FAST-TRACK ONBOARDING

Follow these steps to get started in MemberHub.

1. Log in and activate your site.

Create your MemberHub account.
- Visit app.memberhub.com/login.
- Click on "Create or claim account," then enter your name, email, create your password, and click "Sign up."
- Check your inbox for a confirmation email. Click "confirm my account" and you are set!

Activate your site & set the domain name.
- Log in and update your school's MemberHub site address, if prompted. Only the first site admin to log in will need to complete this step. Example: "ABCElementary.MemberHub.com"

Update/add your officers (if needed).
- In the app, click on Compliance along the left. Then click on Officers.
- If you need to add officers, click the Add Officer button. In the popup, enter the officer's details and check whether to give them admin rights. Then, click the Save button.

2. Add people to MemberHub.

- [Import a list](#) to add contacts who aren't PTA members.

- [Add PTA members individually,](#) or contact your state PTA to import a list of members.

You can also invite families to join by:
- Setting up your [Site Joins page](#), where families can sign up to receive communications.

- Asking families to buy PTA memberships in your school store. Then, they're automatically added to MemberHub and automatically reported to the state. Once everyone is in your site, [start communicating](#)!

3. Important: Get set up to take payments online.

This step is important so you can use your online store to sell memberships, collect donations, sell spirit wear, and more. An authorized signer on your PTA's bank account will need to complete this step. You'll also need your PTA's EIN and bank account information handy.

- From your dashboard, click on Online Store, and then Store Settings to set up your Stripe account.

- Once you're there, see the [step-by-step guide](#) for for setting up your MemberHub Stripe account. Any issues or questions, [let us know - we're here to help](#).
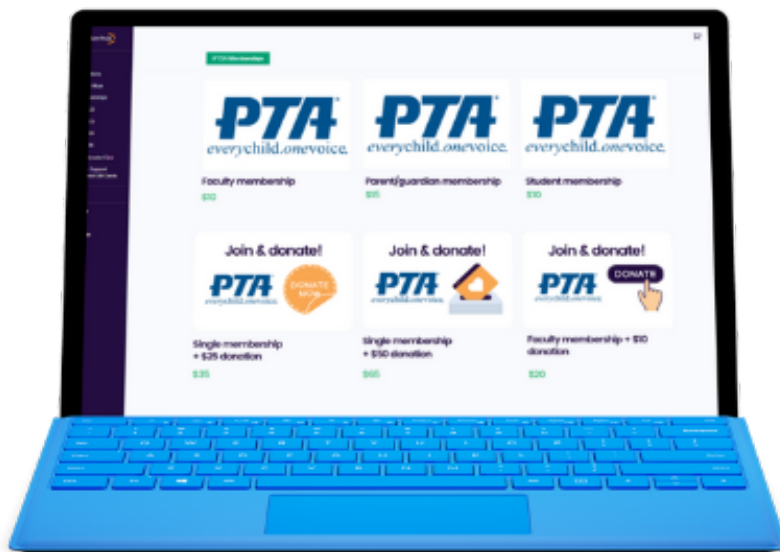
4. Start selling memberships and more in your school store.

Once you're set up to take payments online, you'll need to set up your store.

- Click Memberships from your dashboard and then click Edit Member Types. Here, you'll see your standard state member types. They're already posted in your store, so all you have to do is click on the three dots to the right and then [Edit Membership](#) to adjust pricing and other details. You can also add new membership types from this screen.

- From the Online Store tab in your dashboard, you can easily [add items](#) like spirit wear, open and fixed donations, event tickets, and more to get the most out of your store and provide the ultimate flexibility to parents. This is also where you can adjust your store settings and view metrics and orders.

- Tell everyone in your school community! Promote your store by email, [newsletters](#), or social media!

5. Get started with an online fundraiser!

- From your dashboard, click Fundraising in the left navigation.
- Register your organization with MemberHub Fundraisers. [Here's how](#).
- Easily run auctions, a-thons, crowdfunding campaigns, raffles, and more right from your MemberHub account. And with flexible pricing options, you can keep almost 100% of what you make!

- Here's [everything you need to know](#) about all the fundraisers available in MemberHub. And if you need help, you can always book a meeting!

6. Subscribe to Product Fundraisers!

- From your dashboard, click Product Fundraisers in the left navigation, and then go to settings.
- From there, you can subscribe to [Product Fundraisers](#) and choose what settings you would like. By doing this, you'll start receiving weekly offers from businesses to place in your e-store. Your PTA will get up to 20% of all sales donated back!