



Registering on the PTA Events Website – Alumni

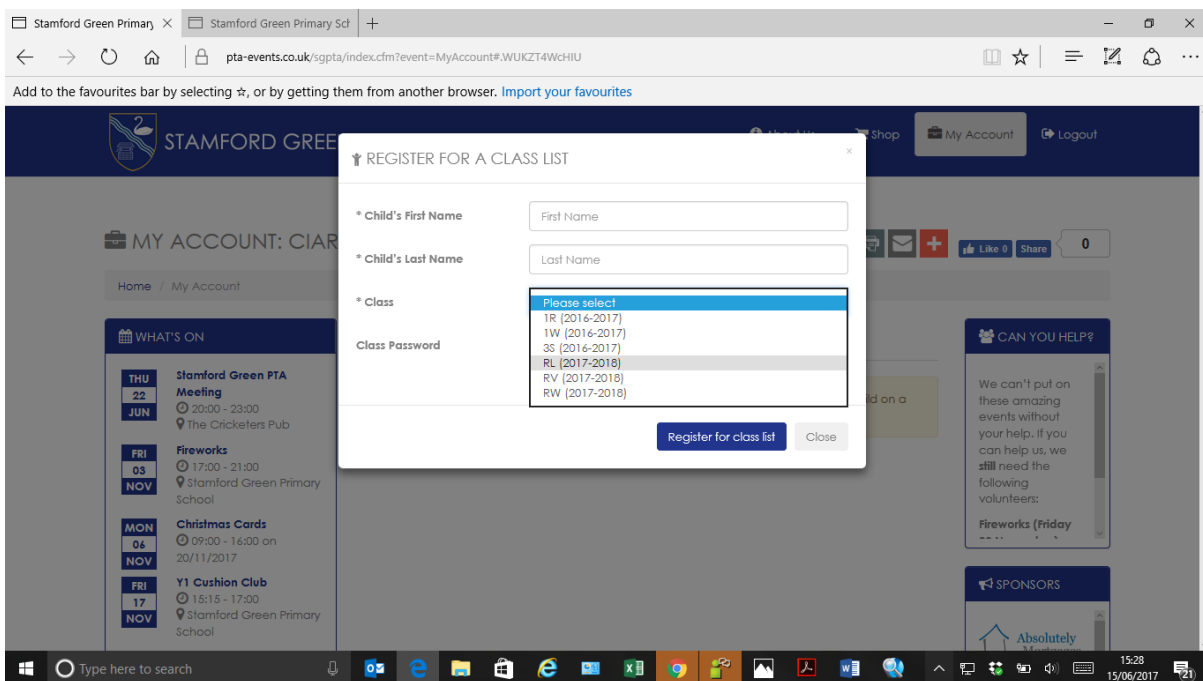
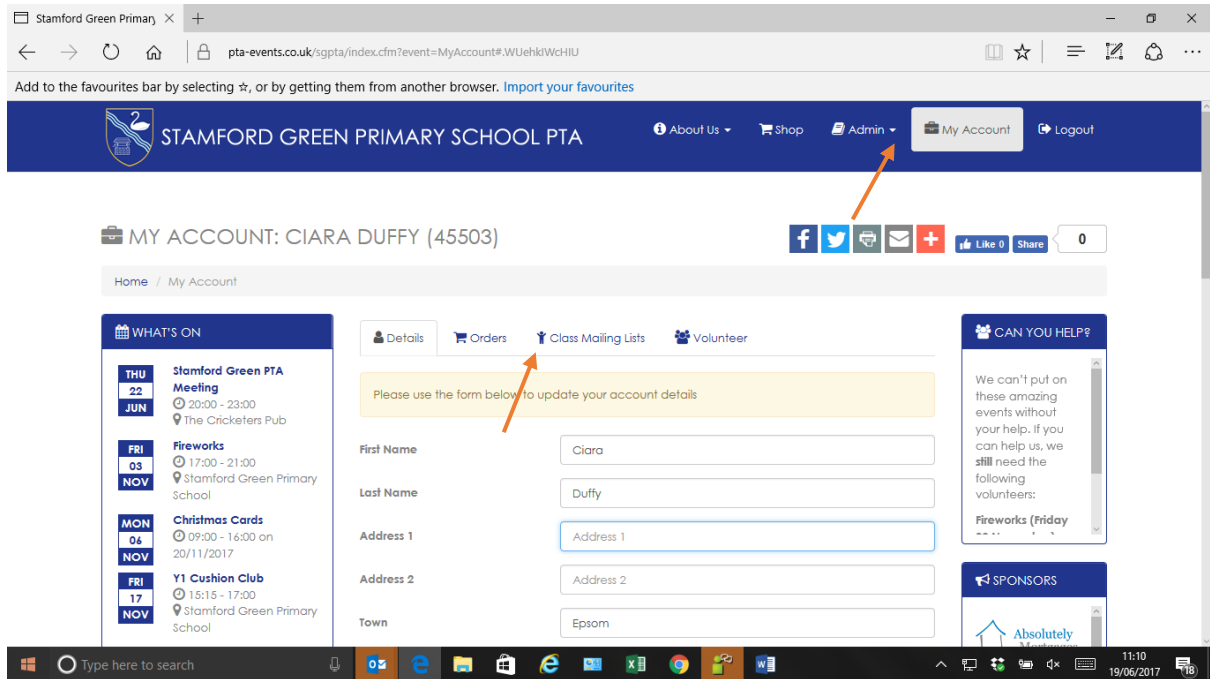
As we say goodbye to our Year 6 pupils today, some parents have asked about keeping in touch. With this in mind, we have decided to create an Alumni so that you can keep in touch, find out what's going on and book tickets for events should you wish to come back and visit. We will be using the new PTA events website for the Alumni mailing list so if you would like to sign up, please read on for a step by step guide to signing up.

