

PTO Manager Instructions

OK, so you've registered on PTO Manager, now how do you log your hours within 48 hours of the event?

1. Sign in to PTO Manager.
2. Go to "Events."
3. Find your event, then click "Volunteer for Event." We know this is confusing, but you are clicking on this to LOG your hours, NOT to sign up for an event! This phrase "Volunteer for Event" really means "I volunteered already and I need to post my hours," it does not mean, "I am ready to sign up to volunteer."
4. Enter your task where it says "Task Date" – *yes, this is a glitch*. It should not say date, but Task Detail.
5. Then enter date and times. Don't forget to click on "Save" at bottom of page when finished.

How to view your approved hours:

Just click on "My Hours" tab. Don't put anything in drop down boxes and click "Search." Then scroll down to view all hours approved, this does not include hours pending approval. If you do not see your hours approved 7 days after the event, then please contact the event leader.

Still having trouble signing up for events to volunteer for?

1. You must first be registered on PTO Manager @ benfranklinacademy.ptomanager.com.
2. Click on "My Information" and #2 will show "Volunteer Interests."
3. Go ahead and click on whatever you are interested in volunteering for and also your availability.
4. Again, don't forget to click on "save" at bottom of page.
5. If there is something that you are aware of that you want to volunteer for and it's not on there, then please let us know and we will add it!

Who Can Register?

Parents and Grandparents can register but not paid help, such as a nanny. You can register individually, ie: Jane Smith, or as a couple, ie: Jane and David Smith. If you want your volunteer requests to go to separate emails for you and your spouse, then register separately. Your family ID number that you put into the information box will link to your family. Grandparents must register separately, but still use the family number and student names. They should add in the comment section who they are in relation to the student. They also must fill out a Volunteer Agreement form with the Front Office before they volunteer the first time.

**Questions? Contact Erin & Gretchen @
PTOManager@bfacademy.org.**

Oh, and about that Sign Up Genius...

Most of the chairpersons will be using Sign Up Genius as a way to schedule you for the events you have volunteered for. For instance, as an event gets closer, or when teachers are ready for volunteers in the classroom, you will most likely get the Sign Up Genius email. This is only for scheduling your actual time to work the event. The instructions to sign up are easy! If you get an email, but are no longer interested or able to work the event, then disregard it and contact the chairperson to let them know.