



## **A Small Effort Now Can Save You Big Effort Later**

The school year is winding down, but as sure as the sun will shine tomorrow, the next school year will be coming around sooner than you expect. And that means the usual tasks of recruiting members, lining up volunteers and fund-raising.

But you can save yourself lots of effort at the start of the year by simply starting up your unit now with Just Between Friends. Just Between Friends is a web-based service that helps you in these and other PTA activities while it also provides the parents in your school community with a valuable set of tools that can help them streamline their daily activities. This suite of services is provided to you at no charge by NYS PTA in conjunction with National PTA.

## **Start up Takes 10 Minutes**

The first step to get Just Between Friends to work for your unit is to go through a group start-up wizard. The wizard asks you a set of questions related to your PTA unit, school, membership profile and officers. It's all done online and can be completed in 10 to 15 minutes. The first page even gives you a list of the information that you'll need to enter in the wizard, so you can be prepared the minute you start. The wizard should be completed by your PTA President or Membership VP.

Once you complete the wizard, it will automatically set up your unit in the system, getting you ready for the upcoming school year. It will also alert NYS PTA so we can unlock the system for your unit and get you started.

## **Taking Control of Your Unit's Destiny**

By using Just Between Friends, you'll be taking full control of your unit, making it less time consuming and fun to do many PTA tasks, and helping you get parents engaged with PTA – both as members as volunteers. In doing so, you're also giving them a powerful way to take control of their own busy lives – whether they have a single student in your school or multiple students in several schools. The key is that you will be giving each parent their own private secure account that gives them a set of tools that help them and keep you in direct touch with them on various levels.

You'll want to ask parents to create their own usernames and passwords as soon as possible after you start up your unit, because getting them to do it this year will get your PTA off to a fast start next year. We'll provide you with templates for email messages and paper flyers to let them know how Just Between Friends can help them, and showing them how they can sign up in 3 to 5 minutes.

## **Getting Started or Just Getting More Info**

If you have not yet signed up your unit, go to [www.JustBetweenFriends.com/2008QuickStart](http://www.JustBetweenFriends.com/2008QuickStart), armed with the start-up code that we gave you at the New York State PTA Convention or sent you via United States Mail. If you don't have that code handy, please contact your region director.

You can also learn more at [learnjbf.com](http://learnjbf.com).