

## FutureFund PTO Registration Setup

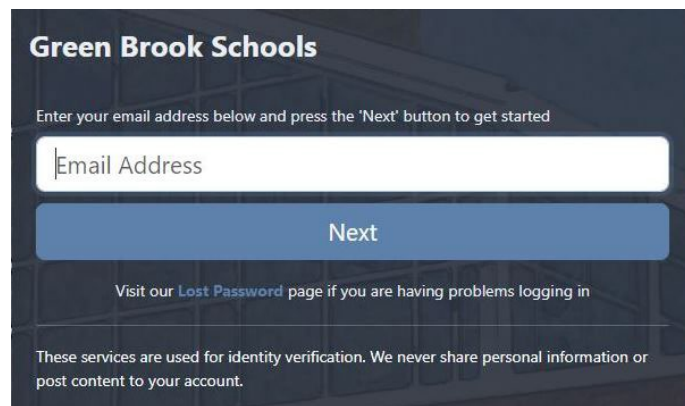
Registration takes about 15 minutes (depending on how many students you are registering). As long as you are using the same Internet browser, you can “Save And Exit” after Step 4 below and complete registration later if needed.

REMINDER: You are not fully registered until a) you have completed all steps in this document, and b) paid the Registration Dues either via credit card (steps are below) or check/cash (delivered to your student’s Homeroom Teacher).

1. Go to the Registration Site Link: <https://greenbrookpto.futurefund.com/registration>

2. The link will always go to this page, with this email box, even after you have completed registration.

Enter the email you would like attached to your PTO account and click “Next”



**Green Brook Schools**

Enter your email address below and press the 'Next' button to get started

Next

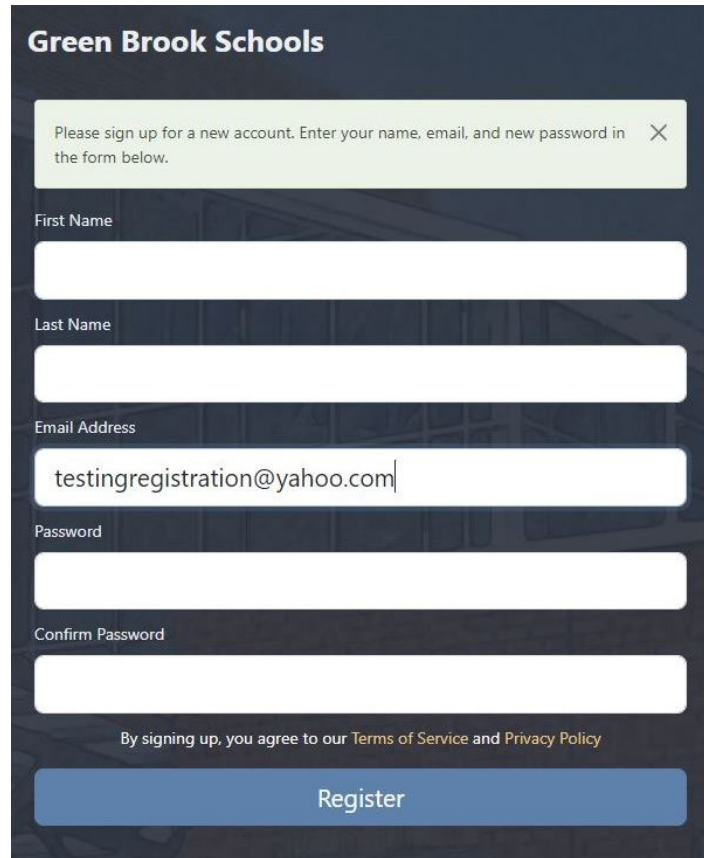
Visit our [Lost Password](#) page if you are having problems logging in

These services are used for identity verification. We never share personal information or post content to your account.

3. The system will recognize that your email is new, and that you are registering for the first time.

Complete the information requested, making sure to enter the same password both times.

Click "Register" when done.



