

# MemberHub Cheat Sheet

## Parents and Other Users

We will be using a new site and app MemberHub for our parent communication this year. It's a centralized location for Newsletters, Room Parent Communications, Sign ups, our Calendar, Fee Payments and more!

### Logging into your School Site

Visit <https://app.memberhub.com/login>. Enter your email address and choose the 2nd option, "I need to create a password" and enter your first and last name. Check your inbox and click the link in the confirmation email. Create a password and you're all set.

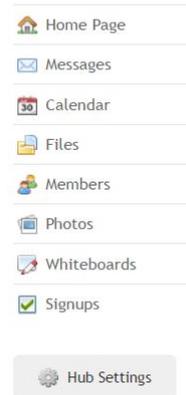
### General Site Layout

At the top of all pages, you can access all of **Your Hubs**, **Join Hubs**, navigate to **Dashboard**, access your **Main Calendar** and **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.)

### Your Hubs and Hub Navigation



#### Hub Navigation



Your Child's class and any clubs or committees will be Hubs. The room parent or group leader will be able to communicate with you and your whole group by email and text, whichever you prefer!

You will be able to pay for PTA membership, spiritwear, etc securely online.

Click on **Your Hubs** to see a list of joined hubs. Click on the appropriate hub and go to **Hub Navigation** to see all of the tools available for that hub. Here you will see the tools above including messages, files and signups.

### Dashboard

The dashboard is an excellent 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 all the messages you have received from your different hubs.

### Hub Settings

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. For notifications you can select to be notified via e-mail 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.

## Update Your Profile, Your Family and Your Account

In MemberHub you will find your profile and your family's profile in the top right hand corner under your name/picture. 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

**This will replace our paper directory this year. The Directory is a great tool for staying in touch with classmates about homework, playdates, etc. Please update your information . You can control what information you share.**

## 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**.

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).