Running a Staff Membership Report in Our School Pages:

1. Log into your PTA website. Click Admin in the upper right corner. (If you do not have admin access, please have your website administrator run the report and send to you or give you access under ‘Manage shared reports’.)
2. Click on ‘Order items’.



1. Then ensure you have the ‘Paid’ status selected below. (Always hit ‘apply’ if you change any selections.)
2. Select ‘Membership’ or ‘Staff Membership’ (whatever product category makes the most sense).
3. Select ‘Staff Membership’ for the product (or whatever product makes the most sense). Hit ‘apply’.



1. If you have donated staff memberships, or if something doesn’t make sense, call me at 312-320-1667. I am happy to walk you through the process. It may be your Our School Pages is set up differently.

Applying for the 100% Staff Membership Award

1. This is very important: the number you will use for staff is the total number of full time staff as certified by your principal. It is NOT the total number of staff (do not count the staff listed in the staff directory). It is a significant number less than the total number of staff, because part time staff do not count toward this total number. You can send a quick email to your principal and principal’s assistant/secretary mentioning you want to submit for a state PTA membership award and are requesting the total number of FTE (not including part time staff) at the school, and that your deadline to submit and have the principal sign the form is Friday, March 1st. Let me know if I can facilitate this process in any way.
2. If you are very close to the total FTE number when you run your report, please contact me, because I have some other tips. My number is 312-320-1667.
3. Lastly, and MOST IMPORTANTLY, the staff on your report have to be uploaded to PT Avenue before they can be counted for this award. There may also be a way to print a staff membership report from PT Avenue. I am happy to meet with you this week to figure this out, so please contact me at 312-320-1667 with any questions or issues.