

August 2017

Shoreline Special Needs PTSA Instructions on how to sign up for membership through PT-Ave

NOTE: You will need the name, email and phone number of all the members you are purchasing memberships for (including teachers).

Follow the link: <https://www.pt-avenue.com/parents.asp?scode=SHORESNTA>

Click on the "ONLINE STORE" tab in the upper right hand side of the screen

Click on the membership item you are purchasing (under Available Items)-

You should add the individual membership first. This takes you to a second screen that you have to click on the box marked No Description under the highlighted bar with the words Select from the left list.

This takes you to a third screen that allows you to add the membership to your cart. (Click add to Cart- green box)

If you would like to purchase a membership for a teacher or for a second member of your household, or an additional donation you would choose that item and follow the same procedures as listed above.

Click on Checkout

You will be directed to create a PT-Ave Account. You will need to create the account to purchase your membership.

After you have created the account you can check out.

Enter the full name, email and phone number for the main member and then any additional members you are purchasing memberships for.

You can then pay by credit card. You will get a receipt confirmation within a few minutes of the transaction.

You will get a note letting you know that you have paid for your membership BUT you have not joined. Not to worry, this is an auto system message and your membership will be processed.

THANK YOU for supporting the Shoreline Special Needs PTSA!