MemberHub
Region Training
SLC 2018

Dania Welch – NYS PTA Membership/Insurance Manager
Jenn Southan – MemberHub VP Customer Experience
Frequently Asked Questions (FAQ) printed for your reference
https://app.memberhub.com/login
Misc TESTING Unit

Before you can login and participate in the site, you must confirm your email and create a password.

Check Your Email Inbox

Confirmation Code:
Enter Confirmation Code from email

Choose a password:
Password must be at least 6 characters long

Re-type your password:
Please remember your password in order to login in the future

Next »

Confirm Email and Create Password

To confirm that you own the email address, an email has been sent to daniawelch@gmail.com. Please allow a couple of minutes for delivery than check your inbox. The subject is 'Confirmation Code'. If you don't find the email in your Inbox, Spam or Junk folder, within a few minutes, please use the link below to submit a support request.

After you open the email, return here and enter the Confirmation Code found in the email. Choose a password, enter it twice, then click the 'Next »' button below.

Need Help?
Submit a MemberHub support request here.

MemberHub Support »
Complete Your Profile

1. Fill in the fields below and include your mobile phone number and provider if you would like to receive text messages from Misc TESTING Unit.

2. Click the link below to hide specific personal data from the Directory and people listings. Administrators will still have access to your complete profile.

3. When you're done, click the Next button at the bottom.

General

First Name: OfficerMiscUnit  Middle Name:   Last Name: Dania  Suffix:  
Display Name: OfficerMiscUnit Dania  
Date of Birth:  Gender:  

Phone Numbers

If you would like to receive text message notifications from Misc TESTING Unit, enter your mobile number and check the appropriate box below.

Home Phone:  Work Phone:  Ext:  
Mobile Phone:  Provider:  Fax:  

Allow Misc TESTING Unit to text message me
Empire State PTSA

Welcome!

This is your Dashboard. From here you can view activity across your hubs, keep track of upcoming events, and view social media feeds and links to other important tools.

Click the Your Hubs link at the top to drill down into a hub. There are also links to Join Hubs, the Main Calendar, and the Directory. Click your name in the upper right to access your profile, family members, and other account settings.

To get started watch the New Users Video and read the Users Guide.

RECENT ACTIVITY

UPCOMING EVENTS

PAYMENTS:

THERE ARE CURRENTLY NO OPEN PAYMENT REQUESTS.

Switch Organizations

Empire State PTSA

Misc TESTING Unit
<table>
<thead>
<tr>
<th>People</th>
<th>Hubs</th>
<th>Site Joins</th>
<th>Money</th>
<th>Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Showing 1 thru 16 of 16 People

16 people selected. Select **All None**

- Cynthia Ames (FSC)
- Liz Castelli
- Renee Daniels
- Region Director
- Laurie Fues
- Donna Imoberstep
- Kristin Roberts
- khalsea25@yahoo.com
- leeanatemount@hotmail.com
- loreyzaman@yahoo.com
- staskrowskil4@icloud.com
- nicole.perretta@gmail.com
- safiahmesinger@yahoo.com

**People Actions**
- Send a Message
- Print Selected
- Edit Tags
- Add to Hub
- Remove from Org
- Make Site Admin

**Search by Name or Email**
Enter value then press <Enter>

**Filter by Status**
- Not in any hubs (1)
- Has email address but no login/password (9)
- Email blocked (0)

**Add Person**
**Print Directory**
**Export People**
<table>
<thead>
<tr>
<th>Select</th>
<th>Hub Name</th>
<th>People</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Leatherstocking Region PTA</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Region Membership Hub</td>
<td>1</td>
</tr>
</tbody>
</table>
Every Member+Hub Site comes with an eCommerce store for organizations to sell items and collect payments online.

In addition to selling memberships, you can sell spiritwear like t-shirts, take donations for fundraising, offer tickets to events, and anything else your organization needs to collect payment for.

Setup Your Store
Every MemberHub Site comes with an eCommerce store for organizations to sell items and collect payments online.

