



SCHOOL DIRECTORY NEWS!!

In an effort to further “green” initiatives, FSA is excited to announce the launch of our **online** family directory and **mobile app**

You will need to register and input your family information

Here’s how:

- Go to <https://stbarnabasfsa.membershiptoolkit.com/>
- Click on the **Log In** button or the Registration button.
- If you **already have an account** with another organization that uses Membership Toolkit you can **use the same email and password** to login. You can then proceed to the numbered steps below.
- Select "**Create Account**" and fill in the name, email, and password information.
- Click "**verify my email**" and then check your email for a link to complete the process. The link expires in 2 hours. If you do not receive the email, check your spam or junk folders.
- Once you have verified your email address, **log back in and finish the registration process.**

A screenshot of the 'Create account' registration form. The form includes fields for First name, Last name, Email address, Password, and Retype password. A green arrow points to the email address field with the text: 'You will use this email address to log in to your account.' Below the form, there are 'cancel' and 'verify my email' buttons, and a 'Membership Toolkit' logo.

Once your account has been created:

1. Complete the **Parent/Family and Student Information** forms.
2. Complete the **Directory/Publish Preferences**.



It is very important that you don't skip these forms. All other sales and volunteer forms will not load until they have been completed.

***FSA WILL NOT BE PRINTING PHYSICAL DIRECTORIES THIS YEAR**

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