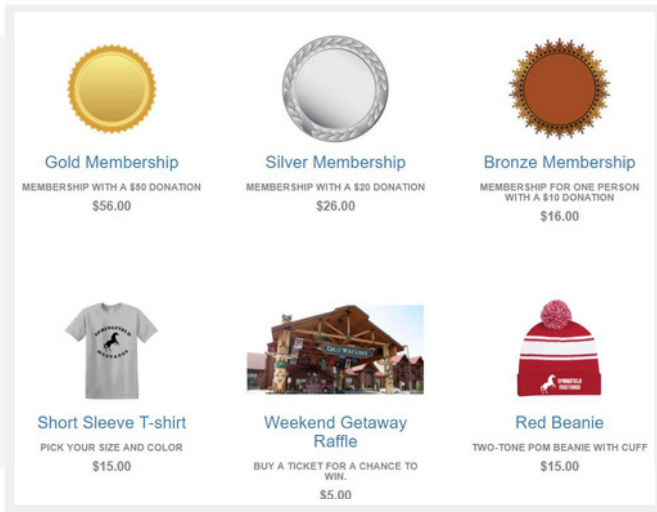




GET STARTED IN YOUR E-STORE

Follow these steps to get started in your school store, so you can say goodbye to tedious data entry and manually reporting member information.



Your e-Store simplifies membership reporting - and allows you to keep 100% of the funds you raise in your school!

Sell custom and bundled PTA memberships, spirit wear, and collect donations – all online. Membership information is **automatically reported** to your state, and members receive an **electronic membership card** in their emailed receipt.

Flexible fees settings allow you to pass on all fees to the buyer, so **100% of the money you raise goes to your school.**

FOLLOW THESE STEPS

1. Get set up to take payments online.

Time to complete: A few minutes, if you have your PTA's EIN and bank account info handy

- This is the first thing you should do in your MemberHub account, so you can sell memberships and process payments online.
- First, visit your **Admin Console**, and then click the **Store Admin** tab.
- Select **Merchant Processing Agreement**.

Follow these steps to complete the form. You'll most likely get instant approval.

2. Start selling PTA memberships & more in your store.


Time to complete: A couple minutes, or as long as you want! This depends on how much you add to your e-store. many membership types you create and how many items you add.

- In your **Admin console**, go to the **Store Admin** tab.
- Click Memberships. Here, you'll see your standard state member types. They're already posted in your store, so all you have to do is click **Edit** to adjust pricing and other details.
- You can **customize PTA membership types** and pricing for your e-store, but you don't have to.
- You can also **add items** like spirit wear, donations, event tickets, and more to get the most out of your store and provide the ultimate flexibility to parents.
- **Payment processing fees** are automatically passed on to store buyers, but you can always change your settings.

3. Tell everyone in your school community!

Time to complete: This depends -- but with template drafts, all you need to do is finalize the content and send an email or post to social media.

- Get started with these **sample communications** for back-to-school night and for general store promotion. You can promote your store to school families by email, newsletters, or social media!



MemberHub PTAs that used their e-Store to sell memberships online saw an average membership growth of 22%, with some schools seeing as much as 350% increases.