

# MemberHub Directory

On the *Gower Schools PTO* site, you can communicate with other families to send invitations, confirm due dates, share copies of homework, and more. Simply **Join Hubs** (groups by grade level, classes and extracurriculars) that your student(s) are involved in.

You can also see what school-related events are happening on the **Main Calendar** and RSVP or volunteer for PTO affairs through **Signups** (by clicking on the event on the Calendar, the highlighted event listed on the right for Recent Announcements or through Signups link listed on the left of each hub page)!

Learn more about the **Gower Cares** initiative and participate by letting others know of any needs in our community (meal trains, car pooling, useful donations, etc. for any Gower family facing challenges) and/or volunteering to help out

## Login:

Visit <https://app.memberhub.com/login>. When you attempt to login the first time, enter the email address you registered for school with and choose the 2nd option, "I need to create a password" then enter your first and last name. Check your inbox for a confirmation email and click the provided link. Create a password and you're all set. If you aren't able to access the site, you may have registered with another email address. If you still aren't able to create a password, please contact your administrator at [gower62pto@gmail.com](mailto:gower62pto@gmail.com).

## General

## Site

## Layout:

At the top of all pages, you can access the main **Dashboard, My Hubs, Join Hubs, Main Calendar** and the **Directory**. The question mark will take you to help articles. If you click on your name, you will be able to access **Your Profile, Your Family Profile, Your Account** information and your **Organizations** (if you belong to more than one school, church, etc.). *Please check your profiles and account to verify your information is correct.*

## Update Your Profile, Your Family and Your Account:

In MemberHub you will find your profile and your family's profile by clicking on your name in the top right-hand corner of the page. You also have an account with MemberHub.com which consists of your login credentials and a few other global settings.

Under **Your Profile** you can:

- Upload a photo/avatar of yourself
- Edit Your Family in the link on the right
- Edit your Profile including basic information, display name and option to receive Main Calendar email and/or text reminders
- Adjust Profile Visibility to control what parts of your profile are visible

Under **Your Family** you can click on family member names to:

- Edit existing family member profiles including basic information, display name and option to receive Main Calendar email and/or text reminders
- Add new family members
- Adjust Profile Visibility for each of the members of your family including your child

Under **Your Account** you can:

- Manage your email addresses
- Change your password
- Change your notification preferences
- Edit your timezone

### **Adjust Your Profile and Your Family Visibility:**

Click **Your Profile** under your name/picture in the top right hand corner of the page. Then click **Adjust Profile Visibility** in the middle. Uncheck the fields you want to hide on your profile and click **Save Setting**. To adjust profile visibility for family members click **Your Family** under your name/picture in the top right hand corner of the page or in **Your Profile** see the **Family Members** section in the bottom right. Click on the name of the applicable family member and click **Adjust Profile Visibility** in the middle. Uncheck the fields you want to hide on your profile and click **Save Settings**.

### **Dashboard:**

The dashboard is the place to see what is going on with your groups in MemberHub. You will only see information related to your hubs. It contains a list of recent activities, upcoming events and important links. You can also click on different hub navigation links such as Messages to see any messages you have received from all of your different hubs.

### **My Hubs:**

Click on **My Hubs** to see a list of the hubs you have joined. EACH SCHOOL YEAR YOU WILL NEED TO JOIN the updated grade and class (or advisory) for each of your students. Click on the appropriate hub and go to **Hub Navigation** to see all of the tools (such as other Members, Messages, shared Files and Signups) available for that hub.

Hub Settings are accessed by clicking on the button in the bottom left of each hub. Here you can adjust your **Personal Settings**. This allows you to configure your personal notifications for a hub and calendar sharing preferences. You can select to be notified via email about announcements, new calendar events, calendar event reminders, discussion posts, and file uploads. For certain items you can also select to be notified via text message.

### **Join**

### **Hubs:**

Scroll through the pull-down menu to select the hubs you would like to join, in addition to classes, such as clubs or extracurriculars. You can remove any hub you join by going to Hub Settings and clicking Leave Hub. OVER THE SUMMER ALL GRADE HUBS WILL BE EMPTIED.

For detailed instructions on how to use the tools above, please visit the **Parents and Other Users** section at [support.MemberHub.com](http://support.MemberHub.com).