In addition to selling memberships, you can sell spiritwear like t-shirts, take donations for fundraising, offer tickets to events, and anything else your organization needs to collect payment for.

Setup Your Store
Welcome to your Store Admin Site!
<table>
<thead>
<tr>
<th><strong>Unit Name</strong></th>
<th>Bridgeport PTA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School Name</strong></td>
<td>Bridgeport Elementary School</td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td>9076 North Rd</td>
</tr>
<tr>
<td><strong>City</strong></td>
<td>Bridgeport</td>
</tr>
<tr>
<td><strong>State</strong></td>
<td>New York (NY)</td>
</tr>
<tr>
<td><strong>Zip</strong></td>
<td>13030-9601</td>
</tr>
<tr>
<td><strong>Parent Organization</strong></td>
<td>Leatherstocking Region=00235769+06-000</td>
</tr>
<tr>
<td><strong>National PTA Id</strong></td>
<td>00017752</td>
</tr>
<tr>
<td><strong>Site Subdomain</strong></td>
<td>bportpta</td>
</tr>
<tr>
<td><strong>State Unit Id</strong></td>
<td>06-378</td>
</tr>
<tr>
<td><strong>Site</strong></td>
<td>bportpta</td>
</tr>
</tbody>
</table>

Unit Pages:
- Unit Data
- Officers

Unit's MemberHub Site URL: [https://bportpta.memberhub.com](https://bportpta.memberhub.com)
Bridgeport PTA

Unit Name: Bridgeport PTA
School Name: Bridgeport Elementary School
Address: 9076 North Rd
City: Bridgeport
State: New York (NY)
Zip: 13030-9601
Parent Organization: Leatherstocking Region (00036789-000-000)
National PTA Id: 00017752 (8 digits, include leading zeros)
Site Subdomain: bportpta
Unit's MemberHub Site Url: https://bportpta.memberhub.com
State Unit Id: 06-376

Unit Pages
- Unit Data
- Officers

GoTo Unit
<table>
<thead>
<tr>
<th>Grade Levels</th>
<th>Beginning Grade</th>
<th>Ending Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Status</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>School District</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub-Region</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Date Inactive</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IRS Status</td>
<td>Ok</td>
<td></td>
</tr>
<tr>
<td>IRS Notes / Issue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IRS Inactive Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IRS Reinstatement Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Sales Tax Notes / Issue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BEDs Code</td>
<td>251601060001</td>
<td></td>
</tr>
<tr>
<td>SEPTA Unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership Goal</td>
<td></td>
<td>120</td>
</tr>
<tr>
<td>Last Year Insurance Paid</td>
<td>2017-2018</td>
<td></td>
</tr>
<tr>
<td>Number of Buildings</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Number of Employees</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Save or Cancel
# Bridgeport PTA