Using the school website, there is a button on the top right hand side, which will take you to PTA Events or you can type in <https://www.pta-events.co.uk/sgpta> and click on the 'Register' tab on the top righthand side of the page. This will bring you to a page where you enter basic contact details and set up a password.

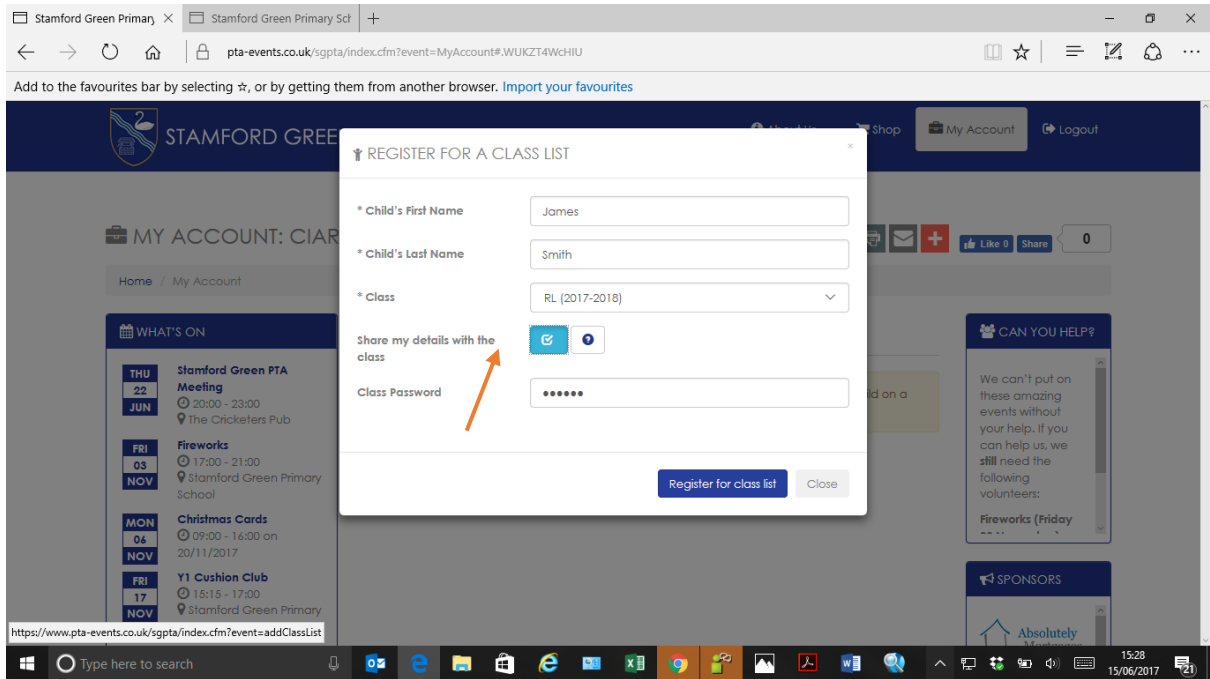
If you wish to receive the PTA newsletter, please ensure you keep 'sign up to our newsletter' ticked. If you untick this box you will **NOT** receive PTA newsletters but will still receive mailings sent to the Alumni 'Class'. All data is solely for the use of Stamford Green Primary School PTA, details will not be passed to third parties.

The screenshot shows a web browser window with the URL [pta-events.co.uk/sgpta/index.cfm?event=Register#WUKTjWcHIU](https://www.pta-events.co.uk/sgpta/index.cfm?event=Register#WUKTjWcHIU). The page header includes the Stamford Green Primary School PTA logo and navigation links: About Us, Shop, Login, and Register. The Register link is highlighted with an orange arrow. Below the header is a registration form with the following fields: First Name *, Last Name *, Email *, Telephone *, Mobile, Password *, and Repeat Password *. There is also a checkbox for 'Sign up to our newsletter' with an orange arrow pointing to it. A 'Register' button is located at the bottom right of the form.

- Once you have submitted your details, you will be brought to the home page. You will also receive an email to your chosen email address confirming you have successfully registered on the site.
- Click on the 'My Account' tab at the top righthand side on the homepage. Here you can add your address and upload a photo of yourself if you wish. You will need to enter your password to update the information.
- Once you have updated this information, click on the 'Class Mailing List' tab. Here you can register your Child against the class called **Alumni**. If you have more than one child who has left the school you only need to register one.



- If you are happy for your telephone number and email address to be shared with other members of the Alumni, please keep the 'Share my details with the class' box ticked. If you untick it, only your name and Child's name will be visible to others registered in the Alumni. You will however, still receive Alumni related emails through the website, but your contact details will not be visible.
- To complete the registration, you need to enter the password – **ALUMNI**.



- Once registered you will be able to book tickets for upcoming events. Tickets will be emailed to you and all your bookings/tickets will be available to view via the 'Orders' tab in your Account.
- If you have any queries regarding registration for the website, please email us and thank you for taking the time to register. ptastamfordgreen@gmail.com