



We are excited to announce that we will continue using Membership Toolkit for our Directory, Online Sales, and Communications for the 2020-2021 school year.

**If you created an account last school year, you do not need to create a new account. You can use your login information from last year.**

**ALL NEW or KINDERGARTEN FAMILIES WILL NEED TO CREATE AN ACCOUNT.**

Here's what you need to do to create an account:

- Go to <https://www.wilsonptocincinnati.membershiptoolkit.com>.
- Click on the **Register>>Login** button.
- If you already have an account with another organization that uses Membership Toolkit you can use the same email and password to login. You can then proceed to the numbered steps below.
- On the right under "**New User?**" Select the "**Create Account**" button. Make sure to use the email you provided to the school.
- 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. Edit or Complete the Parent/Family and Student Information.
  2. Review and Complete your Directory/Publish Preferences.
    - We are an **OPT OUT** school. If you **DO NOT** want your information to be available online in the directory, you need to Select "No". Selecting "Yes" will allow you to un-check any specific fields you do not want published. Remember to Scroll Down and **SAVE** your selections.
  3. Once these forms are complete, you will be presented with forms for PTO Membership, Donation Options, and other items available through the Store.

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.

Be sure to download the Membership Toolkit Mobile App!



For questions on Membership Toolkit, please contact:  
[DirectoryAccess.WilsonPTO@gmail.com](mailto:DirectoryAccess.WilsonPTO@gmail.com)