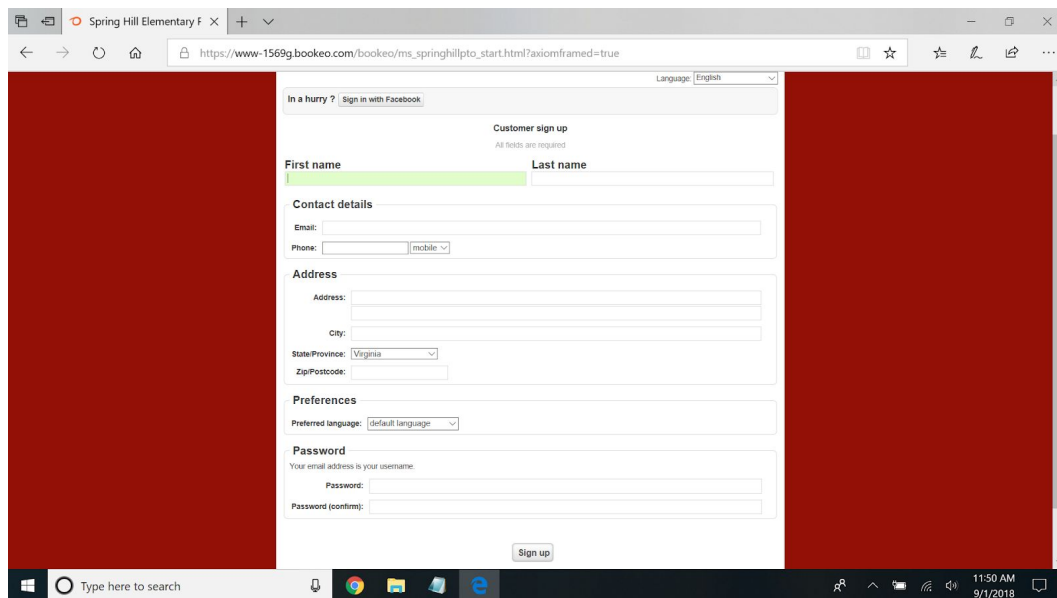


Instructions for New Families to Join the PTO

Step #1 - Go to <https://springhillpto.org/join-the-pto/> website. Under **Annual Dues/To Join the PTO** follow the instructions below. Click on link to create a new account.

*****Note** - If you already have a Spring Hill Elementary PTO account, click the **Sign up** link and enter your **Email address** and **Password** and click **Sign in** button. *****Skip to Step#3.**

You will see the following screen:



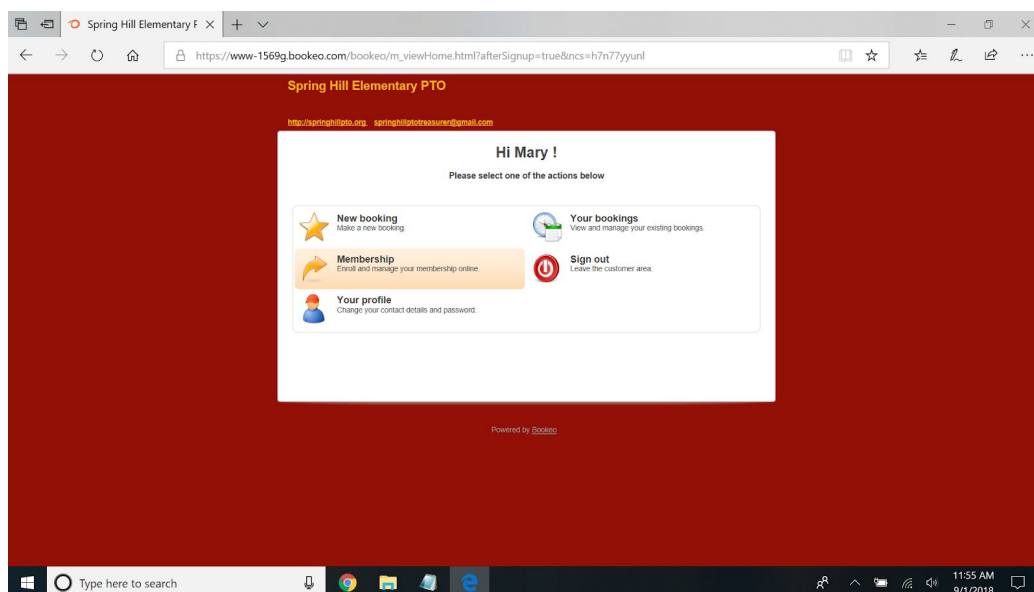
The screenshot shows a web browser window with the URL https://www-1569g.bookeo.com/bookeo/ms_springhillpto_start.html?axiomframed=true. The page is titled "Customer sign up" and includes a "Sign in with Facebook" link. The form contains the following sections:

- Customer sign up**: All fields are required. Fields for First name and Last name.
- Contact details**: Fields for Email and Phone (with a "mobile" dropdown).
- Address**: Fields for Address, City, State/Province (set to Virginia), and Zip/Postcode.
- Preferences**: Field for Preferred language (set to default language).
- Password**: Your email address is your username. Fields for Password and Password (confirm).

A "Sign up" button is located at the bottom of the form.

Step #2 - Enter your **Customer sign up** information and create a password. Click the **Sign up** button.

You will see the following screen after you click Sign up button.



The screenshot shows the user dashboard after successful sign-up. The page is titled "Spring Hill Elementary PTO" and displays the user's name "Hi Mary!". Below the name, it says "Please select one of the actions below". The dashboard includes the following options:

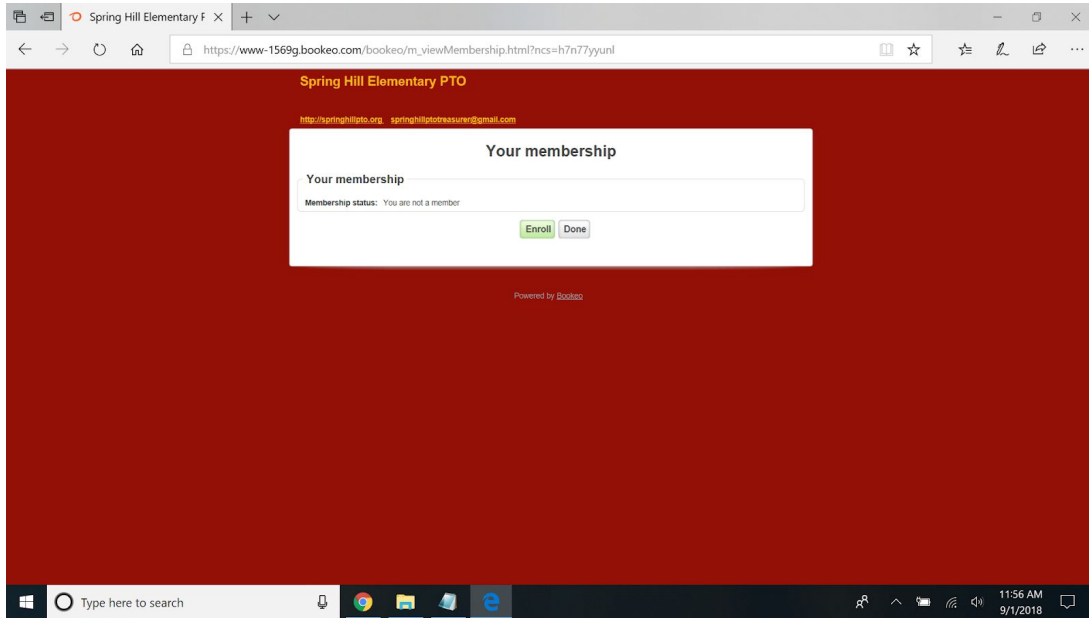
- New booking**: Make a new booking.
- Your bookings**: View and manage your existing bookings.
- Membership**: Enroll and manage your membership online.
- Sign out**: Leave the customer area.
- Your profile**: Change your contact details and password.

The page is powered by Bookeo.

