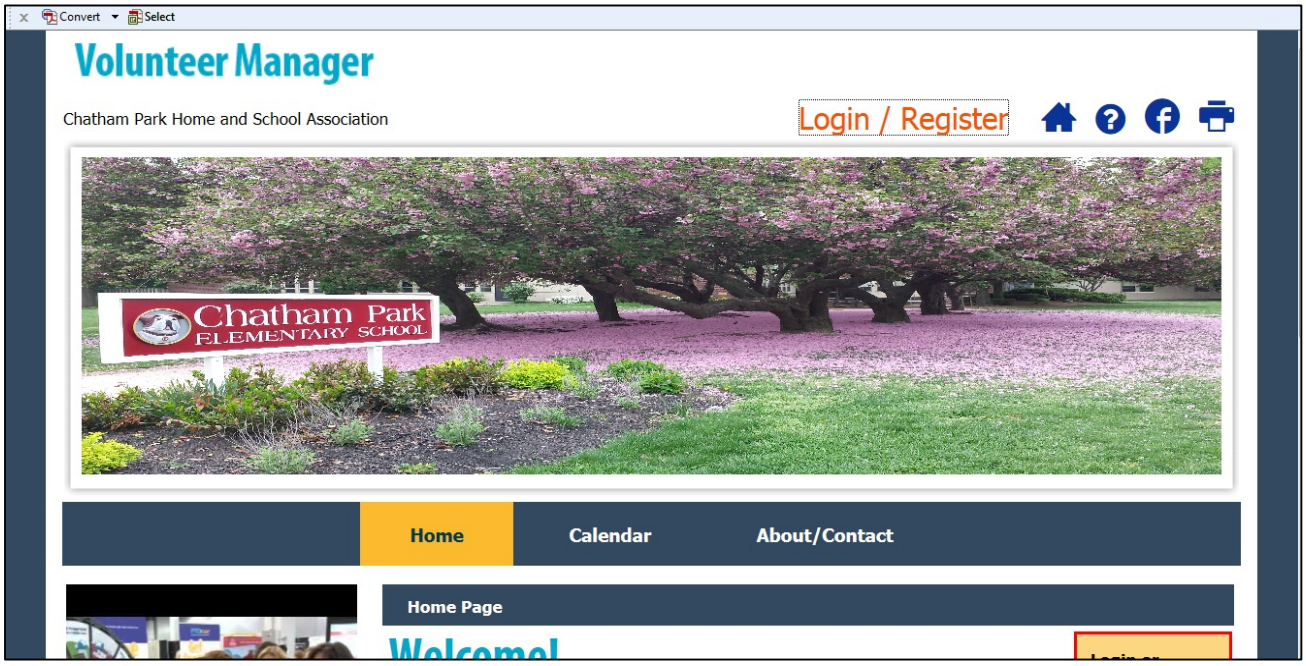
PTO Manager (Volunteer Manager) is the service that HASA uses to create the school directory and it's where volunteers can indicate their interest in helping at any of our events. If you want to be listed in the Bulldog Browser, our school directory, you need to register with PTO Manager and pay the annual HASA dues of $20 per family. Dues can be paid at Back to School night. We recommend that you register/update your information prior to Back to School night to save time. Instructions for Returning Families are at the end of this document. Any questions, please contact peggyhermann@hotmail.com.

