HOW TO SIGN UP TO ATTEND A WAVERLY PTA EVENT

There are two ways of signing up for a PTA event. You can visit our website https://waverlypta.membershiptoolkit.com/home or you can use the Membership Toolkit app.

Website:

1. Please go to https://waverlypta.membershiptoolkit.com/home and sign into your existing account. If you do not have one, you can create one for free.
2. Go to the main page. On the left you will see a blue box listing all of the “stores” you can access. Please locate the event for which you would like to sign up. For example, if you wanted to sign up for the Winter Wonderland event, you would click on “2021 Waverly Winter Wonderland.”

3. After you click on the event, a new page will open to the right, as shown below.
4. Click “Buy,” choose your quantity, and check out.

5. When you click “Pay Now,” it will lead you to PayPal where you will finalize the purchase.

**Mobile App:**

1. If you would like to use your mobile app, you will first need to make sure you have an account created (please note, however, that it is difficult to create a new account on the app). Please also make sure you are using the most current app – it looks like this:
2. Next, click the menu bar (top left corner):

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3. Then, a drop-down list will appear. Please locate the event for which you would like to sign up. Our example here is “Winter Wonderland.” Next, click on the event. The event option will pop up.
4. Click “Buy,” choose your quantity, and check out.

5. Click “Pay Now,” it will lead you to PayPal where you will finalize the purchase.