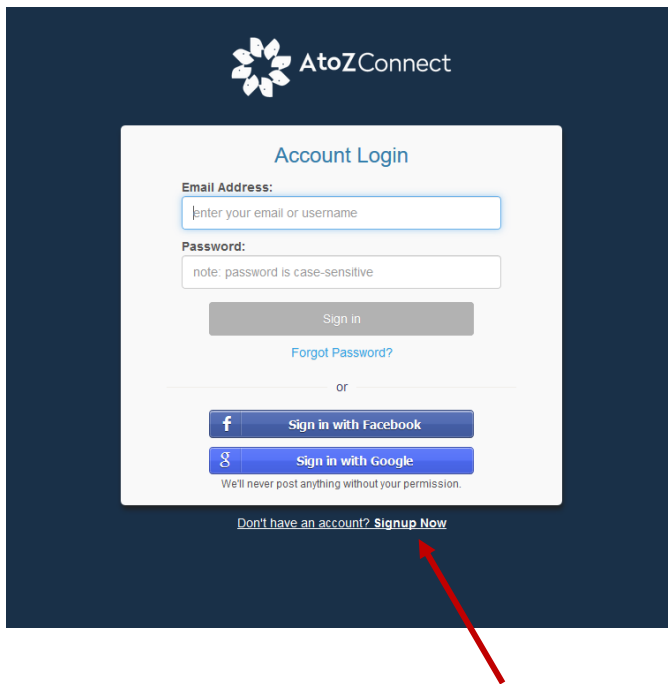
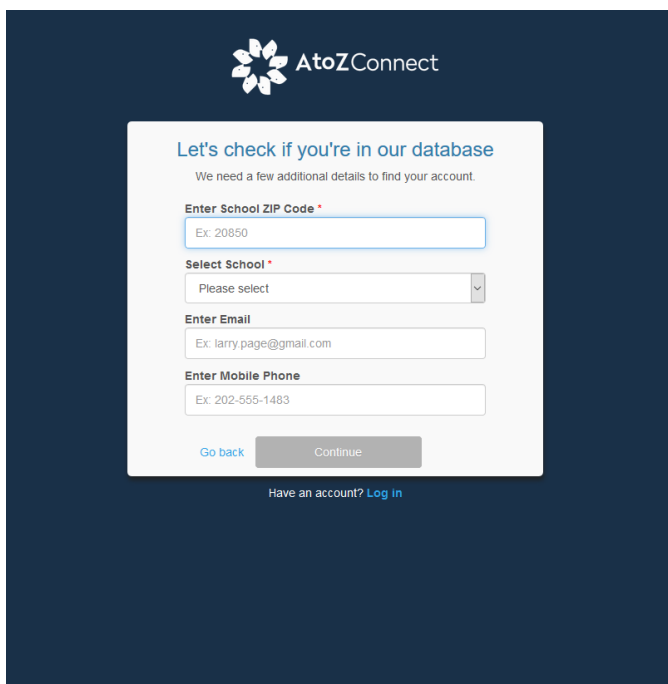


Instructions for creating an AtoZconnect account for families new to McLean High School

1. Click on the 'Don't have an account? Signup Now' link at the bottom of the 'Account Login' window:



2. When the next window comes up, use the Zip Code '22101', select McLean High School and enter your Email and Phone Number:



3. When the 'We weren't able to find you' window comes up, enter the information in 'Add Home', 'Add Parents' and 'Add Students' tab before clicking the 'Create Account' button:

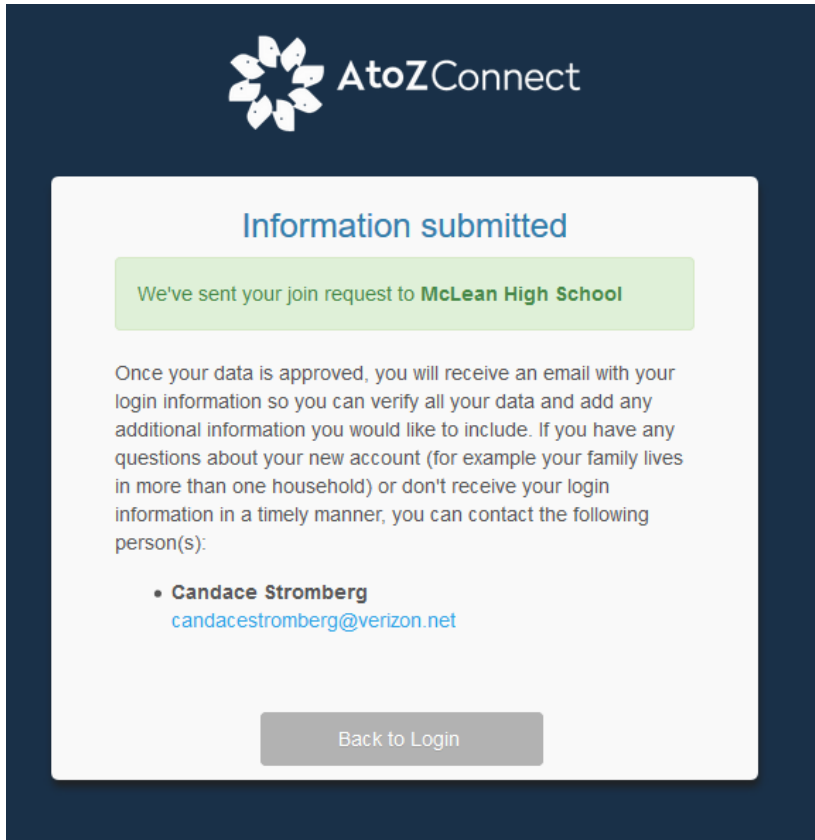
The screenshot shows the 'Add Home' tab selected. The form contains the following fields: Address (text input), City (text input), State (dropdown menu with 'Please select' selected), ZIP (text input), and Home Phone (text input). At the bottom, there are 'Go back' and 'Create account' buttons, and a link for 'Have an account? Log in'.

The screenshot shows the 'Add Parents' tab selected. The form contains the following fields: Parent 1 First Name (text input), Parent 1 Last Name (text input), Parent 1 Phone Cell (text input), and Parent 1 Email (text input with 'example@gmail.com' entered). There is an '+ Add Another' button below the email field. At the bottom, there are 'Go back' and 'Create account' buttons, and a link for 'Have an account? Log in'.

The screenshot shows the 'Add Parents' tab selected. The form contains the following fields: Parent 1 First Name (text input), Parent 1 Last Name (text input), Parent 1 Phone Cell (text input), and Parent 1 Email (text input with 'vp1@mcleanptsa.org' entered). There is an '+ Add Another' button below the email field. At the bottom, there are 'Go back' and 'Create account' buttons, and a link for 'Have an account? Log in'.

The screenshot shows the 'Add Students' tab selected. The form contains the following fields: Student 1 First Name (text input), Student 1 Last Name (text input), Student 1 Grade (dropdown menu with 'Please select' selected), and a checkbox for 'No Students' with the text 'Check to skip this step or if you have no students at the school (i.e., community volunteer or donator)'. There is an '+ Add Another' button above the checkbox. At the bottom, there are 'Go back' and 'Create account' buttons, and a link for 'Have an account? Log in'. A red arrow points to the 'Create account' button.

4. The following window will be displayed:



5. You will receive an email with login information once your request is approved. You can then verify all your directory data, join the PTSA and contribute to the direct donation fundraiser.