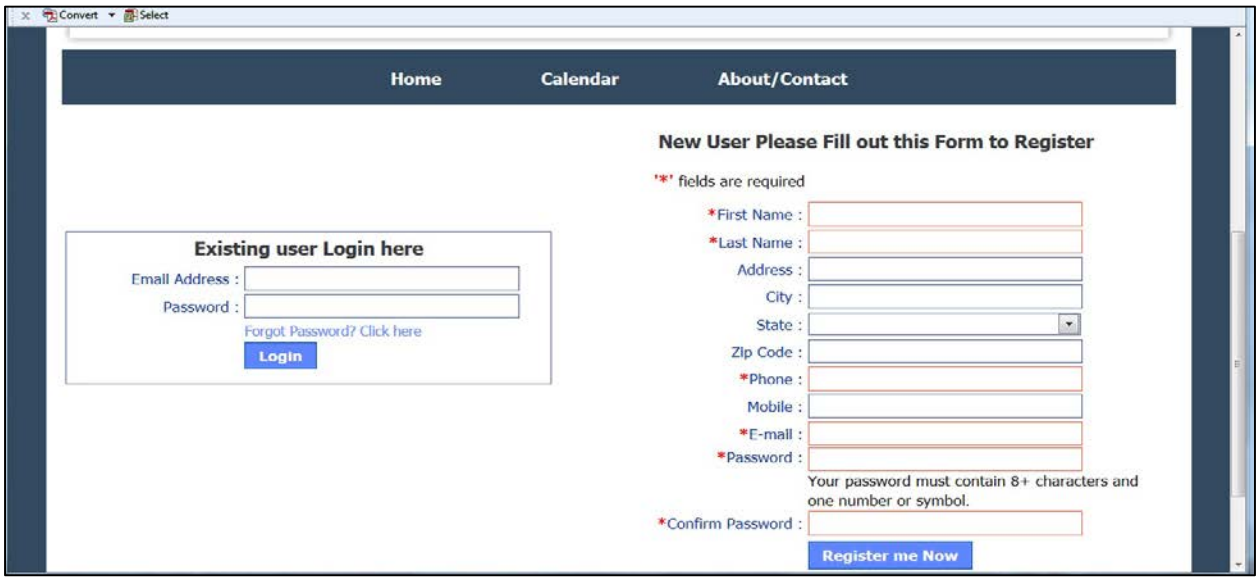
New Families

First, welcome to Chatham Park! Below are the steps that you need to take to get registered.

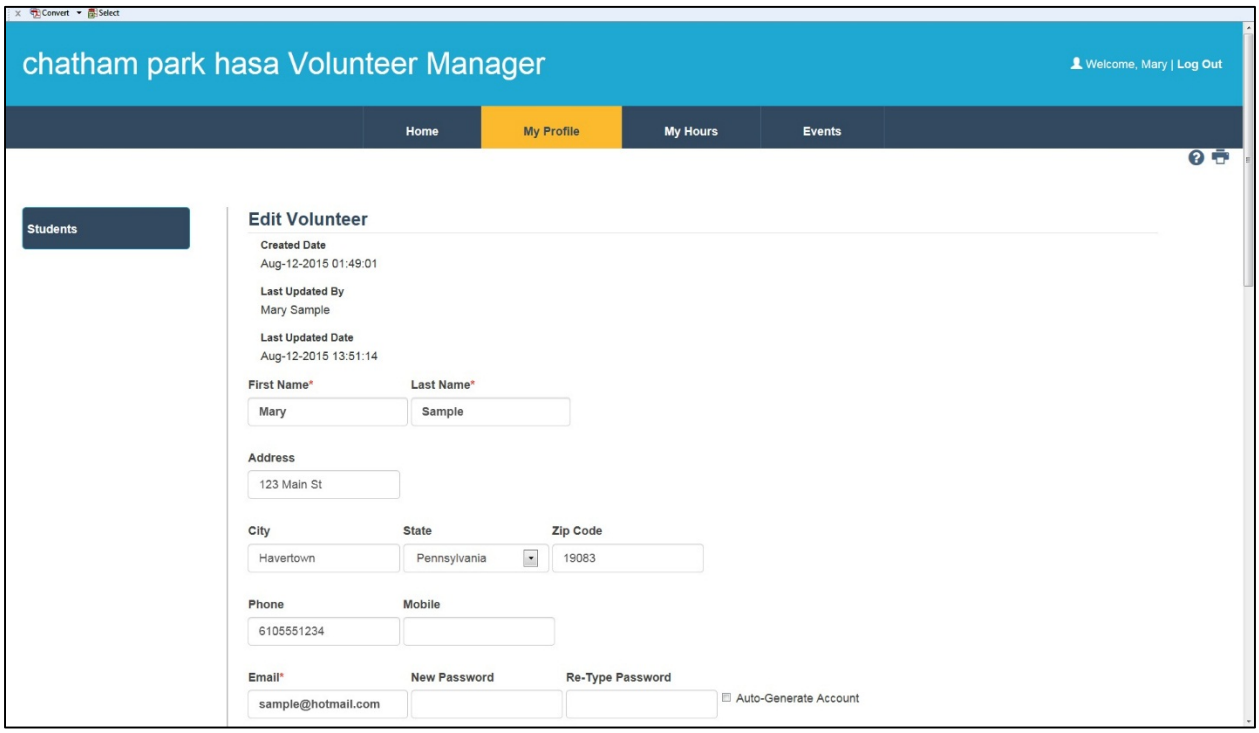
1. Go to chathamparkfamilies.org, click on the PTO Manager Sign Up link in the Memo section of the Home page.



