

Registration User Guide

First of all, you need to register yourself and your child(ren) by clicking the 'Register' button.

Fill all the information, then click the "Register" button.



REGISTER



[Home](#) / [Register](#)

Please fill in the form below to register your details with us. **If you have forgotten your password, please click [here](#).** * = Required Field

First Name *	<input type="text" value="First Name"/>
Last Name *	<input type="text" value="Last Name"/>
Email *	<input type="text" value="Email"/>
Confirm Email *	<input type="text" value="Confirm Email"/>
Telephone	<input type="text" value="Telephone"/>
Mobile	<input type="text" value="Mobile"/>
Password *	<input type="text" value="Password"/>
Repeat Password *	<input type="text" value="Repeat Password"/>
I agree to receive St Nicholas School PTA marketing emails	<input type="checkbox"/>

Sign Up - Class Mailing List

Once you have registered, you can then sign up to the class mailing lists so you can get up-to-date information from the PTA.

PLEASE NOTE: You will need to sign up to a new class mailing list each academic year, as each year the composition of the classes change. We archive/delete the class lists at the end of each year. If you have already signed up to a previous year's class it will show on your account; you can ignore that or delete it, it is up to you.

Step One

Login to the St Nicholas PTA website, select 'My Account' and click the 'Class mailing list' tab, then follow the prompt to register for class emails.

(Refer to the screen below)

The screenshot shows the St Nicholas PTA website interface. At the top right, the 'My Account' link is highlighted with a red box and a red arrow. Below the navigation bar, the user is logged in as 'ROY LI'. The 'Class Mailing Lists' tab is selected and highlighted with a red box. A yellow banner below the tabs contains the text 'Click [here](#) to register a child on a class mailing list.', with 'here' highlighted by a red box and an arrow pointing to it. The left sidebar shows a calendar of events and a committee member profile for Abbie Winters (Chair).

Home / My Account

Details Preferences Orders **Class Mailing Lists** Volunteer

Click [here](#) to register a child on a class mailing list.

WHAT'S ON

SAT 07 MAY	Hammonds End Farm - Family Lambing Visits 09:00 - 14:00
SUN 15 MAY	Hammonds End Farm - Family Lambing Visits 09:00 - 14:00
FRI 15 JUL	ST Nicholas Summer Ball 16:30 - 23:30

YOUR COMMITTEE

ABBIE WINTERS
(CHAIR)

Step Two

“**Register For A Class List**” page is shown on the screen. Fill in your child’s name and select the class your child belongs to. Enter the Class Password. (Please get your class password from your class rep.) Check the checkbox to agree to receive emails from class reps and PTA. Then click the Register for Class List button. (Refer to the screen below)

REGISTER FOR A CLASS LIST

* Child's First Name

* Child's Last Name

* Class

Class Password

I agree to receive emails from this class list

St Nicholas School PTA would like to add your contact details to our class list so we can keep you informed about class news & events. We promise only to contact you via email, will not share your information with any other companies and you can unsubscribe at any time by visiting "My Account" > "Class Mailing Lists".

[Register for class list](#) [Close](#)

Your child's name and class information should now be shown in the table. (Refer to the screen below)

If you want to register for another Class Mailing List, simply repeat the steps above.

If you find something incorrect in the class information, just simply delete the record and re-register for the Class Mailing List again.

The screenshot shows a website interface with a green header. On the left, there are two logos: a rainbow shield and a shield with a cross. On the right, there are navigation links: 'About Us', 'Shop', 'Admin', 'My Account', and 'Logout'. Below the header, the user's name 'ROY LI' is displayed. There are social media icons (Facebook, Twitter, Print, Email, Plus) and a notification bell with '0'. A breadcrumb trail shows 'Home / My Account'. The main content area has tabs for 'Details', 'Preferences', 'Orders', 'Class Mailing Lists', and 'Volunteer'. A yellow box contains the text 'Click here to register a child on a class mailing list.' Below this is a table with the following data:

Name	Class	Year	Share	Delete	Contacts	Message
Abby Li	Sapphire	2021-2022	✓		(22)	
Ella Li	Topaz	2021-2022	✓		(21)	

On the left side of the page, there is a 'WHAT'S ON' section with a calendar view showing events for SAT 07 MAY, SUN 15 MAY, FRI 15, and JUL. Below that is a 'YOUR COMMITTEE' section featuring a profile for Abbie Winters (Chair).