PTO Shutterfly Sign-up Process

- I. Click here to go to our Hamilton Elementary PTO Shutterfly website.
- 2. Once you visit the site you must sign in to see the full site.
 - a. Click "Sign up" to create a new Shutterfly account for free. OR
 - b. "Sign in" with an existing Shutterfly account.

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Hamilton Elementary PTO	yournal	Remember me me@email.com _ Pa	Forgot password? ssword	Sign in
Home				

3. Now that you are signed in you can "Ask to become a member" of the PTO site.

Shutterfly. tara donofrio	1 Create your own free site!	
Hamilton Elementary PTO		
		Ask to become a member
Home		

a. Fill out the membership request box, making sure to include your name, student's name and teacher. Click "Ask" to submit the request.



b. Once the request has been sent you will see the following confirmation message.



4. After receiving the confirmation email you can visit the <u>site</u>! This message will appear the first time you visit. You can "Change display name" and "Change picture". Just remember to click on "Save changes" when done.

Welcome 🛛 🔀
Welcome to the "Hamilton Elementary PTO" site
You are currently known as tara d on this site. Change display name
As a member of this site, you'll receive a digest email monthly if the site has new content.
Profile picture
We noticed you haven't updated your default Shutterfly profile picture. Please take a moment to change your profile picture with one of your own photos.
Current picture: Change picture
Save changes Close

5. Adjust your member settings by clicking on "Members" in the top right corner and then selecting "Edit my settings…"

Shutterfly. tara donofrio			T Create your own free site!			1 Members	
							Show members list
Hami	lton Ele	ementa	rv PTO			\longrightarrow	Edit my settings
			'				Edit my profile
Home	Calendar	Volunteer	Fundraisers	Feedback	Files and Photos		

6. Go through each tab to set the settings to your liking, clicking "Save" when you are finished.

Edit my member settings	×
Summary Email to site Email from site	
Site: Hamilton Elementary PTO	
Member: tara d	
Email address: tdonofrio628@gmail.com	
Display name: Tara D'Onofrio	
Optional. Display this name for the on this site.	
Allow me to be tagged on pictures	
Joined: 5/25/2013	
Save	Cancel
Save	Cancer

7. You are all set up! Enjoy the site and let us know if you have any questions.