## PTA Officers and Committee Chairs

<table>
<thead>
<tr>
<th>Name / Email</th>
<th>Office / Year</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kristin Douglas <a href="mailto:snackro@hotmail.com">snackro@hotmail.com</a></td>
<td>Secretary 2018-2019</td>
<td>149 Larkin Ave Canastota, NY 13032</td>
<td>m:315-333-0690 h:315-633-1279</td>
</tr>
<tr>
<td>Kristin Piraino <a href="mailto:boovey79@gmail.com">boovey79@gmail.com</a></td>
<td>Treasurer 2018-2019</td>
<td>8840 Lestina Beach Road Bridgeport, NY 13050</td>
<td>m:315-777-3243 h:315-503-5746</td>
</tr>
<tr>
<td>Kelly Pavlo <a href="mailto:kasihara8@gmail.com">kasihara8@gmail.com</a></td>
<td>Vice President 2018-2019</td>
<td>0423 North Road Bridgeport, NY 13050</td>
<td>m:315-348-8112 h:</td>
</tr>
<tr>
<td>Tom Gibson <a href="mailto:mathos34@hotmail.com">mathos34@hotmail.com</a></td>
<td>President 2018-2019</td>
<td>132 Monroe Avenue Canastota, NY 13032</td>
<td>m:315-415-1785 h:315-503-2110</td>
</tr>
<tr>
<td>Tamara Dawkins <a href="mailto:dtidawkins@gmail.com">dtidawkins@gmail.com</a></td>
<td>Membership Chair 2017-2018</td>
<td>0410 Hitchcock Road Bridgeport, NY 13050</td>
<td>m:315-633-2203 h:315-553-2002</td>
</tr>
<tr>
<td>Sarah Seleyse <a href="mailto:siseleyse@yahoo.com">siseleyse@yahoo.com</a></td>
<td>Vice President 2017-2018</td>
<td>466 Shackleton Point Road Bridgeport, NY 13030</td>
<td>m:315-727-0214 h:31867272814</td>
</tr>
<tr>
<td>Kim Eastman <a href="mailto:kim.eastman@excelbus.com">kim.eastman@excelbus.com</a></td>
<td>Secretary 2017-2018</td>
<td>2433 Wilson Point Canastota, NY 13032</td>
<td>m:315-777-3450 h:315-777-4990</td>
</tr>
<tr>
<td>Kristin Piraino <a href="mailto:boovey79@gmail.com">boovey79@gmail.com</a></td>
<td>Treasurer 2017-2018</td>
<td>8840 Lestina Beach Road Bridgeport, NY 13050</td>
<td>m:315-777-2443 h:315-503-3746</td>
</tr>
<tr>
<td>Kristin Douglas <a href="mailto:snackro@hotmail.com">snackro@hotmail.com</a></td>
<td>President 2017-2018</td>
<td>149 Larkin Ave Canastota, NY 13032</td>
<td>m:315-333-0690 h:315-633-1279</td>
</tr>
<tr>
<td>Sarah Seleyse <a href="mailto:siseleyse@yahoo.com">siseleyse@yahoo.com</a></td>
<td>Vice President 2017-2018</td>
<td>466 Shackleton Point Road Bridgeport, NY 13030</td>
<td>m:315-727-0214 h:31867272814</td>
</tr>
<tr>
<td>Kim Eastman <a href="mailto:kim.eastman@excelbus.com">kim.eastman@excelbus.com</a></td>
<td>Secretary 2017-2018</td>
<td>2433 Wilson Point Canastota, NY 13032</td>
<td>m:315-777-3450 h:315-777-4990</td>
</tr>
</tbody>
</table>
### School Year Ending

**Membership Overview Report (In Progress)**

<table>
<thead>
<tr>
<th>State ID</th>
<th>PTA Name</th>
<th>Unit Status</th>
<th>Prior Year Members Paid to State</th>
<th>Prior Year Members Past Due</th>
<th>Current Year Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>08-000</td>
<td>Central Region</td>
<td>Active</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>02-008</td>
<td>West Genesee Council</td>
<td>Active</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>03-124</td>
<td>Southside-Peterboro St, PTA</td>
<td>Active</td>
<td>0</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td>03-531</td>
<td>Cazenovia Middle School PTA</td>
<td>Active</td>
<td>0</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>03-548</td>
<td>Donald S. Ray PTA</td>
<td>Active</td>
<td>0</td>
<td>59</td>
<td>0</td>
</tr>
</tbody>
</table>

Click to view all rows and columns

### Compliance Report (DONE)

<table>
<thead>
<tr>
<th>State ID</th>
<th>Name</th>
<th>Unit Status</th>
<th>TOTAL 2017 Members Paid to State</th>
<th>Last Year Insurance Paid</th>
<th>Bylaws Expired</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-460</td>
<td>A P Wilts PTA</td>
<td>Active</td>
<td>2017-2018</td>
<td></td>
<td>Jan 1, 2021</td>
</tr>
<tr>
<td>10-298</td>
<td>A. B. Davis Middle School PTA</td>
<td>Active</td>
<td>2017-2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10-550</td>
<td>A. B. O. S. Middle School PTA</td>
<td>Active</td>
<td>2017-2018</td>
<td></td>
<td>Oct 1, 2020</td>
</tr>
<tr>
<td>04-038</td>
<td>A. Mac Arthur Barr Middle School PTA</td>
<td>Active</td>
<td>2017-2018</td>
<td></td>
<td>Apr 1, 2020</td>
</tr>
<tr>
<td>12-385</td>
<td>A. W. Becker PTA</td>
<td>Active</td>
<td>2017-2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10-101</td>
<td>Abby Lane PTA</td>
<td>Active</td>
<td>2017-2018</td>
<td></td>
<td>Apr 1, 2021</td>
</tr>
</tbody>
</table>

