

Step-by-step Instructions for Parent Hours @ www.p4a.ptomanager.com

Your FIRST Time to Log In? **Be sure you complete all 3 Steps.**

- Access your internet provider
- Type – www.p4a.ptomanager.com – in the ILP address line
- Click Search

When the ILP address has been found - *You will see a PTO Manager main page with Natomas Charter School Performing and Fine Arts listed in the top left corner.* ☺ Consider creating a favorites, bookmark, etc. for quick access.

For families sharing the same household, using **one Volunteer Name** is HIGHLY recommended

- **Locate** New PTO Manager User?
Located in the lower right-hand corner of the screen
- **Click here** to register
- **Type** your email address
- **Re-type** your email address
- **Type** your password
- **Re-type** your password (Please write down for future reference.) Password: _____
- Click **Save** – bottom right-hand corner

Step 1 (Volunteer Information)

- **Fill in** all the information
 - *This is a split screen effect with a dividing line between the right half and the left half of your information*
 - You can list two last names (i.e.: Smith/Jones) and/or you can list two first names (Barb/Ben or Barb and Ben or Ben Barb)
- **Check** the **Yes! I will participate in the Yearly Parent Hour Commitment program and I pledge to contribute 30 hours.**
 - **As part of your student contract, all NCS, PFAA families must complete 30 volunteer hours each school year.**
- If you Check **Do not email me** – you will **NOT** receive email reminders and communications related to NCS, PFAA, your parent hours, and P4A communications. *CAREFULLY consider your choice.*
- Click **Save** – Bottom right-hand side of the page

Step 2 (Volunteer Interests); You are automatically sent to Interests/Resources

- **Check** the Interests/Resources you are interested in and/or would like to be kept up to date on
- **Input** your Availability
Our system allows you to specify multiple days of the week you are available
- Click **Save** – Bottom right-hand side of the page

MUST HAVE a Student Name(s) and grade level(s) to be approved - You are automatically sent to Step 3

STEP 3 (Students)

- Click **New Student button**
Located in the upper-right hand corner
- Input **Student First Name**
- Input **Student Last Name**
- Input Student **BirthDay**
Using this format mm/dd/yyyy
- Select **Class** your Student is CURRENTLY in at NCS, PFAA
To access the drop down menu click the ▼ button and make your selection
6th grade, 7th grade, etc.
- Click **Save** – Bottom right-hand side of the page
- Click **Login**

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PRESTO! You are looking at the main, homepage for the P4A's parent hour tracking system.
Keep Reading...

- At this point in your registration process you can view the Events and their details and/or send an email to the Event Leader.
 - Not all Events have been assigned an Event Leader, if you are interested in leading an Event, please contact Linda Mattsson-Boze, P4A President, at danmb@jps.net
- **Your request to be a volunteer for NCS, PFAA MUST have a student name(s) associated to it and will be approved by the system administrator within 10 school days. You will then have access to Volunteer for Events and track your parent hours account.**
- You will receive an email confirming your login ID and password. SAVE your password as it is not accessible by P4A or the system administrator.
- You can view Important Messages from P4A – these will change regularly, please check often.
Click the more.. button to see the entire message(s).
- To access **My Information, Events, My Hours, or Change Password**, simply click on the tab(s) listed at the top when you log in.
 - Click **Log Out** upper right-hand corner to end your session.
- More than one household (parent volunteer) for a student(s)? To avoid miscalculations, **multiple household** students must be registered utilizing only **one** account.
- After you have been **approved by the system administrator**, you will have full access to view your completed parent hours. You will receive an email telling you your Permission Level has been changed to Volunteer.
- Volunteers will use Parent Participation Records for recording ALL volunteer hours.

Remember to make a copy of your Parent Participation Record (PPR) for your records. The school office will NOT make copies.

PLEASE NOTE: THE FIRST 15 PARENT HOURS MUST BE COMPLETED BY JANUARY 13, 2012.

ALL HOURS MUST BE COMPLETED BY MAY 18, 2012.

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How to volunteer for an Event

Volunteering to work at a specific Event

- Log into the p4a.ptomanager.com webpage.
 - Click the Tab **Events**
 - Locate the Event(s) you are volunteering for
 - *Events are listed in date order, alphabetically beginning with August ending with June*
 - *Event not listed? – Check Frequently Asked Questions at ncsp4a.org*
 - Under Event Leader – Click **Lead's name**
 - You will then be given the opportunity to send an email to the event leader letting her/him know that you are willing and able to volunteer for this event.

Remember to have your Parent Participation Record (PPR) signed by the Event Chair for approval of your hour(s). Where do you get your PPR? – online at ncsp4a.org, Parent Participation Record (PPR).

Monthly Meetings

Monthly P4A General Board meetings, Parent Class Meetings, and Committee Meetings – Your hours will be input using, signed or P4A stamped Parent Participation Records. Remember to be greener: You may enter more than one Activity/Donation on your PPR.

Remember to make a copy of your Parent Participation Record (PPR) for your records.
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Staying Current and Keeping the Information Flowing

Using your Tabs to stay current with your personal information, volunteer interests, completed volunteer hours and student information is EASY.

Simply log into your account at p4a.ptomanager.com

And.....

Click **My Information** tab to update any personal information you need to see and your Hours Volunteered To Date (lower right-hand corner). Hours Volunteered To Date are hours that have been entered. You can update your **Volunteer Interests**, and any **Student(s)** information at any time.

Click **Events** tab to see scheduled PFAA events. You may email the listed coordinator to volunteer for specific events. See Step Two for greater details in volunteering.

Click **My Hours** tab to run reports showing all the hours you have input into the system.

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Generating a My Hours Report

Total Hours to Date

- Select a start date of **August 1, 2011**
If you worked prior to 8/1 and after graduation, select a prior start date.
- Click **Start**
Your report will print at the bottom of your screen. If your hours have not been inputted, no hours will show. Please remember to allow 10 school days after your PPR form has been picked-up by your Parent Hour Entry Volunteer.
- All input PPRs will be filed by the **LAST name of student** enrolled at NCS, PFAA.

Your contact for questions about parent hours is listed below using your **Student's Last Name**.
Your Parent Hours Committee Chair is Theresa Pittman @ treztp@yahoo.com .

STUDENT'S Last Name A-E contact aepfaaparenthours@yahoo.com
STUDENT'S Last Name F-J contact fjpfaaparenthours@yahoo.com
STUDENT'S Last Name K-O contact kopfaaparenthours@yahoo.com
STUDENT'S Last Name P-S contact pspfaaparenthours@yahoo.com
STUDENT'S Last Name T-Z contact tzpfaaparenthours@yahoo.com

Remember to make a copy of your Parent Participation Record (PPR) for your records.
The school office will NOT make copies.

In an effort to keep your records as up to date as possible - Upon receipt of Parent Participation Record (PPR) approval & entry will take approximately 10 school days. After entry of your hour(s), your time will show up in your Hours Volunteered to Date.

Hours Volunteered for a Specific Event

- Select a start date of **August 1, 2011**
- **Select** the event you volunteered for from the drop down menu
To access the drop down menu click the ▼ button and make your selection
- Click **Start**
Your report will print at the bottom of your screen.

Click Change Password tab you can change your password.

Multiple Households for student(s)

To avoid miscalculations, **multiple household** students must be registered utilizing only **one** account.