# Launching your MemberHub Site

Simplify Dues and Unit Management
Grow Revenue and Membership
Increase Parent Engagement

1. **Activate your school's MemberHub site.**

   ℹ️ Visit *memberhub.com/login.* Enter your email address. Choose the 2nd option, "I need to create a password" and enter your first and last name. Check your inbox and click the link in the confirmation email. Choose a password. Once logged in, if prompted, update your school's MemberHub site address for example: ABCElementary.MemberHub.com.
   NOTE: After logging in if you do *not* see an Admin Console button in the upper right hand corner, please contact support@memberhub.com to request site admin access.

2. **Set up your Merchant Processing Agreement.**

   ℹ️ *You will need your PTA's bank routing number and account number for this step* The Treasurer needs to complete and submit your Merchant Processing Agreement by clicking on the admin console in the upper right hand corner to access the Admin Console. Navigate to > Money > Merchant Processing Agreement. Note: You may need to click the Merchant Processing Agreement link twice and wait a second for it to load.

3. **Explore the Admin Console and personalize your MemberHub site.**

   ℹ️ Then set up your site by clicking the Continue Setup button at the top of the page or Admin Console > Get Started. Make your MemberHub site reflect your school by adding logos, school colors, social media links and hubs. Hubs act as secure distribution lists for different school communities whether it's PTA committees, grade levels, clubs, teams or specific classes. Build your hubs to reflect how your school is organized.

4. **Grow your PTA membership and complete your state-level PTA requirements.**

   ℹ️ Visit the PTA tab in the Admin Console to add officers and submit good standings documents. Visit the Store tab to set up your online ecommerce website out for people to join your PTA and pay their dues online. The Store feature is NEW in July so be on the lookout for webinars and training on how to setup your store to sell more than just memberships online!

5. **Get families into MemberHub and start communicating.**

   ℹ️ Set up your site joins page to invite school families to sign up to receive communication through MemberHub. Use your hub tools to send messages, share files, pictures, create sign-ups for volunteers or items and more. All in one place!

6. **Access your PTA Membership card online.**

   ℹ️ Visit Your Profile in MemberHub to access your PTA Membership card. In the bottom right you will see an image. Below the image is a link to a printable version of your card.

7. **Learn more at support.memberhub.com.**

   ℹ️ Visit *http://support.memberhub.com/hc/en-us* to access Help Articles, FAQs and community discussion threads. Let us know if we can help in any way.

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Tennessee PTA
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