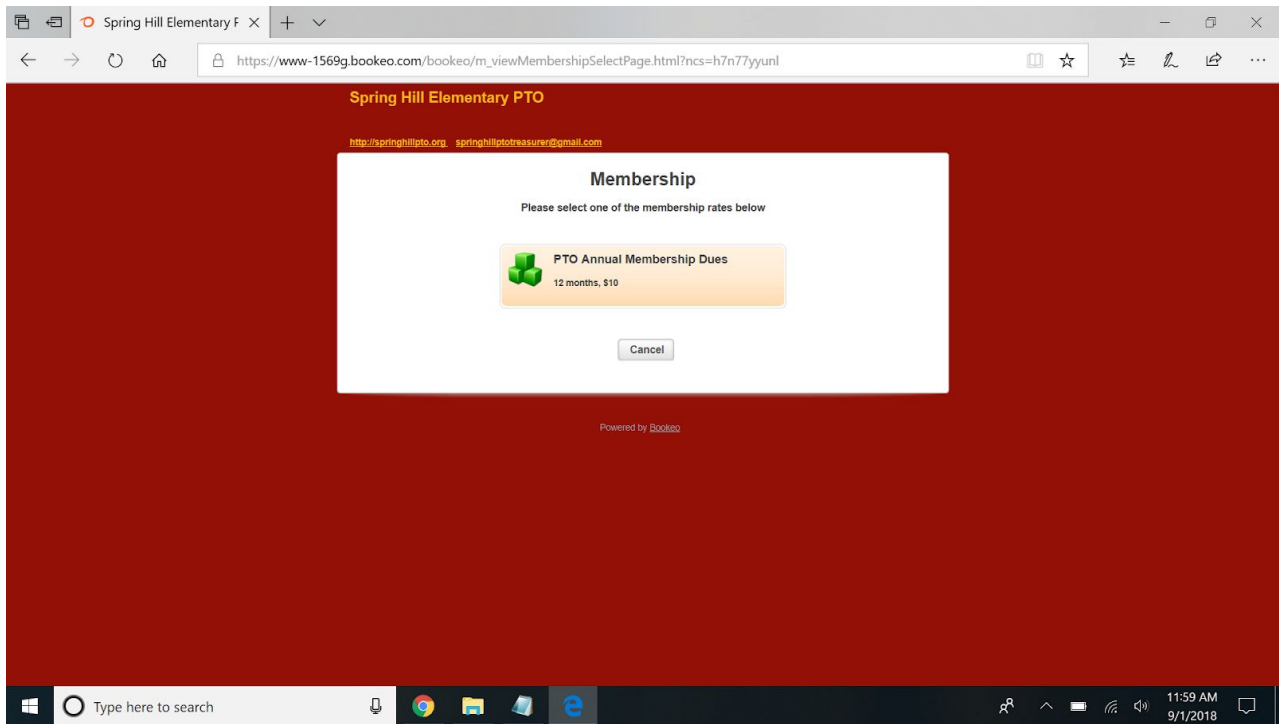
Instructions for New Families to Join the PTO

Step #3 - Click on the Membership option. It will show your Membership status as *You are not a member*.

You will see the following screen:

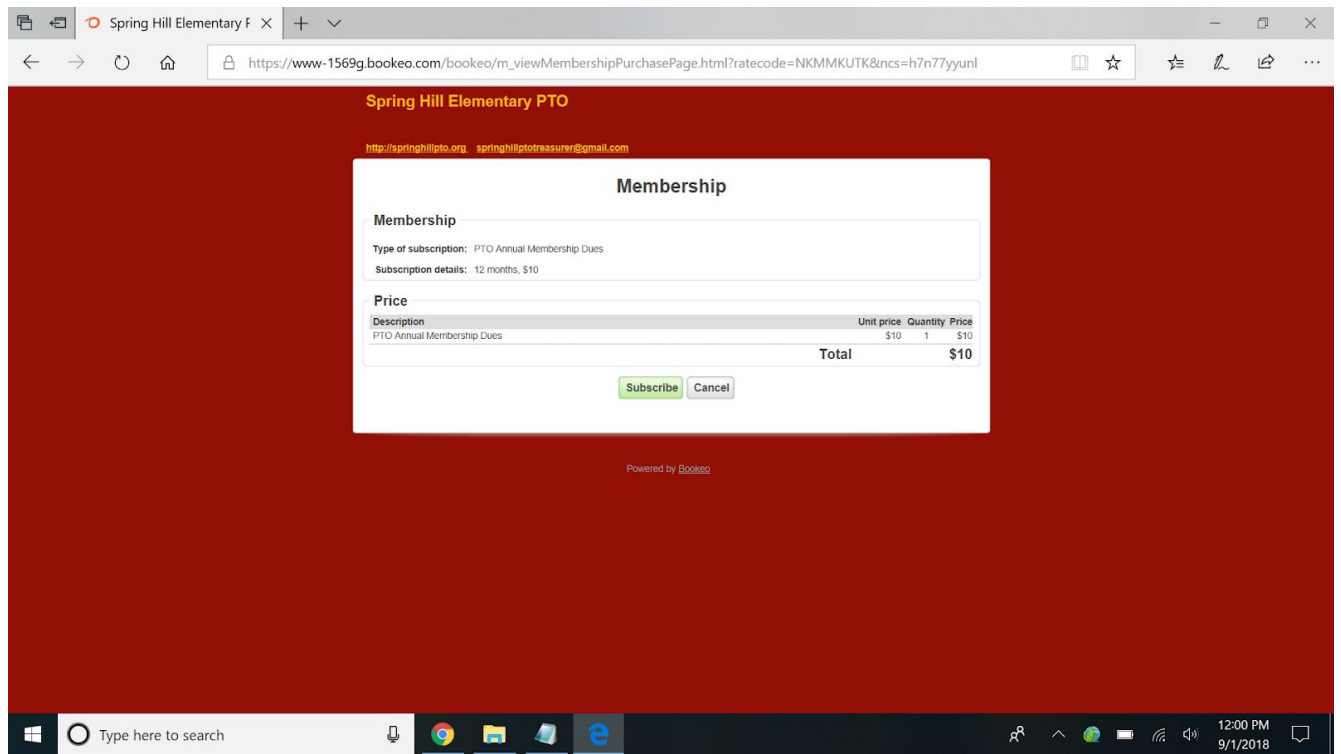


Step #4 - Click on the **Enroll** button. You will see the following screen:

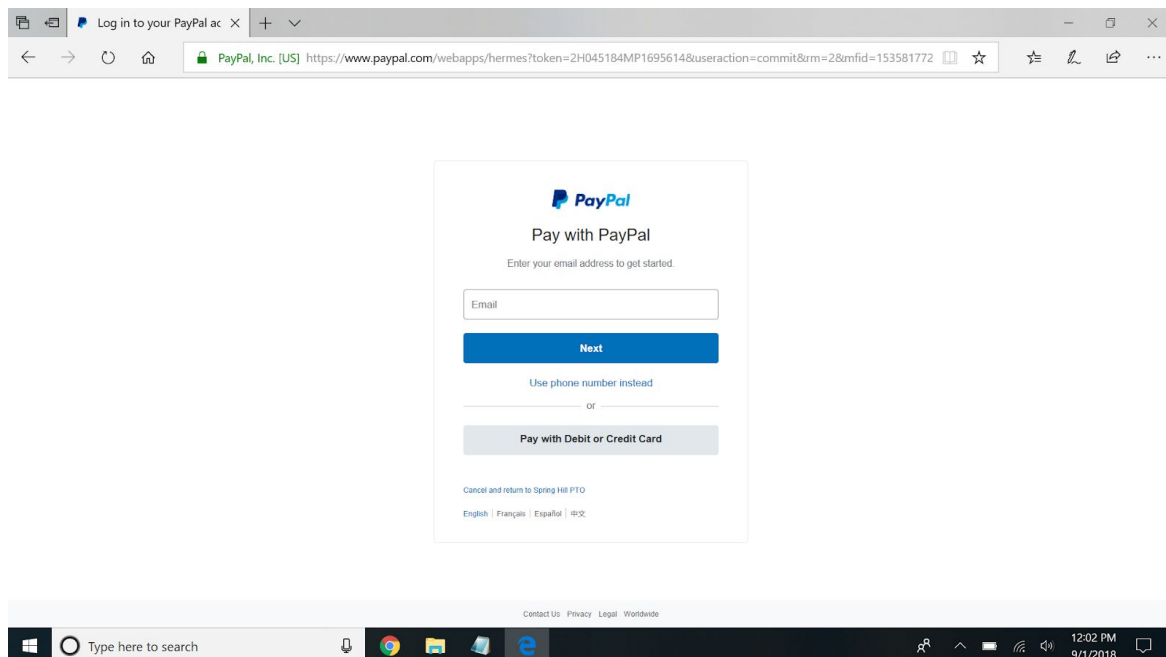


Instructions for New Families to Join the PTO

Step #5: Click on the **PTO Annual Membership Dues** option.
You will see the following screen:



Step #6: Click the **Subscribe** button. It will take you to a **Pay with PayPal** screen.
You will see the following screen:



Instructions for New Families to Join the PTO

Step#7 - If you have a **PayPal** account, enter your email and login. Continue with your payment process. If you DO NOT have a PayPal account, pay as a guest by clicking on **Pay with Debit or Credit Card** and continue with your payment process.

A receipt will be emailed to you.

Thank you for supporting the Spring Hill Elementary PTO.