

PT Avenue (Membership Database) End of Year Processing for 2017-2018 Membership Year

2017-2018 End of Year Processing for Finance and Full Versions of PT Avenue

PTAs using the **finance or full versions** of PT Avenue must complete the end of year process **by July 15** – by doing so they will be eligible for entry in a drawing where two PTAs will each receive a \$150 gift certificate to the PTA Store.

PTAs using the **finance or full versions** of PT Avenue may email support@wastatepta.org with questions about the Member Changes, Administrative, Helper Changes, or Officer Changes portions of PT Avenue End of Year. You may also contact PT Avenue support. If needed, PT Avenue offers a one-to-one session to walk you through the entire process for \$75.

Denise Hines will contact any PTA using the finance or full version of PT Avenue who does not complete end of year by July 15 with terms and conditions for moving forward with the process.

2017-2018 End of Year Processing for Membership Only Version of PT Avenue

The 2017-2018 end of year process in the PT Avenue membership database has been completed for all PTAs using the membership only version of PT Avenue.

If you find that your PTA does not have access to the database, it is most likely because there were no 2018-2019 officers on your PT Avenue board roster. Once 2018-2019 officers are elected, they should email support@wastatepta.org with the name and contact information for your PTA President, and the name, position, and contact information of the officer they want as head administrator for your PT Avenue account. Login credentials will be provided by WSPTA staff, after entering the president and head admin.