

Whittier School PTA Committee Chairs

Welcome to whittierschoolpta.org!

Ready (or not!)? Go to <http://whittierschoolpta.org/wp-login.php>

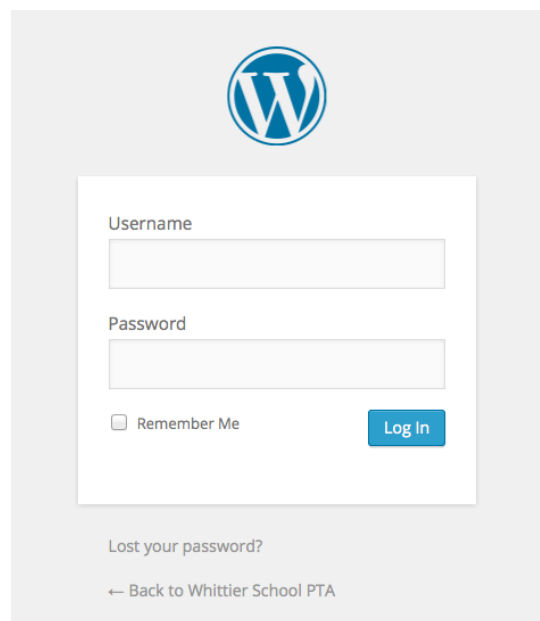
Log in using the username and password you received via email when you registered for our PTA website.

If you've forgotten your password or username, you'll find instructions at <http://whittierschoolpta.org/manage-my-account/>

Haven't registered yet? Go to <http://whittierschoolpta.org/register-ww>.

After you submit your registration, we'll approve you ASAP (an extra measure to keep PTA information private), and you'll receive an email from WordPress confirming your username and providing a password.

You now can return to the login website at the top of this page, and proceed to the admin side of our website.



Username

Password

Remember Me

[Lost your password?](#)

[← Back to Whittier School PTA](#)

This is the admin side. Yes, there's a LOT on this page*, but no worries—we'll break it down for you, step by step...

CALENDAR on whittierschoolpta.org

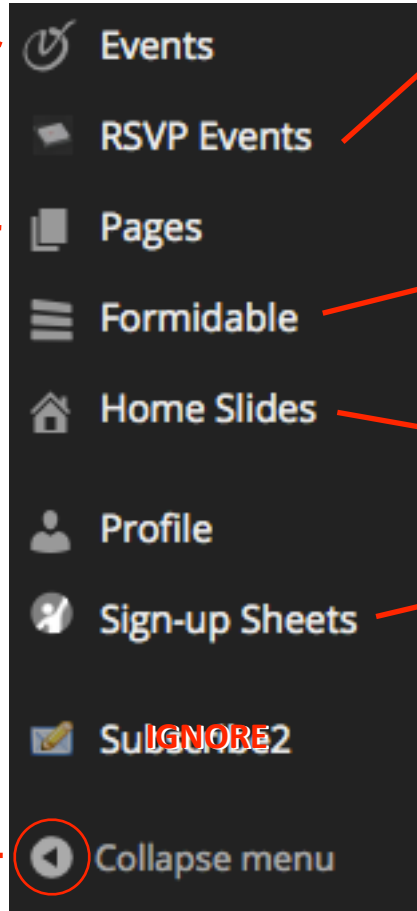
Add events to the online calendar here (events also are displayed on the homepage).

ACTIVITIES, EVENTS, VOLUNTEERING, and REFERENCES PAGES on whittierschoolpta.org

Any page that needs updating—including your committee page—can be found here.

Update your username and/or password.

(If you collapse this menu, you hide your options. Click on the arrow again to expand the menu.)



RSVP EVENTS on whittierschoolpta.org

Create “Evite” events (for which you’d like people to RSVP).

Review and download data from forms on whittierschoolpta.org.

Photos (and links) on the whittierschoolpta.org homepage.

VOLUNTEER SIGNUP

You now can add realtime signup sheets to your committee page(s) whenever you need PTA volunteers to help with your committee’s event.

****Options available in the menu may differ depending on your permissions. If you don’t see something you need, please [contact Andrea Knudsen](#).***

So, what would you like to do?

Psst: Click on the page number to go to that page!

