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HOW TO ENTER PTA OFFICERS IN PT AVENUE

Every PTA will enter their 2016-2017 officers into PT Avenue. The board member profile in PT Avenue allows both a current and future position, so you don't have to wait for the new year to enter 2016-2017 officers. You can do this as soon as they are elected, and they will be added to the email list for Leadership News.

To enter officers for 2016-2017 in PT Avenue, select Profile and then select Board. You'll see the list of officers currently in PT Avenue – something like this:

The screenshot shows the PT Avenue web interface. At the top, there is a navigation bar with 'PT AVENUE', 'Head Admin - Mount Baker 2015-2016', and buttons for 'CHAT', 'HELP', and 'EXIT'. Below this is a secondary navigation bar with 'PROFILE', 'MEMBERS', and other options. The main content area is titled 'Work With Board Members' and includes a 'List' button and an 'Add' button. A green notification bar says 'Board Member Updated'. Below that, a message explains that users can prepare private and public lists for their board. The main section, 'Board Members Entered', is last updated on 04/13/2016 and lists six members:

Name	Position	Term	Contact Info
Campaign Enthusiast	Committee Chair	Legislative Action (2015-2016)	emailsupport@wastatepta.org
Josie Jones	President	(2015-2016)	itsupport@wastatepta.org
Julie Irene	Secretary	(2015-2016)	ptadmin@pt-avenue.com
Sophia Medici	Treasurer	(2015-2016)	wspta_email_down@gmail.com
Pauline Twelfthman	Vice-President	Arts Education/Reflections (2015-2016)	itsupport@wastatepta.org
George Jetson	Vice-President	Membership (2015-2016)	tvasbinder@wastatepta.org

The specifics of how you enter the 2016-2017 officer depends on whether or not they are a current officer.

An Officer This Year and Next Year:

If someone is a current officer and has been elected to serve as an officer next year as well, click on either their picture or their name to see their board member profile.

PT AVENUE Head Admin - Mount Baker 2015-2016 CHAT HELP EXIT

PROFILE MEMBERS WHAT ELSE IS IN THE FULL VERSION? TRY FULL & FINANCIAL VERSION Select Language

Work With Board Members List Add

You can prepare a private list for your board with all the information, and a public list with only the approved information. You can email your board members from this screen as well. Click their picture to modify their information.

Position	Vice-President	*Arts Education/Reflections	Term of Office	2015-2016
Future Position		Term of Office		
Change Name	First Pauline	Last Twelfthman		
Picture	Upload/Modify Picture			
Email	itsupport@wastatepta.org	Show Email?	YES	
Address		Show Address?	YES	
City, St, Zip				
Home Phone		Show Home Phone?	YES	
Cell Phone	(214) 556-1912	Show Cell Phone?	NO	
Work Phone		Show Work Phone?	YES	
Display Sequence	2			
	Modify Board Member		Delete Board Member	

The steps to enter next year's position are as follows:

- Their current position is listed on the first line of the board member profile, with a term of Office 2015-2016. Don't change that.
- On the "Future Position" line select their position from the first drop down box.
- If they are a Vice President, Secretary, or Committee Chair you will then see a box where you can select their duty, if applicable. This field is used to group officers for email, so it is important to identify your officers responsible for membership, legislative/advocacy, Reflections, family engagement, and to use the list of duties provided so they are included in the right group.
- In the Term of Office box select 2016-2017.
- Confirm the email address is their current email.
- Enter their Cell Phone number if it is not included (or 000-111-1111 if you don't need their cell phone number)
- If they are president or treasurer enter their address, city, state, and zip. (You may choose to enter the address for all officers for your use.)
- Click Modify Board Member.

A current officer elected to serve next year will look something like this:

PT AVENUE Head Admin - Mount Baker 2015-2016 CHAT HELP EXIT

PROFILE MEMBERS WHAT ELSE IS IN THE FULL VERSION? TRY FULL & FINANCIAL VERSION Select Language

Work With Board Members List Add

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Position Vice-President *Arts Education/Reflections Term of Office 2015-2016

Future Position President Term of Office 2016-2017

Change Name First Pauline Last Twelfthman

Picture Upload/Modify Picture

Email itsupport@wastatepta.org Show Email? YES

Address 456 Gate Parkway Show Address? NO

City, St, Zip Tacoma WA 98402

Home Phone Show Home Phone? YES

Cell Phone (214) 566-1912 Show Cell Phone? NO

Work Phone Show Work Phone? YES

Display Sequence 2

Modify Board Member Delete Board Member

Note: As part of the year-end process the list of your current year officers will be downloaded for you to save, the future positions will be promoted to current positions, and those no longer officers will be removed from the board roster.

A New Officer:

If this is a new officer, not on the current board roster, click Add in the upper right of the screen.

PT AVENUE Head Admin - Mount Baker 2015-2016 HELP EXIT

PROFILE MEMBERS WHAT ELSE IS IN THE FULL VERSION? TRY FULL & FINANCIAL VERSION Select Language

Work With Board Members List Add

You can prepare a private list for your board with all the information, and a public list with only the approved information. You can email your board members from this screen as well. Click their picture to modify their information.

Board Members Entered Last Updated 04/13/2016

Campaign Enthusiast Committee Chair Legislative Action (2015-2016)

Josie Jones President (2015-2016)

The steps are the same as for a returning officer except:

- You must enter their position, duty if applicable, and term of office on the first line (which says “Current Position”).
- Make sure to select 2016-2017 in the Term of Office field (again this will be on the “Current Position” line).

- Enter their first and last name.
 - **IMPORTANT:** The name should match exactly as entered on their membership entry in the members section.
 - **Remember:** After you run the year-end to roll forward to the new year (more on that coming soon) all board members must be in the members section as a paid member of your PTA for the year of their term of office.
- Other steps (email address, cell phone number, and address) are the same as above.
- If you want to add a Helper login for this person click to toggle the “Create Helper Login?” From No to Yes, and enter a user name for this helper.
- Click Add Board Member.

An officer elected to serve next year and who is not an officer this year will look something like this:

The screenshot shows the 'Add Board Members' form in the PT Avenue system. The 'Current Position' is set to 'Treasurer' and the 'Term of Office' is set to '2016-2017'. A red box highlights these two fields, and a blue arrow points to the 'Term of Office' dropdown. Other fields include 'Future Position', 'Name' (First: Rebecca, Last: Maxwell), 'Email' (treasurer@mtbakerpta.org), 'Address' (1234 View Way), 'City, St, Zip' (Mountainview, WA, 98989), 'Home Phone', 'Cell Phone' ((000) 111-1111), 'Work Phone', 'Display Sequence' (3), and 'Create Helper Login?' (YES, Enter User Name: rmaxtreas). The 'Add Board Member' button is highlighted in green.

Maintain Officers

Remember to delete from the roster an officer who resigns or is removed from office during the year, and enter new officers as they are elected.

If you become aware of an email address change for an officer, please update the email address in their board profile.