Click to view all 1,456 rows and 7 columns
<table>
<thead>
<tr>
<th>State ID</th>
<th>Name</th>
<th>Unit Status</th>
<th>TOTAL 2017 Members Paid to State</th>
<th>Last Year Insurance Paid</th>
<th>Bylaws Expiration Date</th>
<th>IRS Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-430</td>
<td>A. P. Willits PTA</td>
<td>Active</td>
<td>2017-2018</td>
<td></td>
<td>Jan 01, 2021</td>
<td>Ok</td>
</tr>
<tr>
<td>18-298</td>
<td>A. B. Davis Middle School PTA</td>
<td>Active</td>
<td>2017-2018</td>
<td></td>
<td>Oct 01, 2020</td>
<td>Revoked</td>
</tr>
<tr>
<td>10-550</td>
<td>A. B. G. S. Middle School PTSA</td>
<td>Active</td>
<td>2017-2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04-058</td>
<td>A. Mac Arthur Barr Middle School PTA</td>
<td>Active</td>
<td>2017-2018</td>
<td>Apr 01, 2019</td>
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<td></td>
</tr>
<tr>
<td>12-332</td>
<td>A.W. Becker PTA</td>
<td>Active</td>
<td>2017-2018</td>
<td></td>
<td>Apr 01, 2019</td>
<td>Ok</td>
</tr>
<tr>
<td>10-191</td>
<td>Abbey Lane PTA</td>
<td>Active</td>
<td>2017-2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16-169</td>
<td>Abraham Lincoln Elementary School PTA</td>
<td>Active</td>
<td>2017-2018</td>
<td></td>
<td>Jan 01, 2019</td>
<td>Ok</td>
</tr>
<tr>
<td>12-311</td>
<td>Abraham Wing PTA</td>
<td>Active</td>
<td>2017-2018</td>
<td></td>
<td>Apr 01, 2011</td>
<td>Ok</td>
</tr>
<tr>
<td>05-480</td>
<td>Academy Street School PTA</td>
<td>Active</td>
<td>2017-2018</td>
<td></td>
<td>Oct 01, 2018</td>
<td>Ok</td>
</tr>
<tr>
<td>12-258</td>
<td>Acadia PTA</td>
<td>Active</td>
<td>2017-2018</td>
<td></td>
<td>Jul 01, 2018</td>
<td>Ok</td>
</tr>
</tbody>
</table>
FROM UNIT TRAINING
Empire State PTSA Admin Console

Dashboard

13 Members
$130.00 Paid Online
$0.00 In Cash/Check
$130.00 Total

Membership by Month

PTSA Pages
- Dashboard
- Officers
- Unit Data
- Members
- Bylaws Information
- State Payments
### PTA Officers and Committee Chairs

<table>
<thead>
<tr>
<th>Name / Email</th>
<th>Office / Year</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matt Harrell</td>
<td>President</td>
<td>48 Spice Mill Blvd Clifton Park, NY 12055</td>
<td>5186567687</td>
</tr>
<tr>
<td>Sister Secretary</td>
<td>Secretary</td>
<td>28 Spice Mill Blvd Clifton Park, NY 12055</td>
<td>5186567687</td>
</tr>
<tr>
<td>Jen Southam</td>
<td>Vice President</td>
<td>34 Spice Mill Blvd Clifton Park, NY 12055</td>
<td>5186567687</td>
</tr>
<tr>
<td>Officer Misc Unit Dani</td>
<td>Treasurer</td>
<td>56 Spice Mill Blvd Clifton Park, NY 12055</td>
<td>5186567687</td>
</tr>
<tr>
<td>Dana Welsh</td>
<td>President</td>
<td>34 Wembley Ct Albany, NY 12055</td>
<td>5186567687</td>
</tr>
<tr>
<td>Matt Harrell</td>
<td>Treasurer</td>
<td>68 Spice Mill Blvd Clifton Park, NY 12055</td>
<td>5186567687</td>
</tr>
<tr>
<td>Sam Smith</td>
<td>Vice President</td>
<td>28 Spice Mill Blvd Clifton Park, NY 12055</td>
<td>5186567687</td>
</tr>
</tbody>
</table>