**Green Brook Schools**

Please sign up for a new account. Enter your name, email, and new password in the form below. X

First Name

Last Name

Email Address

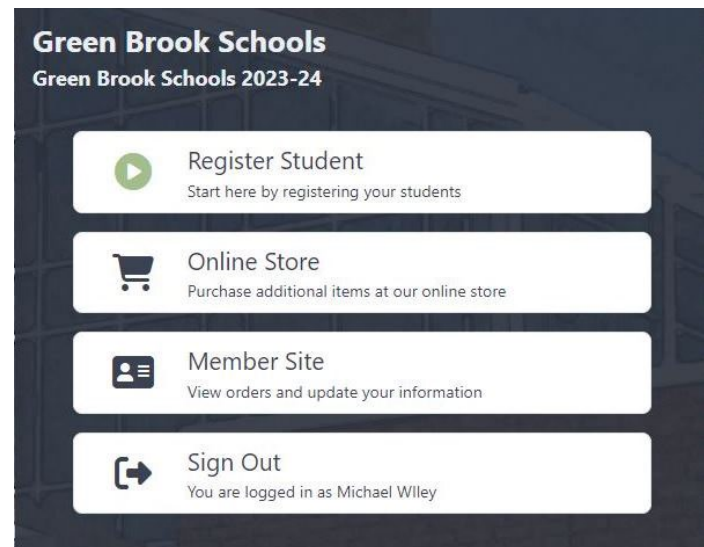
Password

Confirm Password





By signing up, you agree to our [Terms of Service and Privacy Policy](#)

**Register**

4. You can use the links to access the store and update your preferences, but first, click on the top button: "Register Student"



**Green Brook Schools**  
Green Brook Schools 2023-24

-  **Register Student**  
Start here by registering your students
-  **Online Store**  
Purchase additional items at our online store
-  **Member Site**  
View orders and update your information
-  **Sign Out**  
You are logged in as Michael Wiley

5. The Student Registration Page opens. Read the text on the page and click the “Next” button at bottom right.

Registration 16%

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### Welcome

Welcome to the Green Brook PTO online registration system. Online registration should take about 20 minutes to complete.

A few tips about online registration:

- You can stop at any time and come back to finish later. The system will remember where you left off.
- If you have more than one child enrolled at the same school, you can register them together.
- You can go back and make changes as needed. Just click on the Back button in the lower left corner.
- Once you complete each page, click on the Continue button in the lower right corner.

Click the "Next" button to get started!

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6. Enter your information first, using the same email address you just used to start registration.

When done, click “Add Parent/Guardian” (do not click the “Close” button).

You will be able to add another Parent or Guardian on the next screen.

