AtoZConnect Online Directory Information

This secure directory system is taking our communication to the next level by making it simple for everyone to share their contact information. No more gathering emails at back to school night and distributing them to room parents and event chairs. Going forward when you receive your back to school letter, you will logon and update your students' new teacher. You will be able to see who is in their new class right then, make back to school purchases and see the calendar for the year.

Simplifying our accounting process is also a big bonus. Up until now all our payments made through venmo, square or by check must be entered into a spreadsheet for record keeping; this system does it for us with the click of a button! It gives back to corporate donors with exposure, automates class emails for our room parents, has a digital backpack for flyers, and a calendar. AtoZ also has a signup feature we are exploring for events.

Please take the time to utilize this amazing resource; It really simplifies many of the PTO's issues with communication and bookkeeping.

Some common questions and answers

Forgot your login:

- Go to the app or www.AtoZconnect.com
- click on forgot password

How to change your Login:

- Login and then go to your account on the menu tab: top left ☰
- Go to My Login Info
- create a new password , confirm.
- Save your changes

I do not have an account: You never filled out the form to put your information into the directory

- Go to the app or www.AtoZconnect.com
- Click on **Signup Now** at the bottom of the login box
- Follow the instructions to request to join. If your information is already in our system, a password reset link will be sent to your email. If no results are found, complete your join request.
- Once we approve your request, you will get an email with your login information and you can complete the verification wizard and view the directory!

You have a grandparent or relative that needs to be added:

- This is an option for "others" to be added if they are involved in your child's life but do not fall under the parent category.
- Email the directory admin their contact information (email, name, phone #) and we will add them for you: mallan63@yahoo.com

Email preferences:

Login and go to your account on the menu tab: top left ☰

- Go to family Info: click on the edit tab of the person you'd like to edit (anyone in your household)
- Scroll down to **Allow CRA PTO to email me: clicking yes lets the PTO email you, click no if you do not want any emails. This does not affect your directory status.
  ** this enables the PTO to send emails to you. Room parents and general PTO emails etc.

More on the back

- **Subscriptions**: you can elect to be emailed regarding any of the subscriptions. You can change these preferences at any time.
- **Digital backpack** is a digital version of flyers you would normally get in your child's backpack from the PTO. They can be set to always arrive on a specific day.
- **SMS** are text messages. This service sends you a link to the message, so it is not limited by characters. We are not using it at this time.
- Save your changes.

Opting OUT of the directory: Opting out of the directory means people cannot see your information online and it will not be printed in the paper version.

- Go to My Family Info on the menu tab ☰
- Click edit on Households – its next to the side of the address
- Choose Yes or No under OPT OUT- remember, you can hide information by clicking the hide box to the right of it. This will hide your info from everyone and will not be printed in the directory.
- Save your changes

Purchasing the directory membership: this allows you access to the directory portion of the online app

- Go to the ☰ menu tab and click on the **STORE**
- Click on Products, then directory
- Add it to your cart and continue to check out
- Once this is done, you will automatically have access to the directory

Looking up someone in the directory:

- Just start typing their name, first or last. You can also use a quick filter and look in a grade
- If you want to search by class, look up a teacher.
- If you click the star by a person, teacher, class it will add them to your favorites list.
- Once you find who you are looking for, click on the phone, email, or location and it will take you to your phone to make the call, email or map.

Sponsors:

- The sponsors on our directory donate money to our PTO, and in turn get an ad with us. If you click on one of the ads it will take you to their website.

External Links:

- Amazon- click on this before you purchase your items onAamazon and a % will go to our school
- Photo drop- use this link to add photos to our drop box for the school yearbook
- Sign up genius- this will take you to our school sign ups to volunteer
- Canyon Rim Academy- takes you to the home page of CRA

Support:

- If you click this button on any page, it will show you information about that page and give you options to search the support portal.