

Welcome to Richland or Welcome Back!

It's time to join the 2018-19 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 Laurel Gearson or Natalie Tribble 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 login and it will prompt you to verify your information. Please verify all information is correct. 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 \$6 per household if paying online, \$5 if paying by cash or check. 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.)