



LBSS Directory Access Instructions for Parents

Attention Parents!

Our NEW PTSA Directory is up and running!
Visit lakebraddockssptsa.membershiptoolkit.com to register!

- Go to lakebraddockssptsa.membershiptoolkit.com.
- Click on the **Log In** button or the Registration button.
- If you **already have an account** with another organization that uses Membership Toolkit you can use the **same email and password** to login. You can then proceed to the numbered steps below.
- Select "**Create Account**" and fill in the name, email, and password information.
- Click "**verify my email**" and then check your email for a link to complete the process. The link expires in 2 hours. If you do not receive the email, check your spam or junk folders.
- Once you have verified your email address, **log back in and finish the registration process.**

Create account

1 — Complete this form
2 — We will send you an email
3 — Click the link in the email message to verify your email address and complete the process
The link expires in 2 hours.
If you do not receive the email in the next few minutes, check the spam or junk folders in your email software.

You will use this email address to log in to your account.

First name

Last name

Email address

Your account will be your email address. You must have access to this account to complete this process.

Password

Retype password

[cancel](#) [verify my email](#)

Membership **TOOLKIT**

1. Complete the **Parent/Family and Student Information** forms.
2. Complete the **Directory/Publish Preferences**.

Once the Primary Account is set up, the **Primary User** can "**invite**" other email addresses to access his/her account. This allows the Secondary User to have their own login information, but still have access to the family account.

The first time you register, you must do so from a computer. After that, you can access from your phone and can use the Membership Toolkit app.

Questions? - Please don't hesitate to contact Connie Coffee, PTSA Admin, at admin@lbspspta.org.