



HOW DO I GET MY UNIT STARTED?

Dear Unit President,

Thank you for your interest in OMDRPlus powered by Just Between Friends. You will be one of the first units to signup. To give you just a simplistic summary of the process, I have listed the steps:

- **Unit Sign up**
- Receive information on Training and attend.
- Start member signup (we recommend members perform this process themselves. More information will be given later on this process.)
- Begin using all the functionality of the system, including "Run my PTA"; Member wide communication within units; and calendar features for members, to name a few.

From this point on we can start the ball rolling on the whole process. We have a quick start website that we would like to direct you to visit to begin:

<https://www.justbetweenfriends.com/ptaquickstart> . Please note this wizard is a onetime only for each unit. If you attempt to add the unit again you will get an error. This is intended to prevent duplication of information in the system. Just Between Friends quickstart2008 team will be available for your assistance at 412-561-0600. *In addition please review the information at the end of this email to better prepare you for using the unit wizard.*

After entering the data you will receive an email confirming your process. We would then like you to sign up for a webinar to train you in the features and utilization of the system. This will be in an email to follow once you sign up your unit. If you do not hear from us within two days please contact us at 412-561-0600.

Thank you for your time and we look forward to working with you.

Here's what you'll need to complete the start-up process for your PTA. Please have each item available when you go through the wizard, because if you close your browser before completing the wizard, you'll need to start again.

1. **The Local Unit ID # which is your National PTA ID Number.**
 2. **Contact info for you, and your school**
 - Include address, phone and your own email address. If you are running a PTA Council, include info for your school district or coverage area instead of a single school.
- (over)

3. **Number of students in your school** (*You can approximate.*)
 - For Councils, use the number in your district or coverage area.
4. **Number of Families/Households that have children in your school** (*You can approximate.*)
 - This is the number of families living in one household that have at least one child in your school. (A split home with a father separated from a mother would be considered one household.)
 - For Councils, use the number in your district or coverage area.
5. **A person who will act in your place if you are unavailable.**
 - (Name, address, phone, and email.) You'll create usernames and passwords for both of you to use the system.

The following info is optional. If you can enter it, you'll enhance the value for you and the parents in your PTA.

1. **Classes in each of your school's grades.**
 - You may also set up the system to show **the classes in each of your school's grades.** This allows you customize your school directory by class and even setup communications and newsletters by class. You can include teacher name, room number and class size.
2. **Other groups within your school**
 - If you want to enable communications with or directories for parents of students in **other groups within your school** (such as school teams, clubs, orchestras, etc.), you'll also need the names of those groups.
3. **External groups**
 - If there are **external groups** (not directly associated with your school or PTA) whose memberships overlap yours – such as local sports associations, theater arts groups, etc. – you'll have the opportunity to make it easy for your members to see the events from these groups on the same calendars as they see your PTA and school events. Simply enter the group names when prompted. (If you know the leaders of these groups and can enter their phones or email addresses, that would make it even easier – and add value to your PTA.)

Once you have collected the information you need, it should take you about 10 minutes to complete the start-up process, after which we'll send you information about how you can learn to use the system.