with a refund, contact Memberplanet immediately

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### PTA REGISTRATION TEMPLATES (MP ONLY)

- ONE PAGE template that combines ALL necessary PTA information together
- Student participation / photo waiver
- Directory information / waiver

<https://pvpsuccess.memberplanet.com/>

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**MEMBERPLANET WEBSITE BUILDER**

- NEW FEATURE included in basic contract pricing
- Basic Website Builder integrated into current system
  - Calendar Function
  - Directory Function
  - Members Only Functions
  - and more.....

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**MEMBERPLANET INSTRUCTIONS & TRAINING**

- Memberplanet instructions for common activities included in your materials today
  - How to Issue a Refund
  - How to Create Smart Lists
  - How to Create Distribution Lists
  - Memberplanet Contact Information
- Memberplanet "HowTo" Training?
  - Does anyone want/need?

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**ITEMS TO CONSIDER:**

1. TOO MANY PAGES IN YOUR REGISTRATION PROCESS?
  - Parents will LOSE interest and won't want to complete
  - Only include "necessary" registration information
2. DON'T ATTEND DISTRICT TRAINING?
  - Contact Beth Meyerhoff, Council I--VP with Questions
3. WHAT HAPPENS IF MP DOESN'T REVIEW YOUR PACKET PRIOR TO GOING LIVE?
  - Unforeseen user issues and/or financial charges
  - LOTS of headaches
4. CHANGES MADE AFTER JULY 15<sup>th</sup>:
  - Must obtain approval of revisions by District, Council and Site Administrators

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CONTACTS

PVPUSD District – Trent Bahadursingh, Deputy District Superintendent  
[ttrent@pvpusd.net](mailto:ttrent@pvpusd.net)

Council PTA – Beth Meyerhoff, Council 1<sup>st</sup> VP  
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Bridget Rusich, incoming 2020-21 Council 1<sup>st</sup> VP  
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Lisa Paolucci, incoming 2020-21 Assistant Council 1<sup>st</sup> VP  
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Memberplanet - Mercie Macatrao  
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