### Parent/Guardian Information

First Name \*

Last Name \*

Email Address \*

Home Address \*

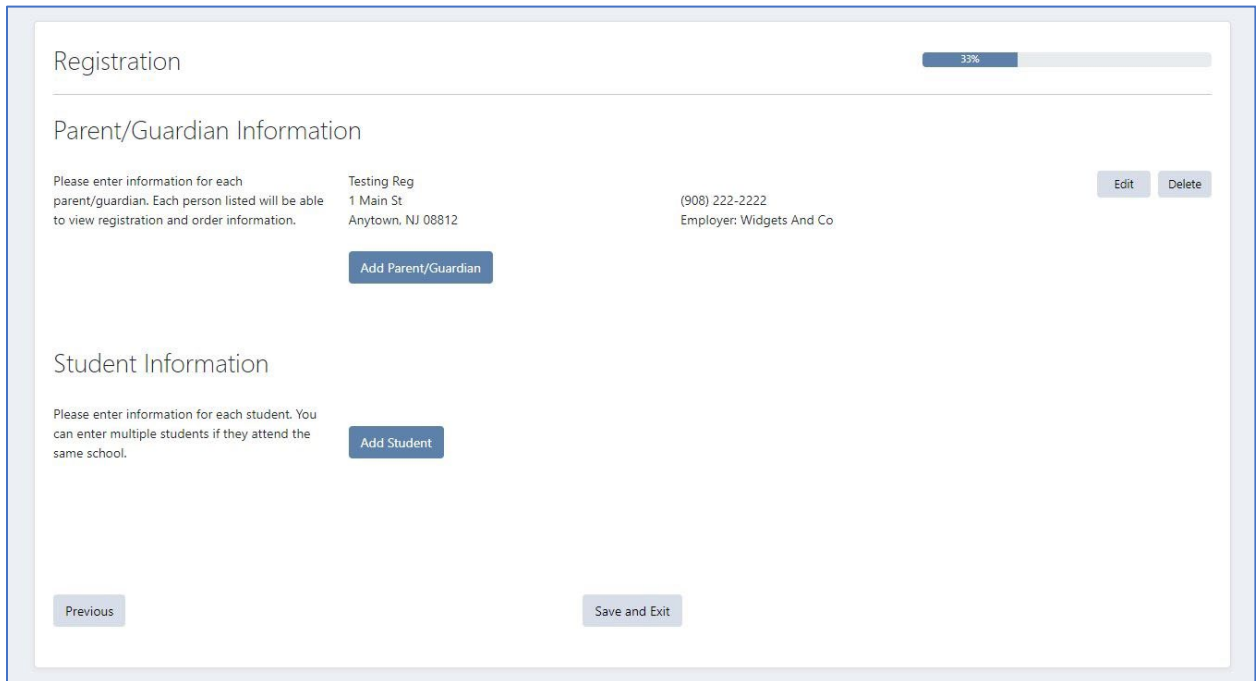
Phone \*

Employer

The name of your employer is used to provide you with information needed to participate in corporate matching programs.

7. On the next screen, you can click “Add Parent/Guardian” to add another – the same box from Step 6 will appear.

Click the “Add Student” button to start adding your children to the system.



The screenshot shows a registration form titled "Registration" with a 33% progress indicator. It is divided into two main sections: "Parent/Guardian Information" and "Student Information".

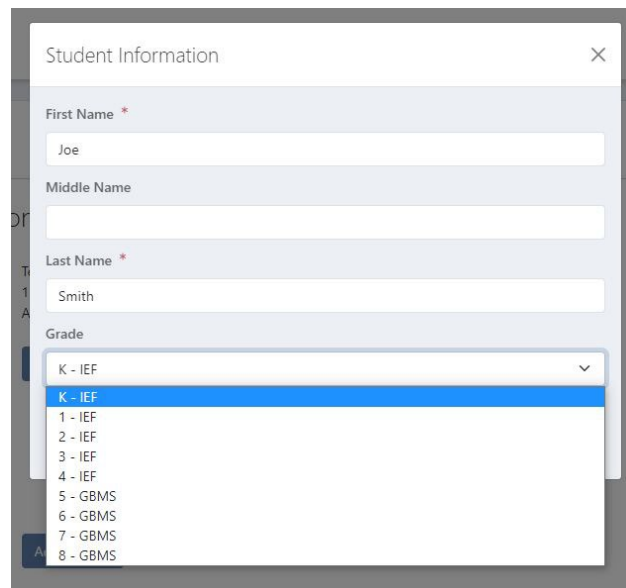
**Parent/Guardian Information:** This section includes a text prompt: "Please enter information for each parent/guardian. Each person listed will be able to view registration and order information." It contains the following details: "Testing Reg", "1 Main St", "Anytown, NJ 08812", "(908) 222-2222", and "Employer: Widgets And Co". There are "Edit" and "Delete" buttons on the right, and an "Add Parent/Guardian" button at the bottom.

**Student Information:** This section includes a text prompt: "Please enter information for each student. You can enter multiple students if they attend the same school." It features an "Add Student" button.

At the bottom of the form, there are "Previous" and "Save and Exit" buttons.

8. Enter your child’s name and choose their Grade. Note that we are not capturing who their teachers are, so do not worry about knowing that at this point.

Click the “Add Student” button (which is hidden under the dropdown in the screenshot) when done.



The screenshot shows a "Student Information" form with a close button (X) in the top right corner. It contains the following fields:

- First Name \***: Text input field containing "Joe".
- Middle Name**: Text input field (empty).
- Last Name \***: Text input field containing "Smith".
- Grade**: A dropdown menu with a list of options: "K - IEF", "1 - IEF", "2 - IEF", "3 - IEF", "4 - IEF", "5 - GBMS", "6 - GBMS", "7 - GBMS", and "8 - GBMS". The "K - IEF" option is currently selected and highlighted in blue.

9. You will be brought back to this screen – you can add more children by clicking the “Add Student” button. Click “Next” on the bottom right when done.

Registration 33%

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### Parent/Guardian Information

Please enter information for each parent/guardian. Each person listed will be able to view registration and order information.

Testing Reg 1 Main St Anytown, NJ 08812	(908) 222-2222 Employer: Widgets And Co	<a href="#">Edit</a> <a href="#">Delete</a>
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[Add Parent/Guardian](#)

### Student Information

Please enter information for each student. You can enter multiple students if they attend the same school.

