



# Hinsdale Middle School PTO 2010-11 Registration & Student Directory Form

In order to have your student(s) and family listed in the HMS Student Directory, **you must enter your directory information online and have your PTO dues paid by May 28, 2010.**

Student Name(s) _____	Grade _____
_____	Grade _____
_____	Grade _____
Parent Name(s) _____	
Phone _____	E-mail _____
PTO dues per household for 2010-11 (includes 1 directory)	\$25.00 X _____ = \$ _____
Additional directories @ \$10.00 each	\$10.00 X _____ = \$ _____
8 <sup>th</sup> Grade Graduation Fee @ \$15 per 8 <sup>th</sup> grade student	\$15.00 X _____ = \$ _____
Total Amount Due = \$ _____	
Check number (please make payable to HMS PTO) _____	
Directory Registration Tracking Number _____	
Directory questions? Email <a href="mailto:data.manager@hmspto.org">data.manager@hmspto.org</a>	

To register for the HMS Student Directory online, follow these instructions:

- Please go to the HMS PTO website, at <http://www.hmspto.org>
- Click on the button labeled **PTO Student Directory Registration**. That will take you to a new website for Sheer Graphics, our directory publisher.
- If you, the parent, are a NEW USER, enter your e-mail address & password; then click "Next" and complete your contact information.
  - After you have signed in, click on the **Send Files & Orders** tab, then select the **Hinsdale Middle School PTO Student Directory 2010-11**. Enter your data and click *Send* at the bottom of the page.
- If you, the parent, are a RETURNING USER, click the "Sign In" button on the right.
  - After you have signed in as a returning user: Click the "My Jobs" tab." Locate the pull-down menu and change "Within Past 45 days" to "Within Past 24 months." Click on the relevant tracking number in the far left column. Click on "Place Re-Order." A screen with your household information will appear. Please read through all information, and make sure to change the grade level for your students. When all data is correct, click *Send*.
- You will receive an e-mail confirmation with a tracking number. *Enter that number on this form and on your check, made payable to "HMS PTO."* Place this form and the check in the attached envelope and return to the HMS school office.
  - ▶ **Problems? Step-by-step visual instructions are available at <http://www.hmspto.org>**

Please note the following:

- A second household address requires a second copy of this form & a second online registration, at additional cost.
- If you do not have access to a computer or need help, e-mail [data.manager@hmspto.org](mailto:data.manager@hmspto.org), or call Julie Liesse at 630-655-3889.
- While registering online, you also will be able to enter your e-mail address to receive the HMS PTO weekly news bulletin.
- Directories will be delivered in October, after the start of the school year.