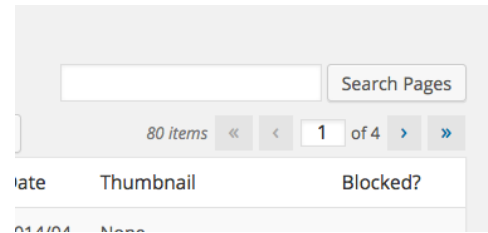
| | page |
|---|------|
| <i>Update my committee page</i> | 4 |
| <i>Add a document to a page</i> | 5 |
| <i>Add a photo to a page</i> | 5 |
| <i>Link to a website or email address</i> | 5 |
| <i>Add an event to the calendar</i> | 6 |
| <i>Set up an RSVP event</i> | 6 |
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| <i>View volunteers in sign-up sheet</i> | 8 |
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| <i>Send an email from the PTA</i> | 9 |

Note: all instructions that reference “the menu on the left” begin from the main admin page explained on page 2 of this document. To access the main admin page, follow the instructions on page 1.

Update my committee page

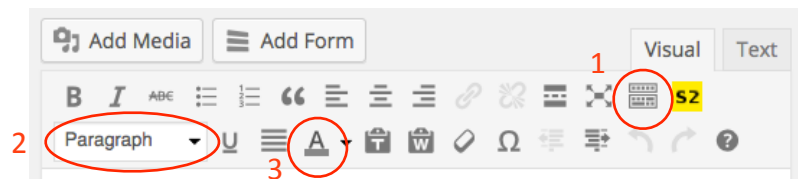
From the menu on the left, click on **Pages**. In most cases, it will be easiest to search for your page in the *Search Pages* field on the right side of the page.

Once you find the page you'd like to edit, mouse over the page title, and four options will appear below it:



Select *Edit*. You'll see a text editing window much like Microsoft Word, with formatting options in the menu bars at the top.

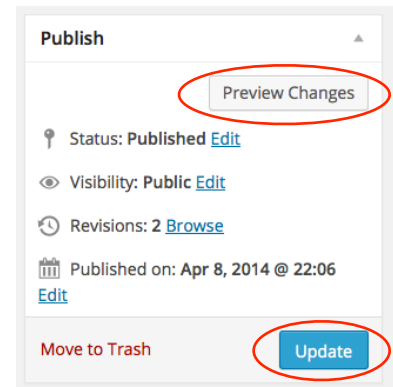
You'll find most of the formatting options familiar: bold, italics, etc. To format a title or subtitle, change *Paragraph* [2] to Heading 1 or Heading 2; to make it stand out, change the color [3] to blue or, for extra emphasis, red.



(If you don't immediately see these options, try clicking on the circled box, *Show/Hide Kitchen Sink*. [1])

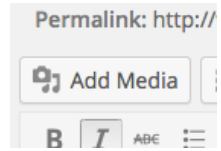
IMPORTANT: Once your update is complete, you can preview the page from the *Preview Changes* button. Be sure to click *Update* when you're done, or your updates will be lost!

DON'T FORGET: In many cases, your committee may have a main committee page AND a volunteer page. Check under the Volunteering tab on the PTA website. If you ever need to add or remove a page, [contact Andrea Knudsen](#).



Add a document to a page

Position the cursor where you'd like to add the document. Click the *Add Media* button and you'll be able to upload a file. I **strongly recommend using only PDF documents** because they're generally not editable and are openable by everyone. If you need help converting a Word document to a PDF, don't hesitate to ask.



Title the file however you want it to appear on the page—if you need help creating this link, please let me know: it's a little tricky the first time.

Add a photo to a page

Add a photo the same way as adding a document: position the cursor where you'd like the photo to appear, then click the *Add Media* button. Once the photo appears on the page, you can change whether it appears on the right or left by clicking on the *Align Left* or *Align Right* buttons in the menu bar.



Link to a website or email address

Highlight the text you'd like to link from, then click on the *Insert/edit link* button in the menu bar:

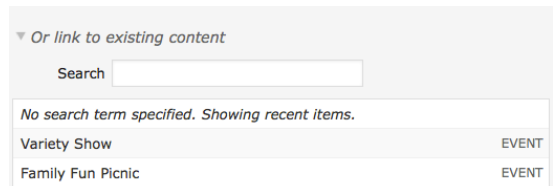


To link to a website (or URL), add the website address, such as *www.whittierschoolpta.org*. Choose a title (e.g., *Whittier School PTA website*) and click *Open link in a new window/tab*.



For email addresses, change *http://* to *mailto:info@whittierschoolpta.org* (or whatever email address you need—note there's no space after the colon). The title should be *email Whittier School PTA* (or whatever it is).

