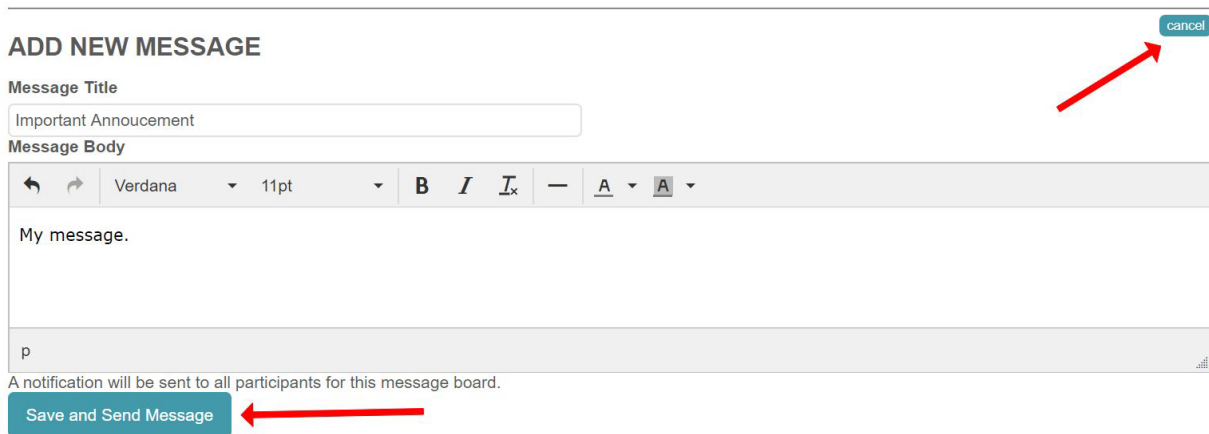1. Go to https://zervaspto.membershiptoolkit.com

2. You should see a Message Boards item in the top-menu. If you don't, you'll need to first login to your account.

| Calendar | Message Boards | My Account |

3. When hovering over the Message Boards menu, you should see all of the classrooms in which you have students enrolled. If no classrooms are available, contact the administrator at directory@zervaspto.org.

4. Select the classroom for which you are a room parent.

5. On the classroom page, you add a new message that all of the parents in the class can see, by selecting the "Add Message" button.

Messages   add message

6. After adding a message, you can save it, which will send an email notification to all of the parents in the class. Or you can select "cancel" to not send the message.

ADD NEW MESSAGE   cancel

Message Title

Important Annoucement

Message Body

My message.

p

A notification will be sent to all participants for this message board.

Save and Send Message

7. You can also add general information about the classroom by selecting "Edit Page". This will NOT send an email notification to parents when updated.

Classroom Communications - 5-Test   edit page