



Immaculate Heart of Mary

PTO

How to use the MTK App



Membership
Toolkit

We use Membership Toolkit (MTK) for our Directory, Online Sales, Volunteer Sign Ups and Communications All Things in One Place!!

We invite you to visit: <https://ihomschool.membershiptoolkit.com/home> to see everything your PTO has to offer this year. You must create a Membership Toolkit Account to have access to upcoming calendar events, make purchases, sign up to volunteer and much, much more.

Here's what you need to do:

If you already have an account: YOU CAN BE ON ANY DEVICE:

- Login into the program
- Update all requested information
- Go to the "Store" button to pay your annual PTO due

TO CREATE AN ACCOUNT YOU MUST BE ON A LAPTOP OR DESKTOP COMPUTER

- Go to <https://ihomschool.membershiptoolkit.com/home>
- Click on the Register/Login button
- 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.
- Complete the Parent/Family and Student Information.
- Complete the Directory/Publish Preferences.
- Go to the "Store" button to pay your annual PTO dues
- Once these forms are complete, you will be presented with forms for PTO Membership, Spirit Wear, and Volunteer Opportunities. All of your School needs in one convenient place!

Once the Primary Account is set up, the Primary User can "invite" other email addresses to access his/her account. This allows the Secondary User to have their own login information, but still have access to the family account.

- Download the MTK App by searching for Membership Toolkit in the App Store or Google Play

Questions? - Please don't hesitate to contact us at IHMPTO@gmail.com