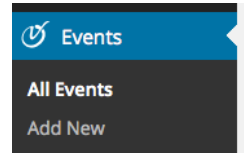
If you're linking to a **Page** or **Post** on our PTA website, you can use the search function instead of entering a URL.



Add an event to the calendar

Events added to the Calendar have the added bonus of appearing in the upper right of the PTA homepage. From the menu on the left, click on **Events**, then *Add New*.

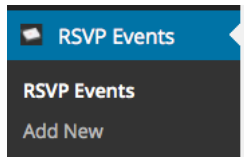
Create the title and add as many *Event Details* as you can (or you'd like). On the right side of the page, choose an *Event Category* to help if someone happens to do a search from the PTA website. You can *Save Draft*, *Preview*, or *Publish* when you're ready. You shouldn't need to worry about any of the other options on this page.



Set up an RSVP event

An **RSVP Event** is like Evite and allows you to collect a count of people who plan to attend the event. From the menu on the left, click on **RSVP Events** and *Add New*.

Create the title and add a description and instructions in the text editing window. Set the *Event Options* as you'd like, paying special attention to the check boxes that allow you to choose to:



- Collect RSVPs
- Require people to login to the website before responding
- Show Yes/No buttons (Yes, you'll attend, or No, you won't)
- Set the email address to notify when someone responds (feel free to use your own email address)

Add More Dates

Loading default values for RSVPs - check the checkbox to collect RSVPs online

Collect RSVPs **Check to activate** Login required **Check to activate**

Show Yes/No Radio Buttons

Display attendee names and content of note field publicly **Check to activate**

Include CAPTCHA challenge **Check to activate**

Email Address for Notifications:

Instructions for User:

Confirmation Message:

Special Options

Two notes:

- Don't include CAPTCHA (the option that makes you prove you're a human) because it doesn't work reliably—it's better to require logging in to the website.
- Under *Instructions for User*, I suggest you add that parents responding for their student(s) respond using their student's/students' names. Otherwise, the RSVP count will include parents, which will skew numbers for a student-only event.

Like regular events, you can *Save Draft*, *Preview*, or *Publish* when you're ready.

(continued...)

Depending on how you set the *Email Address for Notifications*, you may receive notification whenever someone RSVPs. To view all RSVPs at any time, find **RSVP Events** in the menu on the left; below it, click on *RSVP Report*. Click on the *RSVP Yes:* link, and the report will open. You can download it to Excel, too.

[RSVP Yes: 1](#)

Call for volunteers to sign up

There's no need to use Signup Genius—our PTA website has the same functionality. You can add a call for volunteers directly to your committee's volunteer page, email a link to that page to your committee members, and include the link in *Whittier Weekly*. Scroll down to the bottom of the admin page; from the menu on the left, click on **Sign-up Sheets**.

You can create a new sheet from the *Add New* box at the top of the page, or if your event is a recurring event it may be easiest to *Copy* an existing sheet. Mouse over the *Title* to access the four options below it.

| ID# | Title |
|-----|---|
| 11 | Fun Lunch: Brown's Chicken and Pasta View Sign-ups Edit Copy Trash |

Create the *Title* and add the *Date*. Do NOT check the *Use task dates instead* box—information will not appear correctly in your volunteers' confirmation emails. Add *Details* as well, then click on the appropriate category for your volunteers. If you don't see the correct category, [contact Andrea Knudsen](#).

Next, you'll need to lists the *Tasks* for which you need volunteers. BE SPECIFIC here: the name of the task will appear in confirmation emails, and it must stand alone within the context of the title. BE SURE to include a time! Enter the number of people needed for each individual task

Click on the green + and red x to add or delete *Tasks*. When you're done, click *Save*.

Use the menu on the left and click on **Sign-up Sheets** or *All Sheets* for—you guessed it—a list of all sheets that have been created. If you need to return to make changes to any of your sheets, scroll over the sheet's *Title* and click *Edit* below it (next to *Copy*).

(continued...)

To the left of the sheet you just created, you'll see a column titled *ID#*. You'll need this number to add the sign-up sheet to your committee page.

| ID# | Title |
|-----|---|
| 11 | Fun Lunch: Brown's Chicken and Pasta View Sign-ups Edit Copy Trash |

From the menu on the left, click on **Pages**. In most cases, it will be easiest to search for your page in the *Search Pages* field on the right side of the page. Remember that, in most cases, your committee will have a main page and a volunteer page; you'll want the volunteer page. Once you find the correct **Page**, mouse over the page title, and select *Edit*.