Joe Smith Grade: K - IEF	<a href="#">Edit</a> <a href="#">Delete</a>
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[Add Student](#)

[Previous](#) [Save and Exit](#) [Next](#)

10. On this page, you can set your preferences. The system has a Directory, so you can choose what information you want to share on it by clicking the checkboxes, and then choosing what group you want to share it with. Click “Next” on the bottom right when done.

Registration 50%

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### Directory

**Joe Smith**

Testing Reg ⓘ  
1 Main St  
Anytown, NJ 08812  
(908) 222-2222

Your entry in the school directory will appear as displayed above. Add or remove information using the form on the right.

#### What information can we share?

**Testing Reg**

- Name
- Address
- Phone
- Email Address

#### Who can see your information?


- Share with everyone in school
- Share with everyone in our grade level
- Do not share with anyone

[Previous](#) [Save and Exit](#) [Next](#)

11. On the right side you will see “Family Membership.” Check the box and click “Next” at bottom right.

Registration 66%

PTO Membership



Purchase for:  
 Family Membership

Green Brook Families,

Can you believe it's almost back to school time?? While we love summer and are hoping you are enjoying yours with your family, we are looking forward to seeing you again soon!


We are so thankful to ALL of the families and staff who supported the PTO last year. It's the support of wonderful and amazing PARENTS LIKE YOU that make the PTO the success that it is. No matter what the upcoming school year will look like, the PTO will remain clear on its goal to provide SAFE and fun activities for our students, staff, and community families.

PTO Membership for the 2023-2024 school year is now open! Please take a moment to sign up here - your registration fee helps us fund all our amazing activities throughout the year. If you have any questions and/or would like to volunteer, please email us at gbpto.greenbrook@gmail.com.

We look forward to seeing you soon; let's make it another great year!!

Check the "Family Membership" box on the right, then click "Next" to continue.

**\$20.00**

 Your donation is tax-deductible to the full extent provided by law. No goods or services were provided in exchange for your contribution. Green Brook PTO is a 501(c)(3) nonprofit or qualified organization Tax ID: 22-3445611

Previous Save and Exit Next

12. Follow the instructions on the right side to enter payment. Credit Card payments incur a small fee. You may also pay by cash or check (sent to your child’s Homeroom Teacher in an envelope marked “PTO” on the front), but you will not be a paid PTO member until that payment has been received.

Registration 67%

Qty	Description	Amount
1 <small>Remove</small>	PTO Membership	\$20.00
	Platform Fee (what's this?)	\$1.53
	<b>Total</b>	<b>\$21.53</b>

**Pay by Credit Card**

Pay by credit card online. It's fast, safe, and easy.

Please enter the card holder's name.

MM / YY CVC

**Make Payment**

**Pay by Check/Cash**

Check/cash payments need to be delivered to the school.

Pay by Check/Cash

Previous Save and Exit

13. Whichever option you choose, you will receive a receipt onscreen, and emailed to you. If you chose Cash/Check, your receipt would read “Not Paid” (example below). After the PTO receives payment, we will go into the system, mark you as “Paid,” and notify you.

Click “Exit Registration” when done.

This portal will now be the location for Teacher Appreciation Donations, Bright Minds Registration, and other funding opportunities for the PTO, so remember to keep your Password handy!

When you go to weblinks that we provide in the future, you will still get the “Enter Email Address” box from Step 2 in this manual. But now, once you enter your email, the system will recognize you as a registered user, and prompt you for your password.

## Registration

100%

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<b>Order Number</b>	1164
<b>Date</b>	Jul 14, 2023 4:17 PM
<b>School</b>	Green Brook Schools
<b>Purchased By</b>	Michael Wiley

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### Order Detail

Qty	Description	Fund	Tax Deductible	Amount
1	PTO Membership	Green Brook PTO	Yes	\$20.00
<b>Total</b>				<b>\$20.00</b>

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### Payment Information

The following transactions were created when the order was placed. For check payments, please provide a separate check payable for each listed fund.

Payment Date	Fund	Payment Method	Paid Status	Amount
Now	Green Brook PTO	Check/Cash	Not Paid	\$20.00

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For items marked as tax deductible, your donation is tax-deductible to the full extent provided by law. The following are 501(c)(3) nonprofit or qualified organizations:

- > Green Brook PTO - Tax ID: 22-3445611 - Deductible Amount: \$20.00