



From the PTO: Buzz Book Instructions

1a. How to Access the Site as a New Family

1. Click **this link** or **type** this address in your URL bar <http://bit.ly/newabbott>.
2. Enter the student's **last name** and your **family's primary email address**. Click **Continue**.

3. Proceed to the [2. How to Update/Enter Family Information](#) section.

1b. How Access the Site an Existing Family

1. Click the **appropriate link** from the email when received (if accessing as an existing family). Be sure to check all e-mail accounts if you do not receive an e-mail in your primary account. If you do not find the e-mail in any of your email accounts, then please contact the Buzz Book Committee at abbottptofundraising@gmail.com.

Please confirm your family's data for our school directory/Buzz Book before 9/15/2014 (confirmation deadline).

After this date, the Buzz Book committee will complete the confirmation family validation process and begin granting online access to those families who purchased the Buzz Book. Our goal is to provide you access to the online Buzz Book as quickly as possible. The print copy of the Buzz Book will soon follow.

Your information privacy is important to us, and if there is any information you do not want viewed on the online directory or not published in the paper copy, you will have the opportunity to not display that information – our district policy is "opt-out". This means, a family is automatically included in the directory unless they specifically opt out when confirming their data. In this case the privacy flags will not be checked. Parents that do not update their data will be displayed as entered. This is why it is very important that you log in and verify your information and you decide your privacy options. Remember: the only people who have access to the online directory are other Abbott families.

The Grace Abbott PTO reserves the right to send you e-mail messages regarding PTO announcements, meetings, or activities. Your e-mail will not be spammed nor shared or sold to any other person or business outside of this directory.

[MySchoolAnywhere.com](http://help.myschoolanywhere.com/support/solutions/articles/180383-what-security-features-are-built-into-your) privacy and security policy: <http://help.myschoolanywhere.com/support/solutions/articles/180383-what-security-features-are-built-into-your>

The link is provided for you below. Simply click on the secure link and review your family's data. Make any changes and save to update.

If you have any issues or questions, please feel free to contact the Buzz Book Committee at abbottptofundraising@gmail.com. Please use the subject "Buzz Book Question" so your e-mail will be directed to the correct person quickly.

https://www.myschoolanywhere.com/confirm_start_a5w?UID=6504119577634b2fa9ff463e74011b1



2. How to Update/Enter Family Information

1. Scroll down, Edit or enter the **Student Names** in your family that attend Grace Abbott. Click **Edit** to enter the appropriate **teacher name**.



From the PTO:

2. Confirm/Edit/Enter your family's **Parent Information**. Select a **Primary Email**.

Review your Household Information

Parent #1

First Name: John Last Name: Doe
Phone Description: Dad cell Phone: (402) 555-5555
Email: Example@email.com

Parent #2

First Name: Jane Last Name: Doe
Phone Description: Mom cell Phone: (402) 555-5555
Email: Example@email.com

Primary Email

Parent 2 Default email used for communication

3. Confirm/Edit/Enter your **family's address**. Update if necessary.

Home Phone and Address

Home Phone: (402) 212-1569
Street: 15703 Decatur St
Zip: 68118 City: Omaha State: NE
[Get City / State](#)

Additional Information

Use this field to add additional information you wish to display in the directory.

4. Confirm/Edit/Enter the **2nd household information** if necessary. If you do not have a 2nd household leave this section blank.

Review 2nd Household (if applicable)

Parent #3

First Name: Last Name:
Phone Description: Phone:
Email:

Parent #4

First Name: Last Name:
Phone Description: Phone:
Email:



From the PTO:

- Select your family's **Display Settings**. This is where you indicate how you want your family's information to appear in the online directory and the paper copy of the Buzz Book. If you have not opted out in the display settings by the end of the confirmation deadline your family's information may be published in the Buzz Book.

4 Review your Directory Display Settings

Please review your directory display and print settings. Checked items indicate exclusion from display.

Print Directory

Don't Print any Family Information **Check** if you DO NOT wish to be displayed in the print directory

Online Directory

Don't Display Online **Check** if you DO NOT wish to be displayed in the online directory

Household Exclusions

Household 1: check to exclude the following

Phone: Address Email

Household 2: check to exclude the following

Phone: Address Email

- Enter any necessary **Comments** to the Buzz Book committee. Then confirm your selections by entering your **Initials**. Click **Save and Confirm**.

5 Save and Confirm

Comments to share with the school (will not display in directory).

Initial to confirm the above information is correct.

Authorization Initials

- OPTION 1:** You will then be directed to a page where you can purchase the Buzz Book. If you purchase the Buzz book for \$3.50 will get a paper copy and access to the online directory. Once you are in the cart, you can change the quantity to the number of paper copies you would like to have. Each additional copy will be \$3.50.

This is where you will purchase your online access and/or paper Buzz Book. You can also pay by cash or check using the form provided to you in the Gator Tales or on <http://graceabbottpto.com/>

You will receive a link in your e-mail when access has been granted (this will be sometime after online confirmation is closed on September 15 and family/class information has been updated).

You will also receive your printed Buzz Book as soon as all family information has been updated and confirmed, formatted and printed. This may take some time after the online confirmation date is closed, thank you for understanding.

Please be sure to read the weekly Gator Tales for any other information regarding school and PTO announcements and meetings.

Thank you for your order.

Abbott PTO Buzz Book Committee

Your Cart

★★★★★ **Buzz Book Online & Print Copy**
Purchase your online access to the Buzz Book and a paper copy of the Buzz Book. >

\$3.50

<< >>



From the PTO:

8. Click the right arrow to open the shopping cart dialog, pick your quantity and choose a student for the paper copy Buzz Book to be delivered to. Click Add to Cart, and then click on the red Your Cart button (see image #7) to complete the transaction.

9. OPTION 2: You can also skip steps 7-8 if you would like to pay by cash or check. Please use the form below to make your purchase.

Buzz Book Cash/Check Order Form

Before purchasing the Buzz Book, please confirm your family/student information online! New families go to the web address: <http://bit.ly/newabbott>. Existing families please check all e-mail accounts and click on the confirmation link on the bottom of the email. ***IF YOU ORDERED ONLINE, YOU DO NOT NEED TO USE THIS FORM ***

Parent Name: _____

Send the book home with Child Name: _____

Teacher: _____

Number of Books at \$3.50 each: _____

Total Enclosed: \$ _____