

Parent Organization Registration Application

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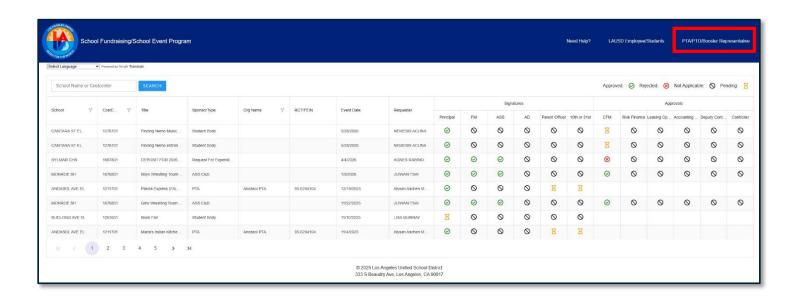
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For Parent Organization Users (PTA/PTO, Booster Club, etc.)

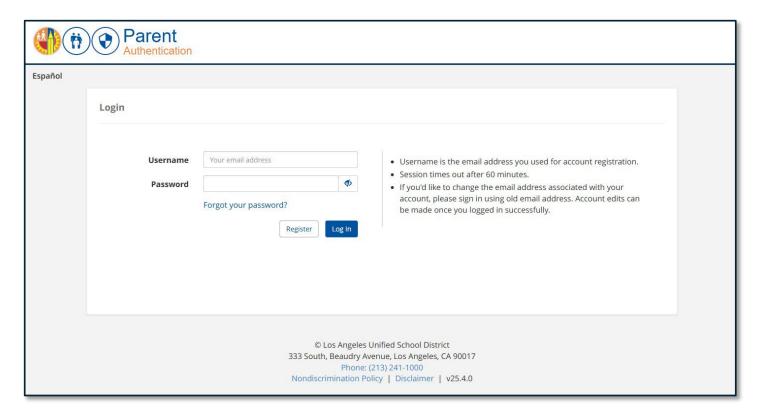
A. Requesting access to a Parent Organization

 To request access to a parent organization, go to the School Fundraising and School Event Program website at <u>www.fundraising.lausd.net</u> and click on the **PTA/PTO/Booster** Representative menu.

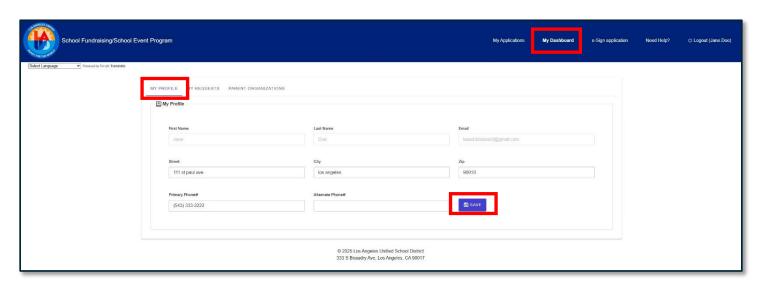




2. Enter your parent username and password and click the Log In button. To create a new account, click the Register button.

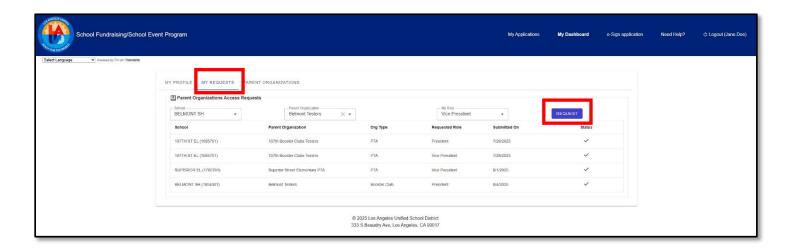


3. Click on the **My Dashboard** menu and fill out the required fields in the **My Profile** and click on the **Save** button.

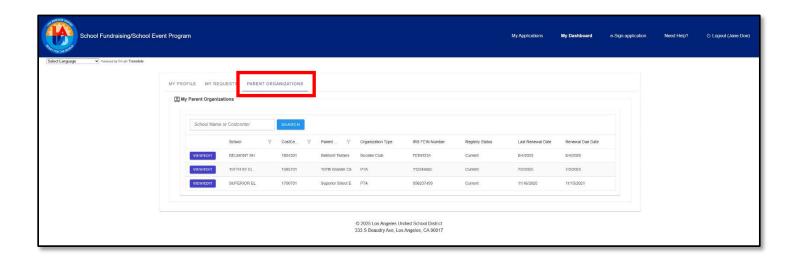




4. Click on the **My Requests** button, enter the information for **School**, **Parent Organization**, and **My Role** under the **Parent Organizations Access Requests**, and then click on the **Request** button.

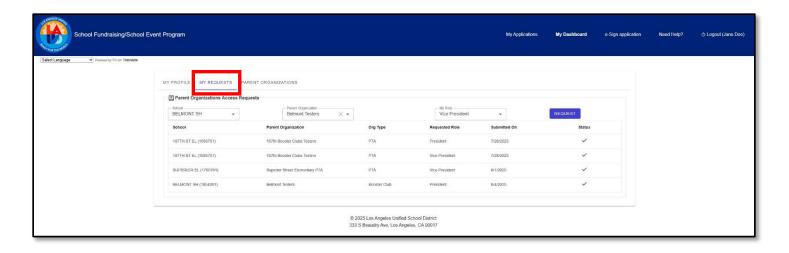


5. To check status, click the **Parent Organization** tab and search for your submitted request. Parent organizations that have an hourglass **X** symbol are currently pending. Additionally, an email notification will be sent to the principals upon submission.

