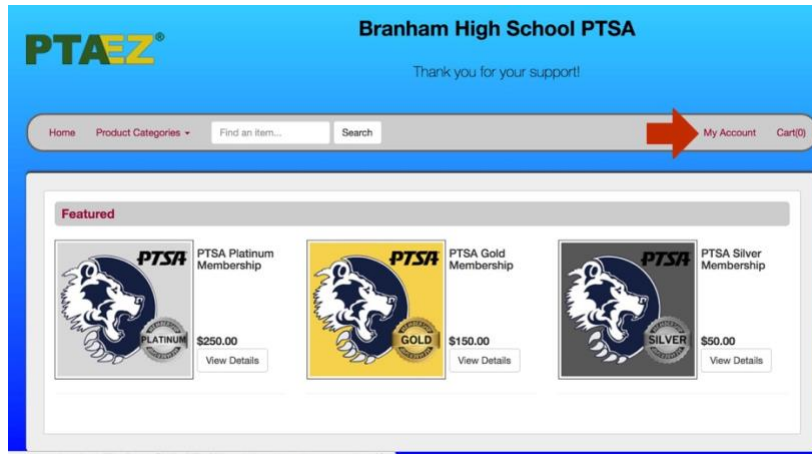


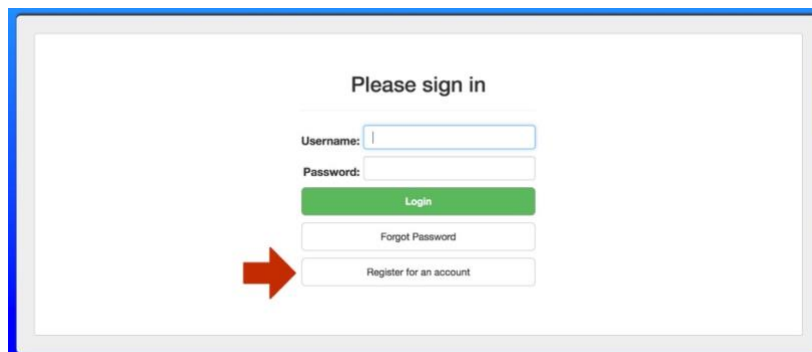
Register for a Webstore account:

Some items (such as memberships) require the purchaser to register for, or login into their Webstore Account. To register for a Webstore account:

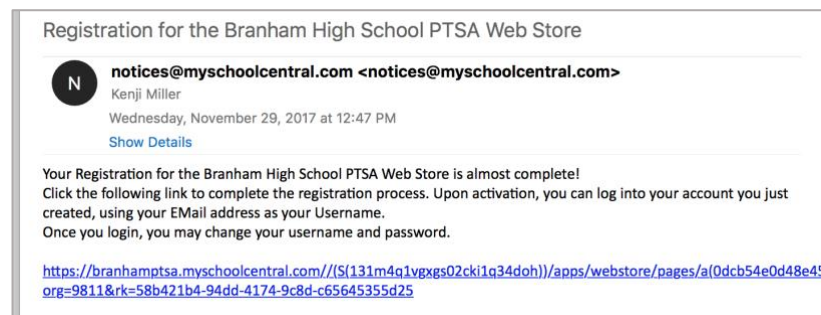
1. Select "My Account" from the main navigation panel.



2. Enter in your existing Username (email) and password or Select "Register for an account"



3. Enter all of the required information
4. Click "Register"
5. You will receive an email to the email address provided



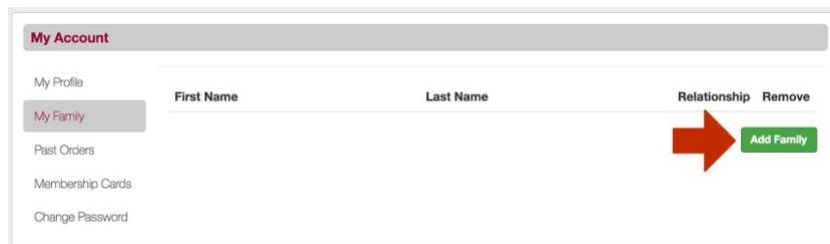
6. Click on the link provided in the email
7. You will be directed back to the store, to complete the registration process
8. You are now able to sign in.

Once Registered, you can use the My Account page to manage different aspects of your webstore account:

- Update your profile information
- Change your password
- Add/Remove Family members
- View Past Order History
- Print Membership Cards

Add/Remove Family Members:

1. Select “Add Family”.



2. Search for existing family members in the system by Email Address (required) and First and/or Last Name. *(Use this option if you have purchased memberships outside of the webstore and you want to associate your families existing PTSA memberships with your webstore account.)*

A screenshot of the 'Add Family' form. At the top are 'Search' and 'Add New' tabs. Below are three input fields labeled 'Email*', 'First Name', and 'Last Name'. A green 'Search' button is at the bottom right of the form.

3. Add a new family member. *(Use this option to add new family members so you can purchase memberships for them using your webstore account.)*

4. All family members you have listed will show under the “My Family” section of “My Account”.

5. To remove a Family member, select the red “X” next to their name.

Print Membership Cards:

A Membership must first be purchased (or linked to your webstore account from a prior offline purchase) before a Membership Card can be printed.

1. Select the printer icon next to the member for which you wish to print a membership card.
2. Use your browser to print or download the pdf file that appears.