

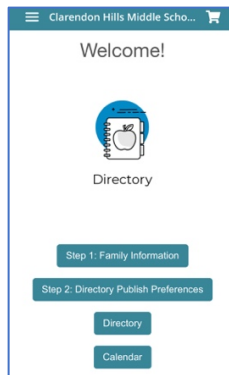
## TIPS FOR USING MEMBERSHIP TOOLKIT

The app is Membership Toolkit. The URL on a computer is:

<https://chmspto.membershiptoolkit.com/>

You were sent an email from CHMS PTO through Membership Toolkit with a link that leads directly to your personal data.

Confirming your information is simple. Follow steps one and two to enter your family information and directory preferences. Once the information is saved, you're ready to go. Here is what it looks like on your phone:



### TIP #1:

When using a computer, to switch between schools on the website, open a new browser tab and enter the URL for the other school.

CHMS URL = <https://chmspto.membershiptoolkit.com/>

### TIP #2:

To switch between schools using the App on a mobile device, click the 'stacked hamburger' menu and then click the switch organization icon on the App menu page as shown in the screenshots below. The user will then be presented with a list of all the organizations that they are associated with and from which they can select the organization to switch to.

