

Joining Just Between Friends – Quick Reference Guide Essential. Easy. Efficient.

Just Between Friends is the official PTA communications and membership management system. Use this **private and secure** system to communicate with your entire school; manage members and volunteers; create online or print directories; and print membership cards. NPTA staff works in constant collaboration with Just Between Friends to improve the system, which is a **free** membership benefit.

How To Get Started

To get started you'll need the following information, so we recommend that you have it with you before you begin entering your unit:

- Your National PTA ID #
- Contact information for the president of your unit
- Contact information for the alternate administrator – this could be the membership chair or any person designated to be an alternate
 - The contact information you'll need for the president and alternate administrator is: name, email address and phone number
- School name
- School district
- School address
- Number of students in your school (*this can be approximate*)
- Number of households in your school (*this can be approximate*)
- School phone number (*optional*)
- Grades in your school (*optional*)
- Classes of grades in your school (*optional*)

OK, if you have all the above information at hand, you're ready to get started. It'll probably take you about 10 minutes to enter your unit, so please make sure you have the time. Visit the Just Between Friends Group Startup Wizard at www.JustBetweenFriends.com/PTAquickstart.

You'll see a screen "Welcome to the Just Between Friends Group Startup Wizard!" Notice the orange band near the top? This indicates where you are in the sign-up process.

The 1st screen is "Group Type." See how it's highlighted in the orange bar? Your group type is already selected for you (PTA), so click "Next" – the blue button on the bottom right-hand side.

The 2nd screen is "Group Identification." See how it's highlighted in the orange bar? You can see that you're in the 2nd step of signing up your unit. In the upper left-hand side, under the orange bar, enter your National PTA ID #. Then, click "Next."

Note: When you click “Next,” if you see a box pop up indicating “PTA Already Exists” that means someone has already entered your unit into the system. If you can’t find the proper log in information from the person who entered the unit, or if you don’t know who entered your unit, please call a Just Between Friends customer support member at 412-561-0600 x 0. Or, you can visit www.JustBetweenFriends.com and click on the “Contact Us” button.

But, let’s get back to the unit sign-up steps. After you click “Next” from the 2nd screen, you’ll go to the following screens. After you enter the information requested on each screen, click the “Next” button. Remember, you’ll know where you are in the process by looking at the highlighted box in the orange bar. Here are the screen steps:

3rd – Your information

If you have a JBF account, you’ll enter your user name and password. If you don’t have an account, you’ll enter your name and email address.

4th – Group information

Here, you’ll enter your PTA and school name.

5th – Membership information

On this screen, you’ll enter contact information for your president and alternate admin. You’ll also enter the start of your membership year and approximate number of students and households in the school.

6th – Other groups (optional)

Here, you’ll select the grades in your PTA.

7th – Classes (optional)

On this screen, you can enter information about the classes for each grade you’ve selected. By entering the classes in each of your school’s grades, you’ll be able to set up communications by class and create your directory by class.

8th – Admin password

The system will automatically provide you with passwords to log into the admin section. Please change your admin passwords to something you’ll remember on the “Group Admin Log In” page.

If you don’t already have a household account for your family in Just Between Friends, you’ll automatically be directed to set one up. This is because when you log into Just Between Friends, you’ll be logging into your household account, then you’ll click on the “Admin” button in the navigation bar to do your work.

Congratulations, you’ve done it – you’ve entered your unit!

Next: How To Enter Members

**Members Self-entry
Individual Manual Entry
Spreadsheet Entry**



How To Enter Members

To make this task easy, we've provided you with 3 methods to enter members – member self-entry; individual manual entry; and spreadsheet upload.

Remember, if you ever have any questions, please contact the Just Between Friends customer service team by visiting www.JustBetweenFriends.com and clicking on “Contact Us.” Or, call 412-561-0600 x 0.

If your unit used Just Between Friends last year, you don't need to enter members again. Simply ask members to log in and update their information.

Member Self-entry

This is the method we recommend because it's easiest for you. Plus, when members enter their own data, it's accurate and complete, making your communications more effective.

First, log into the system and click on the “Admin” button in the top bar to get to the Administrator Dashboard. Click on the 1st link (“View or Modify your Groups”) in the “Manage Your Groups” box. A screen will appear “View your Group.” Just scroll down and you'll see a green bar “Group Invitation Codes.” Here, you'll see your “Group Invitation Code” that you'll use to invite members to join your PTA on Just Between Friends.

If you're meeting your members in person, hand them an invitation with your “Group Invitation Code.” Invite them to join your PTA on Just Between Friends by visiting www.JustBetweenFriends.com and clicking on the green “Accept Your Group Invite” button on the top right-hand side.

If you're emailing invitations to members, go to the Administrator Dashboard and click on the 1st bullet (“Invite/Enter Somebody”) in the “Organize your People” box. This will take you to the “Invite/Enter Somebody” page. Click on “Suggested Method: Send Email Invitation.” You'll see easy-to-follow instructions to email the invitation. Your “Group Invitation Code” will appear as a link in the email. So, members just click on the link to accept it.

Then, members will follow simple steps to join your PTA on Just Between Friends.

Next, you'll receive an email from Just Between Friends with a list of people to be approved. In this email, there are simple directions to approve your members who've used the Member Self-entry method.

The instructions for members to enter their household are very easy to follow!



Individual Manual Entry

With this method, you can add members to Just Between Friends one household at a time. You'll need the family name, first name of primary adult contact and a primary email address. You **must** have an email address for each household you're entering.

Go to www.JustBetweenFriends.com and click on "Log in" and log in using your household user name and password. After you've logged in, click on the "Admin" button in the top bar. This will take you to the "Group Admin Log In" page. Enter your admin log in information and you'll see the "Administrator Dashboard."

- Click on the 1st bullet in the "Organize Your People" box. Then, select "Alternate Method" and click on "Individual Manual Entry."
- A box will appear "Please Confirm" – read and click on "I Agree."
- Enter the household name and choose your "Group Invitation Code."
- On this same screen, you'll see "Use This Email Address." Here, you'll enter the email address from which you'll send an email to the member, asking them to update the information you enter.
- Then, you can enter the households one at a time on this screen – just hit the tab key on your computer to move to the next information box in the line.
- When you're done entering all the members you want to enter, click "Save."
- A box will pop up that informs you that your information has been submitted – click "OK."
- Then, visit the "View Your People" page. Do this by clicking on "Admin" in the top bar to get to the Administrator Dashboard. Click on the 3rd bullet in the "Organize Your People" box. Look to see if the people you entered are in the right subgroups (such as class or grade).
- Finally, you'll receive an email confirming that you entered the households manually. And, the households will receive an email asking them to verify their information.

Spreadsheet Upload

Please visit www.LearnJBF.com. Here, you'll find easy-to-follow directions to add members using the spreadsheet upload method.

Remember to visit www.LearnJBF.com for the most current how-to information to accomplish all tasks on Just Between Friends and an up-to-date list of training classes. Then sign up for classes to receive live training.

Note: If you've been using OMDR and want to enter your members into Just Between Friends, please export from OMDR into spreadsheet. Then use our OMDR-to-JBF spreadsheet converter to put it into Just Between Friends spreadsheet format before importing.

