

Dear Parents of William Annin Middle School students,

We invite you to join the WAMS PTO for the school year. Our goal is 100% participation. **The instructions that follow detail how to:**

1. **Verify/change** your family information for the student directory. This is **REQUIRED** whether or not you join the PTO to maintain accurate information.
2. **Join** the WAMS PTO in one of two convenient ways
 - a. online, to pay your dues via PayPal or credit card
 - b. through the mail, if you prefer to pay by check/cash
3. **Access** the WAMS student directory on your smart phone, tablet, or desktop computer

WAMS^[SEP]PTO membership dues are \$30.00 and include:

- One (1) printed copy of the student directory. (Members can purchase additional copies for \$5 each.)
- Access to the AtoZ online directory throughout this school year via smart phone, tablet, or computer.

Donations to WAMS PTO help fulfill school, teacher and student needs. The PTO also sponsors insightful programs by expert guest speakers.

Please take a moment now to complete the following three (3) steps:

1. Verify that your family information is correct (REQUIRED):

Complete this data verification as soon as possible, but no later than September 15th to guarantee that the printed copy of the directory will contain your accurate information.

Click on the website link below for the AtoZ Directory system and enter your Username for the WAMS Directory. If you do not remember your WAMS Username, click on the 'Forgot Password?' link and enter your email address for a reminder. Once you login, simply follow a few prompts to confirm or change your family's contact information. This must be done from a desktop/laptop computer, preferably using Chrome or Firefox internet browser.

www.schooldirectoryupdate.com

2. Join the WAMS PTO by paying Membership Dues

- Pay dues ONLINE, using PayPal or a credit card. During the verification process, you will see a tab marked "Purchase". You may join the PTO, purchase extra directories, or make an extra donation to WAMS PTO. A new window will appear which will allow you to input payment information for your purchase.

Once the transaction is complete, you may close the payment window to finish with the verification process.

- Pay dues by MAIL. The PTO will also continue to accept cash and check memberships. [Click here](#) to access the membership form. Please print this form, complete and mail it to WAMS PTO at the address on the form along with your payment. *Please make checks payable to: WAMS PTO.*

3. Access the WAMS student directory online or via app on your smart device.

This online version of the directory is updated throughout the year as families change their contact information and new families are added. If you have students at multiple schools, this single app allows you convenient access to all, once you have completed the membership process for each school.

iPhones or iPads - [Click here](#) to find the AtoZ directory app in the App Store.

Android devices - [Click here](#) to find the AtoZ directory app in Google Play.

- Enter your username and password
- Voila! Lookup by Student or Parent is just a click away!

Troubleshooting:

- if you encounter a technical problem with the AtoZ website, send an email to support@atozdirectories.com for assistance.
- if you encounter any other problem specific to the WAMS school directory, reply with an email to wamsdirectory@icloud.com.

Lastly, please consider making an additional donation with your PTO dues and remember that many companies offer a corporate matching program; so take advantage of that extra donation, if applicable. We are all looking forward to another great year at WAMS!

Manasi Sovani, WAMS PTO Student Directory Chair