

A to Z Directories Account Setup Instructions

1. Go to www.AtoZDirectories.com/login/
2. Click under Schools, the blue 'Login' button.
3. Under the white login box, click 'Don't have an account? Signup Now'.
4. Enter UPE's zip code '19468'.
5. Select the Organization 'Upper Providence Elementary School Royersford PA'.
6. Enter your email used in Volunteer Builder.
7. DO NOT enter mobile.
8. Click 'I'm not a robot' check box.
9. Click the 'Continue' button. If you already have an account in the system (transferred from Volunteer Manager from last year), you will receive a message that an email will be sent to reset your password with the same username (your email). If you are new and do not have an account in the system, an email will still be sent to set up a new password.
10. Check your email account for an email and use the link to set/reset a password.
11. Log in choosing destination 'Upper Providence Elementary School'.
12. Select your name/email and click 'Proceed as this user'.
13. Click 'Begin Verification Process'.
14. Tab 2 will ask you to verify household data.
15. Click the orange 'Please Verify' button for each parent and student.
16. Add and edit data as needed. Please note you may check which personal data will be hidden in the school's directory (i.e. address, phone number, etc.). As a default, ALL will be shown.
17. Click the 'Next' button on the top right to visit each tab to complete the Verification Wizard.
18. Once you have completed each tab, click on the 'View Directory' button to be directed to the main search page of the school-wide directory.
19. You can always update your information at any time throughout the year by clicking on the 'Menu' button and going to 'My Account'.

A to Z Directories Instructions to Volunteer at and Event

1. Go to www.AtoZDirectories.com/login/ and log in.
2. Click the 3 line menu button in the upper left corner.
3. Select 'Event Sign up'.
4. Events will appear ordered by date.
5. Click on the event for which you would like to volunteer.
6. Event details will be shown with Event Contacts you can email if you have any questions.
7. Job slots will appear in the bottom table. You may sign up for any job slot by clicking the corresponding blue 'Sign-up' button on the right. If a job slot is full and no more volunteers are needed, it will say 'Full'.
8. If you click the 'Sign-up' button for a job slot, a separate screen will appear. Click 'Sign Me Up' in the middle.
9. Then click the blue 'Save' button.
10. You may remove yourself from a job slot anytime by clicking on it again.
11. To remove yourself, click the 'Remove Me' button in the middle and save.