



TOTEM TIPS

Tips for Navigating Willard PTA's New Online Membership Platform

Willard PTA has adopted TOTEM: the new CA State PTA Electronic Membership platform to streamline our membership record keeping, our dues collection, and our dues disbursement procedures. This will reduce volunteer hours and help us maintain more accurate financial and membership records and email databases. Following are some helpful tips!

REQUIRED FIELDS

To become a PTA member using TOTEM, go to www.willardmiddleschool.org/pta to find the link to the TOTEM platform. You will need to enter full name, email address, and create a personal password in order to join. TOTEM will also automatically create an account for you (more on that below).

You will be prompted to pay the required annual dues/platform fee (total =**\$11.00**). Note that the *AUTO-RENEW* feature defaults to the “on” position, meaning you agree to have dues paid automatically in July for next school year! Some parents will welcome that feature, others not. You are welcome to manually switch this feature to the “off” position, if you prefer to turn off auto pay feature.

TOTEM will create a personal account for you when you join. If you are a member at one or more school PTAs (assuming both schools are using TOTEM), you can track and renew each membership and make and track donations to each PTA in the same account. You may use this account to track your membership status and tax-deductible donations made across the school year.

OPTIONAL ACTIONS

- Use the ***add a member*** button to create a separate membership for a relative or spouse if you wish to (requires the annual dues \$10.00 + \$1.00 for each member you add).
- Use the ***add a student*** button to list your student when you become a member of a specific school site, if you wish.
- Use the ***donation*** button to make an optional donation. At Willard PTA your donation goes to our “Willard Fund” and these monies are disbursed in our PTA budget to support Willard programs, staff, students, community building, and some Willard PTA operational expenses. Donations are tax deductible and can be made anytime during the year. All payments in TOTEM are tracked in your account for your convenience, for tax records. Donations can also be made at anytime by members and non-members by checks payable to “Willard PTA” or by using the Paypal button on the Willard website. Note that only payments made using the TOTEM platform will be logged in members’ personal electronic TOTEM account.
- Use the ***download a membership card*** button if you wish to have TOTEM issue you an automatic email with a copy of your membership card that you can open on your phone, or you can opt to print the membership card. *Willard PTA does not rely on any such identification cards.*
- Use the ***benefits*** link if you want to check out a number of benefits that you may be interested in that are sponsored by the CA State PTA. The button will take you to the *CA PTA benefits page* on their website.