**PTA Pages**

- Officers
- Unit Data
- Members
- Bylaws Information
- Form 990 Submissions

**Misc TESTING Unit Admin Console**

**Add Officer**

**Holy Cannoli, they're GRADUATING!**

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PTA Officers and Committee Chairs

Add Officer

Start typing a name and if you see a matching person select it from the dropdown. Otherwise just fill in each field.

First Name*: welch
Last Name*: Dania Welch • dwelch@nyspta.org
Email*: 
Office*: 
Term*: 2017-18

Give Access to Admin Console

Add Officer  Cancel
## Misc TESTING Unit Admin Console

### PTA Officers and Committee Chairs

<table>
<thead>
<tr>
<th>Name / Email</th>
<th>Office / Year</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test User</td>
<td>Vice President 2018-2019</td>
<td>588 Smith Street Clifton, NY 12006</td>
<td>(518) 482-3808</td>
</tr>
<tr>
<td>Danja Welch</td>
<td>Corresponding Secretary 2018-2019</td>
<td>68 Sample Street Sample City, NY 12005</td>
<td>(516) 452-8808</td>
</tr>
<tr>
<td>Jenn Southan</td>
<td>Secretary 2018-2019</td>
<td>122 Jones Ave Owings, MD 20730</td>
<td></td>
</tr>
<tr>
<td>Andy Song</td>
<td>President 2018-2019</td>
<td>588 Smith Street Clifton, NY 12006</td>
<td>(518) 452-8808</td>
</tr>
<tr>
<td>Susy Secretary</td>
<td>Secretary 2017-2018</td>
<td>68 Sample Street Sample City, NY 12005</td>
<td>(516) 452-8808</td>
</tr>
<tr>
<td>Maddy Treasurer</td>
<td>Treasurer 2017-2018</td>
<td>688 Street Address Sample City, NY 12005</td>
<td></td>
</tr>
<tr>
<td>Officer/Miss Unit Dana</td>
<td>Membership Chair 2017-2018</td>
<td>46 Spice Mill Blvd Clifton Park, NY 12005</td>
<td>(518) 452-8808</td>
</tr>
<tr>
<td>Taylor VP</td>
<td>Vice President 2017-2018</td>
<td>134 Anywhere St Halfmoon, NY 12006</td>
<td>(516) 452-8808</td>
</tr>
</tbody>
</table>

### PTA Pages
- Dashboard
  - Officers
- Bylaws Information
- Form 990 Submissions
- State Payments
Add PTSA Member

You can choose to add your Members' information here on MemberHub and it will be updated for you on the NYS PTA Portal on a monthly basis or you can add your members directly on the NYS PTA Portal yourself.

Use this form to manually add members that joined your PTSA and paid with cash or check.

Member Information

First Name * 
Email Address

Last Name *
Mobile Phone Number

You must provide either an email address or a mobile phone number for each non-student member.

Member Type *
Gender *
Teacher/Staff *
Alumni/Community Member *

Memo (e.g., the name, grade, school, and/or section/teacher of the member’s student)

- Allow this person to join and access your MemberHub Site

Payment Information

School Year: 2017-2018
Dues Amount
Extra Donation Amount
Check Number (if paid by check)

- Send Member an Email Receipt

Add Member
Add PTSA Member

Use this form to manually add members that joined your PTSA and paid via cash, check or other system outside of MemberHub.

Member Information

First Name *
Last Name *
Email Address
Mobile Phone Number

You must provide either an email address or a mobile phone number for each non-student member.

