Getting Started With The New

**NCE PTA WEBSITE**

www.NCEPTA.org

The upgraded PTA website will be your one-stop shop for all volunteer sign-up, purchases (including event tickets), and communication. Bookmark the page and check back often!

**LOGIN**:

1. Go to [www.NCEPTA.org](http://www.NCEPTA.org)
2. Click “New User” in the upper right hand corner.



1. Follow prompt to input your information.
2. Go back to the upper right corner and LOGIN again.

\* Each parent/guardian will need his/her own login \*

\*\*A Login is required for all sign-ups and purchases\*\*

**VOLUNTEER opportunities:**

1. Go to “My Accounts”
2. Select “My Email Groups”
3. Click the box in front of any volunteer opportunities you are interested in.

\*You may edit these at any point

\*The chairperson will contact you closer to this specific volunteer opportunity.

1. Click “Submit” at the bottom of the selections.

\*A bar will flash at the top of the page that it was successfully recorded)

1. Navigate to “Volunteer” > “Volunteer Opportunities” at any time to find a list of current specific volunteer needs.

\*Specific timeslots/donations you’ve signed up for are viewable under “My Account” > “My Ops.”

**PURCHASES:** (Under the “Shop/Donate” tab)

**Membership**: Become a member of NCE PTA ($8 each)

\*\*\* Those who ordered school supply packs have completed this purchase.\*\*\*

**Birthday on Marquee**: ($25/birthday)

Celebrate your student’s birthday with his/her name on the school marquee.

(Must be received at least one week prior to date)

**Teacher Appreciation Donation**: (please consider $5/students’ teacher or more)

Help us thank our wonderful NCE teachers and staff throughout the year.

Once selections are made, go to “My Cart” to check out!

Thanks for making NCE PTA so wonderful!