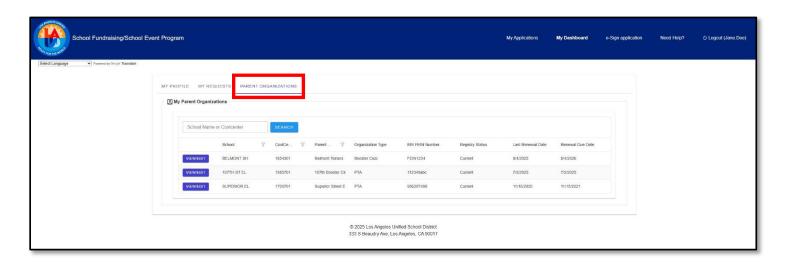




- B. Managing Parent Organization as a parent
- Click on the My Requests tab to check the status.

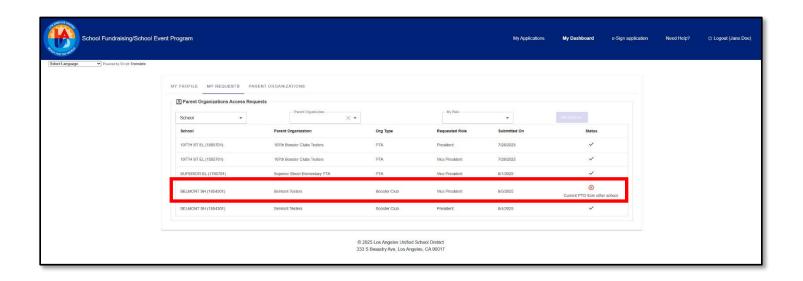


2. Approved requests can be viewed by clicking the **Parent Organizations** tab and the **View/Edit** viewed by clicking the **Parent Organizations** tab and the





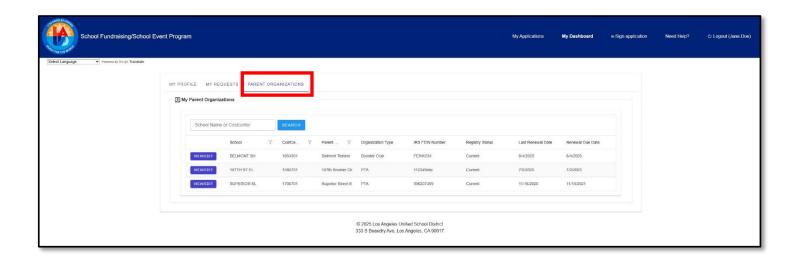
3. To view rejected requests, click on the **My Requests** tab. Look for the reject **(X)** icon under **Status**.



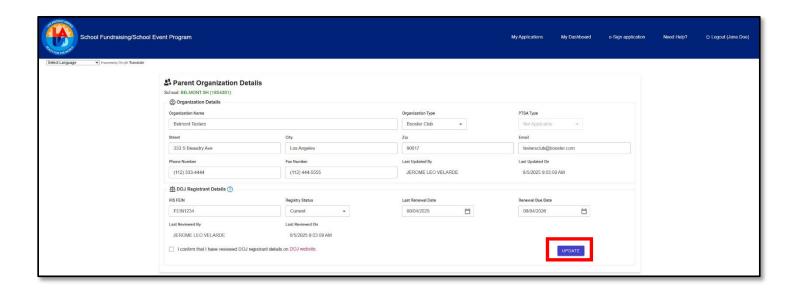


C. Editing Parent Organization as a parent

1. To edit parent organization details, click on the **Parent Organizations** tab and the **View/Edit** button.

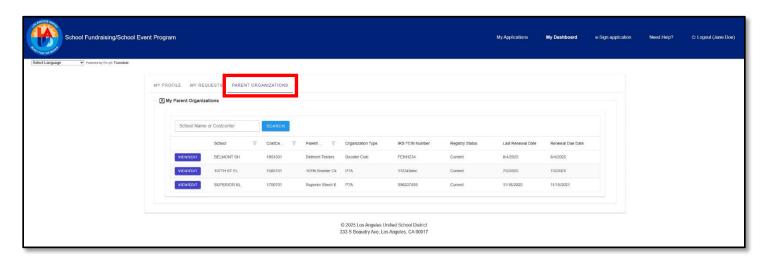


2. The following fields are available for editing: **Street, City, Zip, Email, Phone Number, Fax Number, Last Renewal Date, and Renewal Due Date.** Then, click the **Update** button to save.





- D. Approving, Rejecting, Revoking, or Reinstating Parent Organization Officer
- Click on the **Parent Organizations** tab to approve, reject, revoke, and reinstate parent organization officer role.



2. To approve, reject, or reinstate parent organization officer role requests, scroll down to the **Pending/Rejected/Ex Officers** section and click the **Approve**, **Reject**, **REJECT** or **Reinstate** button.





3. To revoke a current parent organization officer role, scroll down to **Current Officers** section and click on the **Revoke Access** button.