Member Type *
Gender *
Teacher/Staff *
Alumni/Community Member *

Memo (e.g., the name, grade, school, and/or section/teacher of the member's student)

Allow this person to join and access your MemberHub Site

Payment Information

School Year
2018-2019
Dues Amount *
Extra Donation Amount
Check Number (if paid by check)

Send Member an Email Receipt

Add Member
This 3.5” x 2” membership card is printable as a wallet size card. After printing this card, trim the paper to 3.5” x 2” to make your wallet size card.
Empire State PTSA Admin Console

Update Bylaws
Please use the links below to easily access NYS PTA Bylaws resources and the NYS PTA Website:

- Bylaws Wizard
- Bylaws/Procedures Instructions
- NYS PTA Website

PTSA Pages
- Officers
- Unit Data
- Members
- Bylaws Information
- Form 990 Submissions
Empire State PTSA Admin Console

990 Confirmations

You may only submit one submission for each school year. If you want to redo a submission for a school year, you must first delete the existing submission for that school year.

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Fiscal Year Ending / IRS Date Due</th>
<th>Filed / Type Filling</th>
<th>Posted / Amount</th>
</tr>
</thead>
</table>

Add 990 Confirmation

PTSA Pages
- Dashboard
- Officers
- Unit Data
- Members
- Bylaws Information
- 990 Confirmations
- State Payments
Please note: This confirmation does not replace the actual filing of Form 990 with the IRS, due by November 15 of each year.

Click here to determine the type of 990 your PTA is required to file.

<table>
<thead>
<tr>
<th>First Name*</th>
<th>Last Name*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jenn</td>
<td>Southan</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email Address*</th>
<th>Position*</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:jenn.southan@memberhub.com">jenn.southan@memberhub.com</a></td>
<td>President</td>
</tr>
</tbody>
</table>

Fiscal Year Ending | IRS Due by Date 2018-11-15
---|---
2018-06-30

990 Filing* | Date Form 990 Filed*
---|---
990N | May 21, 2018

Gross Receipts* | 10000

<table>
<thead>
<tr>
<th>Unit/Council Name</th>
<th>National Unit ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAPTA TEST Unit</td>
<td>12344321</td>
</tr>
</tbody>
</table>

I confirm my PTA, PAPTA TEST Unit, filed a 990 tax return with the IRS on the date provided above.
Empire State PTSA Admin Console

You must be the Treasurer or President for the current school year to process state dues.

State Payments

You owe the NYSPTA $52.00 for 13 members for school year 2018-2019.

Send Payment via eCheck or Send a check
Empire Region Admin Console

Merchant Processing Agreement

In order to take payments online through your MemberHub site, you will need a merchant account.

MemberHub uses WePay to process all transactions. Your WePay account is free and this form is submitted using SSL so you can trust that your information is safe and secure.

1. Click the register button below.
2. Complete the sign up form in the pop up window.
3. Confirm your email - sent to the email address provided.
4. Select "Non-Profit" for organization type.
5. Select "Fundraising" from drop down menu.
6. Important: Confirm or insert "Name of Your NonProfit" as PTA NEW YORK CONGRESS d/b/a Empire Region.
7. Enter your information as authorized agent - you do not have to be the "Controller".
8. Enter your banking information and disbursement frequencies.

Register for WePay account

Questions about fees?
Empire State PTSA Admin Console

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8. Enter your banking information and disbursement frequencies.

Congratulations! Your WePay Merchant account is active.

Questions about fees?

Waiting for wepay.com...
NYS PTA MemberHub Training
https://nyspta.org/home/membership/memberhub/

Includes latest information with links to FAQ doc and links to videos

Coming soon - Links to WEBINAR Recordings (NY specific)
• Getting Started
• Online Membership/Online Payment System
• Communication
• Store Set up

MemberHub Webinars - Ongoing

MemberHub hosted Webinars and Help Articles/Videos:
https://support.memberhub.com

• How to for all other MemberHub features that are applicable to all states
• Search “Webinar” to see the current schedule of and register for webinars