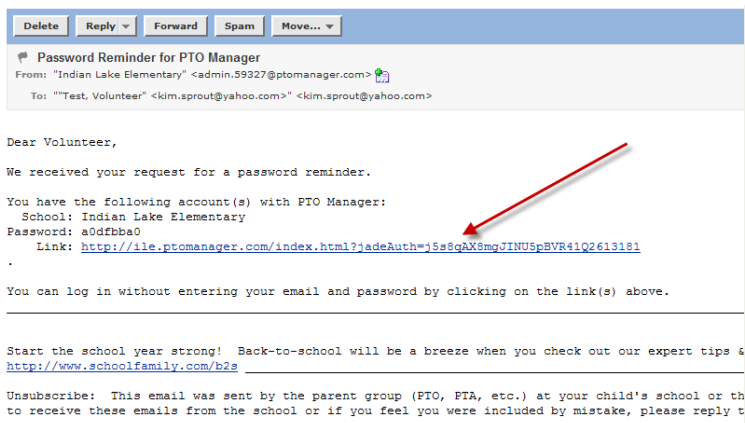


PTO Manager Instructions

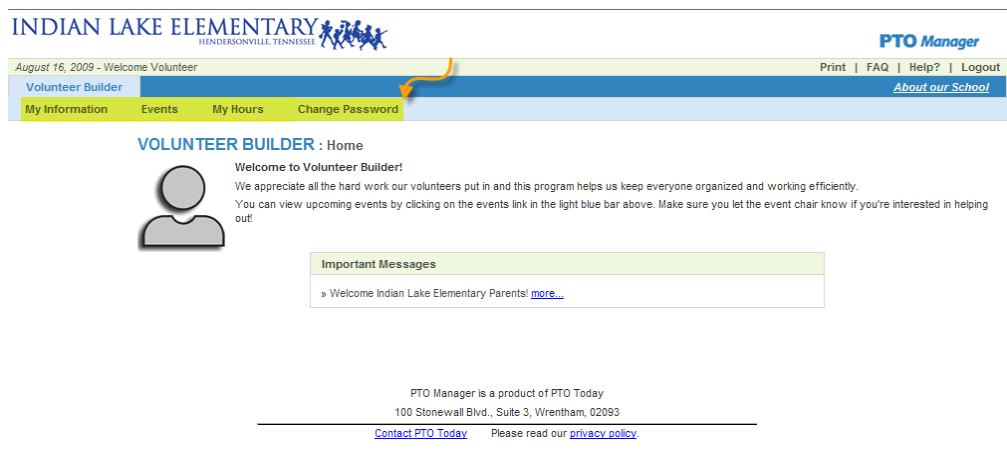
First Time Login

1. Go to www.ile.ptomanager.com
2. On the right, see the "Forgot Your Password"
3. Enter your email address and click on submit.
4. You will receive an email from PTO Manager with a system generated password within 15 minutes.
5. Once you receive your email, click on the link in the email or go to www.ile.ptomanager.com and type in the system generated password.



Updating Volunteer and Student Information

1. Change your password to a password that is easy to remember.



If you have any questions concerning PTO Manager login, please contact Kim Sprout at ksprout@bellsouth.net.

- Review "My Information" for accuracy and add any additional information concerning you and children. The information in "My Information" is used to generate the ILE school directory. Please note any confidential information in the comments section.
- Please add your "Volunteer Interest" in the 2nd tab in "My Information". This information will be used for the PTO Committees to contact you regarding volunteering for school functions.**

INDIAN LAKE ELEMENTARY
HENDERSONVILLE, TENNESSEE

PTO Manager


July 31, 2010 - Welcome Kim Print | FAQ | Help? | Logout

Volunteer Builder Set-up About our School

Volunteers Events Reports Administration

[Add Volunteers](#)
[Find Volunteers](#) (edit/delete)
[Approve Volunteers](#)

VOLUNTEERS: Find Volunteers

 If you know what this volunteer is interesting in helping out with please enter it below. It's helpful when you're matching interests to volunteer opportunities. You can always come back to this page at a later time.
 To save you time and to make sure the information is accurate you might want to suggest volunteers log in to the system themselves to update their profile information.

Step 1 (Volunteer Information)	Step 2 (Volunteer Interests)
<p>Interests / Resources :</p> <p><input type="checkbox"/> Adopt-a-Family <input type="checkbox"/> Art <input type="checkbox"/> Career Day</p> <p><input type="checkbox"/> Field Day <input type="checkbox"/> Guidance <input type="checkbox"/> Just Say No</p> <p><input type="checkbox"/> Landscaping <input type="checkbox"/> Library <input type="checkbox"/> Music</p> <p><input type="checkbox"/> Office <input type="checkbox"/> Scrip Program <input type="checkbox"/> TCAP Monitor</p> <p><input type="checkbox"/> Technology <input type="checkbox"/> Tutoring <input type="checkbox"/> Warrior Run</p> <p><input type="checkbox"/> Fall Fundraiser - Sort & Pass</p> <p><input type="checkbox"/> Hospitality - Father/Daughter Breakfast</p> <p><input type="checkbox"/> Hospitality - Mother/Son Breakfast</p> <p><input type="checkbox"/> Hospitality - Special Occasions</p> <p><input type="checkbox"/> Lunch Room Monitor</p> <p><input type="checkbox"/> Ollier (include details in comments)</p> <p><input type="checkbox"/> P.E. (not field day)</p> <p><input type="checkbox"/> PET Parent (Administrative use only)</p> <p><input type="checkbox"/> PTO Board (Administrative use only)</p> <p><input type="checkbox"/> Registration - Kindergarten/Spring</p> <p><input type="checkbox"/> Registration Day</p> <p><input type="checkbox"/> Room Parent (Administrative use only)</p> <p><input type="checkbox"/> Spring Fundraiser - Auction Collections</p> <p><input type="checkbox"/> Spring Fundraiser - Bake Sale</p> <p><input type="checkbox"/> Spring Fundraiser - Concessions</p> <p><input type="checkbox"/> Spring Fundraiser - Games</p> <p><input type="checkbox"/> Spring Fundraiser - Prize Room</p> <p><input type="checkbox"/> Spring Fundraiser - Silent Auction</p> <p><input type="checkbox"/> Spring Fundraiser - Ticket Sales</p> <p><input type="checkbox"/> Teacher Appreciation</p> <p><input type="checkbox"/> Thanksgiving Luncheon</p>	<p>Availability :</p> <p><input type="checkbox"/> Any Day / Any Time</p> <p>for [] to []</p>

* Indicates a required field

PTO Manager is a product of PTO Today
100 Stonewall Blvd., Suite 3, Wrentham, 02093

[Contact PTO Today](#) Please read our [privacy policy](#)

Child Name: _____
Parent Name: _____ **Phone Number:** _____

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