

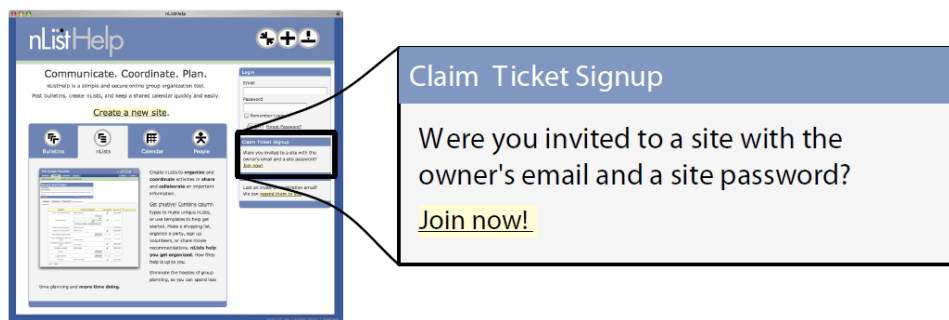
## nList Help Signup Instructions

Maybury PTA will be using nlisthelp.com to organize our volunteers and share information this year. Each classroom has its own site. Parents (**both** mom and dad) and guardians should sign up for the classroom site(s) for his or her child(ren) and each student should be added to the directory.

By registering on nList, your email will be added to the email distribution list for the school's weekly e-newsletter, *The Mallard News*. Only students added to the nList directory will be included in the hard copy of the student directory.

Follow these steps for **each site** you would like to join:

1. Using a web browser, visit [www.nlisthelp.com](http://www.nlisthelp.com). Click the link for "Join now!" under the Claim Ticket Signup section on the right side of the page.



2. On the "Join a Site!" page, type in [mesmallards@gmail.com](mailto:mesmallards@gmail.com) as the Site Owner's Email Address and the Signup Password based on the site you are joining. Type in your own email address twice. Then click "Join Site!" If you do not have your signup password, email [mesmallards@gmail.com](mailto:mesmallards@gmail.com) to request your password.
3. You will receive an email at the address you entered in Step 2. Click the link in the email. If this is your 1<sup>st</sup> time using nListHelp, fill in your profile information and create your login password. Once your profile is created, your account will be used to join other nList sites.
4. Choose the option to receive Bulletins via email. Click "Accept Membership".