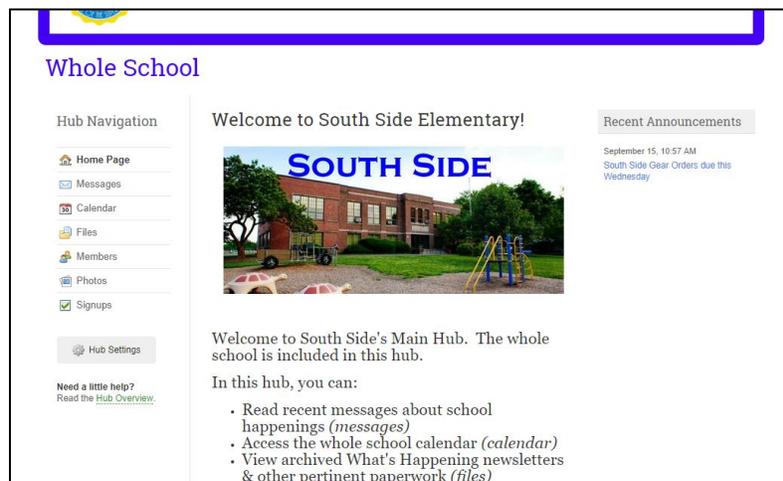


South Side PTA's New Communication Tool:



By using MemberHub, you'll have secure access to:

- Weekly "What's Happening" newsletters
- Announcements (emailed or texted to you, based on your preference)
- School calendars
- Files and forms from school and the PTA
- Student and family directory (you choose what information is shown)
- Photos from school and class events (Coming Soon)
- Online sign-ups for school events (Coming Soon)
- Online payments for t-shirts, dues and more (Coming Soon)



MemberHub helps you stay connected to South Side- even if you're not able to come into the building during the school day.

Visit <https://southside.memberhub.com/join> and submit your information to be added to the South Side MemberHub.

Join Request Key: 8xb9r7

Tips and helpful details for how to use MemberHub on the attached sheet.

Have questions about South Side's MemberHub?

Contact Molly at mhooper81@gmail.com or Melissa at mmsisneros@yahoo.com

Tips and Details for using



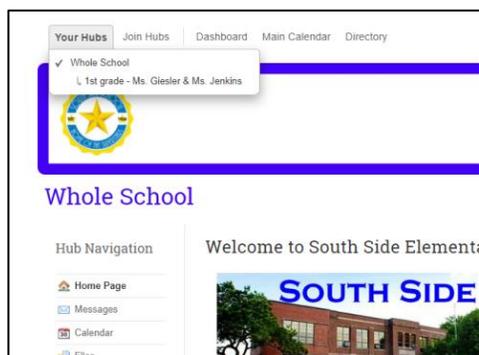
Logging on for the First Time:

- Visit <https://southside.memberhub.com/join>
- Enter Join Request Key: 8xb9r7
- Fill in your information
 - For role: Select “parent” or “guardian”, if you have a current South Side student. Otherwise, choose “adult”.
- Next, fill in any family members. This is extremely helpful for the class directories. You will be able to choose which information is public in the directory.
 - For role: Select “student” if the child is a current South Side student. You will then see another drop down menu where you can select their classroom teacher. Select “child”, if they are not a current South Side student. Select “adult” if they live in your household, but are not a direct parent or guardian.
- Click “Submit”. A popup box will appear to ensure that your information is correct.
- **Your registration will need to be approved by a site administrator.** As soon as that happens (ideally within 24 hrs.), you will receive an email letting you know that your join request has been accepted. That email will have a link to create your password.
- Once your password is created, you will be asked to fill in your profile. Step 2 allows you to choose which information is public for viewing. **When filling out your profile, remember to select your cell phone provider if you want the ability to receive text announcements.**

General Site Layout:

At the top of all pages, you can access all of **Your Hubs**, **Join Hubs**, navigate to **Dashboard**, access your **Main Calendar** and **Directory**. The question mark will take you to help articles. If you click on your name, you will be able to access **Your Profile**, **Your Family Profile**, **Your Account** information and your **Organizations** (if you belong to more than one school).

Your Hubs and Hub Navigation:



Click on **Your Hubs** to see a list of joined hubs (aka groups). You are automatically in “Whole School”. Click on the appropriate hub and in the **Hub Navigation** section you will see all of the tools available for that hub (ie, **Messages**, **Calendar**, **Files**, **Members**, **Photos**, **Signups**).

To join hubs: click on **Join Hubs** and you will see all hubs that are open to join. Select the classrooms, specials, and committees that are applicable for your family.

Dashboard:

Each time that you logon, you will automatically be on your **dashboard**. This is where you will see what is going on in all of your hubs in MemberHub. Only information related to your hubs is shown.

Hub Settings:

Hub Settings are accessed by clicking on the button in the bottom left of each hub. Here you can adjust your **Personal Settings**. This allows you to configure your personal notifications for a hub and calendar sharing preferences. For notifications you can select to be notified via e-mail about announcements, new calendar events, calendar event reminders, discussion posts, and file uploads. For certain items you can also select to be notified via text message.

Calendar:

The **Main Calendar** provides a single view of all events across all of your hubs in one convenient location. Events are also color-coded for each hub for easy viewing. (You can modify your color settings in the **Calendar Preferences** at the bottom of the Main Calendar page.)

If you use a desktop calendar application like Apple's iCal or Microsoft Outlook you can subscribe to the iCalendar feed and it will automatically import events into that local calendar application.

Adjust Your Profile and Your Family Visibility

Click **Your Profile** under your name/picture in the top right hand corner of the page. Then click **Adjust Profile Visibility** in the middle. Uncheck the fields you want to hide on your profile and click **Save Setting**.

To adjust profile visibility for family members click **Your Family** under your name/picture in the top right hand corner of the page or in **Your Profile** see the **Family Members** section in the bottom right. Click on the name of the applicable family member and click **Adjust Profile Visibility** in the middle. Uncheck the fields you want to hide on your profile and click **Save Settings**.

For more detailed instructions on how to use the tools above, please visit the **Parents and Other Users** section at support.MemberHub.com.