

We invite you to visit <https://bfpto.membershiptoolkit.com> to update your child/children's information.

Here's what you need to do:

- Go to <https://bfpto.membershiptoolkit.com/home>.
 - Click on the Register/Login button.
 - If you already have an account with another organization that uses Membership Toolkit you can use the same email and password to login. You can then proceed to the numbered steps below.
 - Select "Create Account" and fill in the name, your email address (the email you gave for your child's school registration), 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.
1. Complete the **Parent/Family and Student Information**.
 2. Complete the **Directory/Publish Preferences**.
 3. Once these forms are complete, you will be presented with forms for all of your Back-to-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.