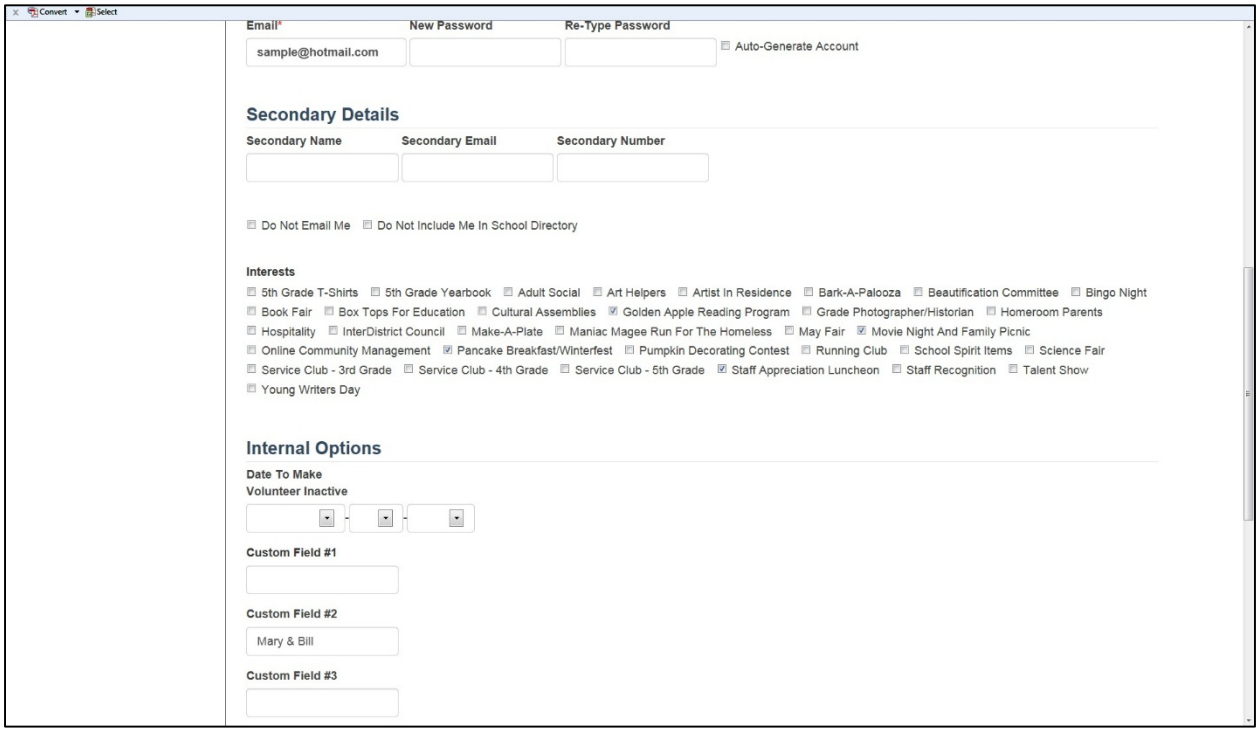
2. Click Log In/Register at the top of the Volunteer Manager page and fill in the information at the bottom of the page to create your account.



