Go paperless and join our



Why should I join McKinley CJA's Buzz Book?



By joining McKinley CJA's buzzbook on Membership Toolkit, you can easily communicate with other McKinley CJA families through the online directory and/or mobile app. It is also a great way to receive important email blasts from the PTO including school updates, events, PTO minutes, volunteer opportunities, and more! Make sure you never miss a flyer again by going digital.

I'm concerned about my privacy. Is there a way to join but hide my information?

YES! You can choose to publish or hide any information you want. The program asks for parent names, address(es), emails, phone numbers, child's name, grade and teacher. If you want to hide everything but your email, that is your right! You can also choose to register but not publish any information. This allows you to still receive all email updates, yet remain invisible to other users.



## How do I join McKinley CJA's Buzz Book?



If you have an established Membership Toolkit account and wish to enter your family's information in the McKinley CJA Directory, please complete the following steps.

- 1. Go to mckinleycjapto.membershiptoolkit.com and click the "Register >> Login" button.
- 2. Use your established email and password to login.
- 3. Complete the Parent/Family and Student Information.
- 4. Complete the Directory/Publish Preferences.

## If you are new to Membership Toolkit, please complete the following steps.

- Go to mckinleycjapto.membershiptoolkit.com and click the "Register >> Login" button.
- 2. Select "Create Account" and fill in the name, email, and password information.
- 3. Click "Verify My Email" and check your email for a link to complete the process. The link expires in two hours, so remember to check your spam or junk folders.
- 4. Verify your email address and log in.
- 5. Complete the Parent/Family and Student Information.
- 5. Complete the Directory/Publish Preferences.

Once the Primary Account is set up, the Primary User can "invite" other email addresses to access his/her account. This allows the Secondary User to have their own login information, but still have access to the family account.