Membership Toolkit is our AVPSO Directory, Online Sales, Volunteer Sign Ups and Communications!

We invite you to visit the <u>Archway Veritas PSO Membership Toolkit website</u> to see everything your PSO has to offer throughout the school year.

Once you create a Membership Toolkit Account, you will have access to upcoming calendar events, make purchases, sign up to volunteer and much, much more.

Here's what you need to do:

- Go to the Archway Veritas PSO Membership Toolkit website.
- Click on the Register/Login button.
- If you already have an account on Membership Toolkit, you can use the same email and password to login. You can then proceed to the numbered steps below.
- Select "Create Account" and fill in the name, email, and password information.
- Click "verify my email" and then check your email for a link to complete the process. The link expires in 2 hours. If you do not receive the email, check your spam or junk folders.

• Once you have verified your email address, log back in and finish the registration process.

- 1. Complete the Parent/Family and Student Information.
- 2. Complete the Directory/Publish Preferences.

3. Once these forms are complete, you will be presented with forms for PSO Membership, Spirit Wear, and Volunteer Opportunities. All of your Back-to-School needs in one convenient place!

Once the Primary Account is set up, the Primary User can "invite" other email addresses to access his/her account. This allows the Secondary User to have their own login information, but still have access to the family account.

Questions? - Please don't hesitate to contact us at president@archwayveritasparents.org.