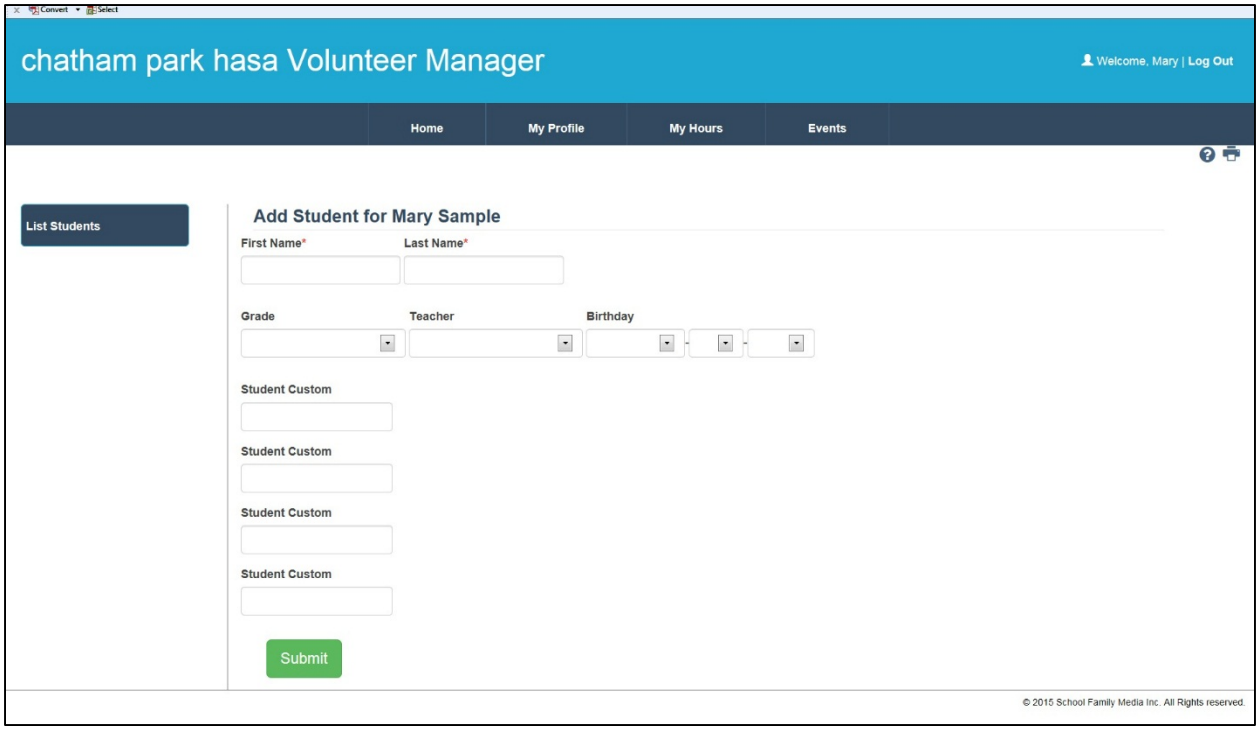
3. Click on My Info. The first time you do this, you will be asked to log in again. Then click on My Profile. Fill in your address and phone number if you didn't enter this info in Step 2. The number in the Phone Number field will be the one printed in the directory.



4. Scroll down to the Interests section under Secondary Details. This is a listing of all of the HASA events/committees for the year. Select any events that you are interesting in helping with this year. Volunteers for events during the school day are now required to complete and submit security clearances to the School District.



5. In the Custom #2 field under Internal Options, enter your name (your spouse if applicable) as you want it included in the directory (i.e. Maria or Bill & Maria). You only need to include first names unless your last name is different than your child's.
6. Scroll to the bottom of the page and click Save.
7. On the same page, click Add New Student to add your child to the directory. Include their name, grade and teacher only. Click Submit and repeat for additional children.



Returning Families

Welcome back! Below are the steps that you need to update your registration for this year (use the screen shots from above if needed).

1. Go to chathamparkfamilies.org, click on the PTO Manager Sign Up link in the Memo section of the Home page.
2. Click Log In/Register at the top of the Volunteer Manager page. At the bottom left, enter your email address and password that you used for PTO Manager last year.
3. Once you're logged in, click on My Info. The My Profile page should be showing, but if it's not, click on My Profile. Verify that your contact information is correct and make any necessary changes.
4. Scroll down to the Interests section under Secondary Details. This is a listing of all of the HASA events/committees for the year. Select any events that you are interesting in helping with this year. Volunteers for events during the school day are now required to complete and submit security clearances to the School District.
5. Verify that the names in the Custom #2 field are what you want to appear in the directory.
6. Scroll to the bottom of the page and click Save.
7. On the same page, click on Student to update your child's teacher. There is an Edit button on the far right for each child. Click Submit and repeat for additional children. Use the New Student button to add additional children. Include their name, grade and teacher only. Delete any students who are no longer at Chatham.