FAST-TRACK ONBOARDING

Follow these steps to get started in MemberHub.

1. Log in and activate your site.

Create your MemberHub account.
- Visit app.memberhub.com.
- Enter your email address.
- Choose the second option: "I need to create a password" and enter your first and last name.
- Check your inbox for a confirmation email. Enter the emailed code on the MemberHub site.

Activate your site & set the domain name.
- Log in and update your school's MemberHub site address, if prompted. Only the first site admin to log in will need to complete this step. Example: "ABCElementary.MemberHub.com"

Update/add your officers (if needed).
- Select the Admin Console button in the upper right. You'll be taken to the PTA tab.
- On the right, click Officers.
- If you need to add officers, click the Add Officer button on the left under the officer list. In the popup, enter the officer's details and check whether to give them admin rights. Then, click the Add Officer button on the bottom.

2. Add people to MemberHub.

- Import a list to add contacts who aren't PTA members.
- Add PTA members individually, or contact your state PTA to import a list of members.
You can also invite families to join by:
- Setting up your Site Joins page, where families can sign up to receive communications.
- Asking families to buy PTA memberships in your school store. Then, they're automatically added to MemberHub.
Once everyone is in your site, start communicating!

3. Important: Get set up to take payments online.

This step is important so you can use your e-store to sell memberships, collect donations, sell spirit wear, and more. An authorized signer on your PTA's bank account will need to complete this step. You'll also need your PTA's EIN and bank account information handy.

- Select the Admin Console button in the upper right.
- Click on your checklist to set up your payment gateway.
- See the step-by-step guide for completing the agreement. You'll most likely get instant approval. Any issues or questions, let us know - we're here to help.
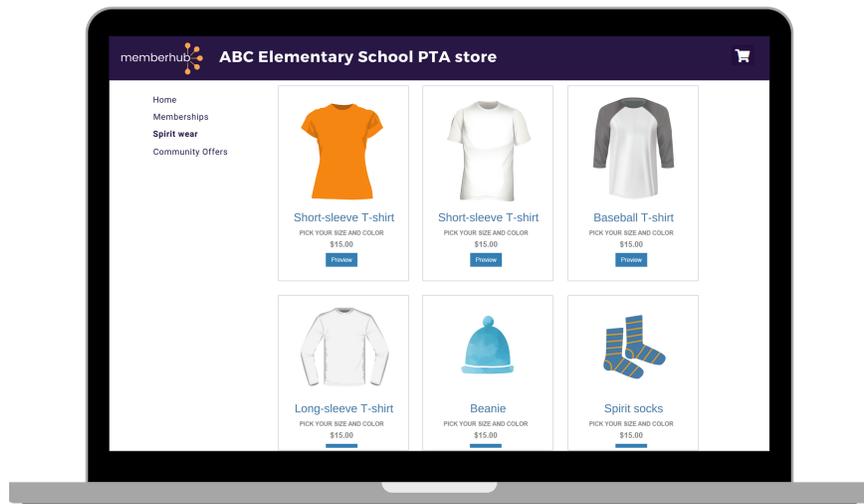
4. Start selling memberships and more in your school store.

Once you're set up to take payments online, you'll need to set up your store.

- In your Admin Console, go to the Store Admin tab. This will open the Admin screen of your MemberHub store in a separate tab.
- Click Memberships. Here, you'll see your standard state member types. They're already posted in your store, so all you have to do is click Edit to adjust pricing and other details. You can also customize PTA membership types and pricing for your school store.
- Easily add items like spirit wear, open and fixed donations, event tickets, and more to get the most out of your store and provide the ultimate flexibility to parents.
- Tell everyone in your school community! Get started with these sample communications to promote your store by email, newsletters, or social media!

5. Subscribe to Givebacks!

- In your Store Admin, click Givebacks in the left navigation.
- Click the green button to subscribe to Givebacks. By doing this, you'll start receiving weekly offers from businesses to place in your e-store. Your PTA will get up to 20% of all sales donated back! MemberHub Givebacks is included with your MemberHub account & e-store. No extra work.

6. Get started with an online fundraiser!

- In your Store Admin, click Fundraising in the left navigation.
- Register your organization with MemberHub Fundraisers. Here's how.
- Here's everything you need to know about all the fundraisers available in MemberHub.