Position the cursor where you'd like to add the sign-up sheet, and type the following:
[sign_up_sheet id="id"]

Delete *id* and instead use the ID# of your sign-up sheet. The code on your page should look like this: [sign_up_sheet id="7"] (but with the ID# that corresponds to your sheet). You can *Preview Changes* to see the sign-up sheet on your page before clicking *Update*.

View volunteers in sign-up sheet

Just like you did to create your sign-up sheet, scroll down to the bottom of the admin page; from the menu on the left, click on **Sign-up Sheets**. Mouse over the *Title* of your sign-up sheet to access the four options below it, and click on *View Sign-ups*.

| ID# | Title |
|-----|---|
| 11 | Fun Lunch: Brown's Chicken and Pasta View Sign-ups Edit Copy Trash |

Sheet Details [Export Sheet as CSV](#)

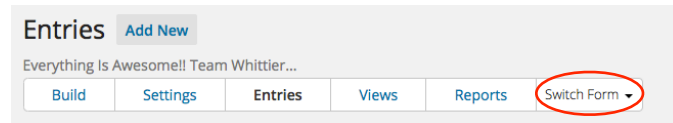
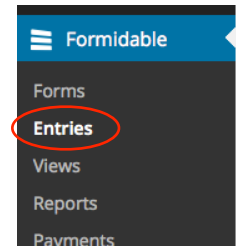
If you'd like to download your volunteers' information in a spreadsheet (.csv file), click on *Export Sheet as CSV* at the top of the page.

Create a form

Forms can be used to collect data (and payment), particularly for registration purposes. If you'd like to add a form to your committee page (or, more likely a form that links from your committee page), please [contact Andrea Knudsen](#) and she'll happily set it up for you. **NOTE:** You also can customize confirmation emails associated with specific forms; Andrea will do that, too.

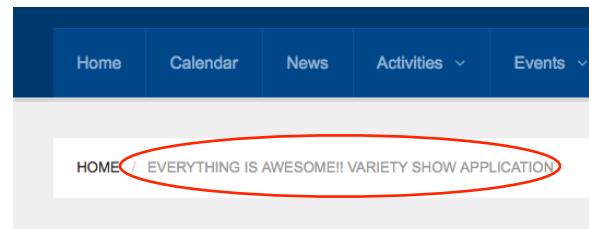
View registrants of a form

From the menu on the left, mouse over **Formidable** and click on *Entries*. The *Entries* page will default to entries from a certain form (most likely the last form created). You'll want to click on *Switch Form* and select the name of the form for which you need to see registrants.

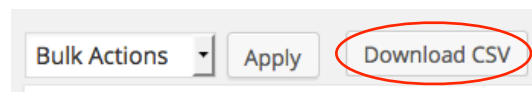
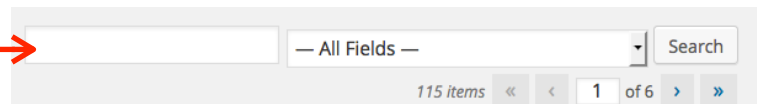


Note:

If you don't know the name of your form, go to the PTA website page where everyone can see the form, and look at the title on the top of the page.



You can click on an individual you see listed or search for an individual using the *Search* near the top right of the page. Enter your search term here:



Or, if you prefer, you can download all registrants' information in a spreadsheet (.csv file). Click on *Download CSV* at the top of the page.

Add a new slide to the homepage

You may have noticed the changing photos on the PTA homepage; they're a great opportunity to highlight your event or deadline or need for volunteers. You can add text to the photo that links directly to your committee page, too. This requires some HTML, though, so I strongly recommend you [contact Andrea Knudsen](#) to add a slide for you. You'll need to provide her a horizontal digital photo, ideally with minimum size of 770x400 (if you don't know the size of your photo, just email the original or largest size you have).

Send an email from the PTA

In the interest of keeping communications from the PTA from getting too frequent (and, thus, overlooked), we try to compile all information into *Whittier Weekly*, our weekly newsletter. All submissions to *Whittier Weekly* must be submitted to info@whittierschoolpta.org by 6:00 p.m. Monday night (to be included in *Whittier Weekly* the following day). If you have information you think worthy of a dedicated email, please [contact Amy Ide](#), PTA secretary. The PTA secretary sends all emails on behalf of the PTA.