

Welcome to Richland or Welcome Back!

It's time to join the PTO or renew your Membership for only \$5!

- Receive weekly emails from the PTO with updated information and events.
- Receive a student directory
- Classroom directory for events, parties, playdates and homework help!

Please provide your information using A to Z connect so that you can receive emails from the PTO and be in the directory. Directions are below. **If you have any questions or problems with the website, please contact Ilinda Parham or Susy Todd at Membership@RichlandPTO.org**

A to Z Connect

The website we use to send emails and create the directory is AtoZ Directories. To create or update your directory data for Richland, please use the link below.

<https://atozconnect.com/cls/login.php>

At the bottom of the page, Click on "Don't Have an Account? Signup Now." Enter the zip code for Richland (38120), select Richland, and enter your email address and mobile phone number. Also, click the "I am not a robot button" and then select "Continue."

If you are new to the Richland PTO, you will get a message, "We weren't able to find you." You can then add your information and click "Create Account." You will get a message that your join request has been sent to Richland Elementary. Once it is approved, you will get an email telling how to reset your password. You can then login and verify your information.

If you are renewing your membership, you will get a message that you are already in the system, and you will receive an email to reset your password. You then simply choose Richland and proceed as this user. After you have logged into the account, please go to "My Account" – "My Family Information," and verify your information. If your address is not in the system, please select "Edit" under Household and enter your address. If you do not want the address included in the Directory, you can "Hide" it by checking the box to the right of the address. You can add other members of your household, or an additional household, and their emails in this section as well.

Pay for your membership. You can pay for your PTO membership by clicking on "Store," "Products." PTO Membership is \$5 per household. Although each parent may be currently listed as separate households, you only need to pay once.

If you prefer to pay cash, use this form and send in \$5 cash or check made payable to "Richland PTO"

Name: _____

Email: _____

Child's Name: _____ Grade and Teacher: _____

(If you have more than one child, please add them to the bottom or back of this form.)