



Friends of Abercorn website

www.pta-events.co.uk/abercornfoa

Welcome to the new Friends of Abercorn (“FOA”) website. This website has been designed to share information regarding FOA-sponsored school activities and events and allow you to communicate with parents in your child’s class.

If you have any questions, please email foa@friendsofabercorn.co.uk.

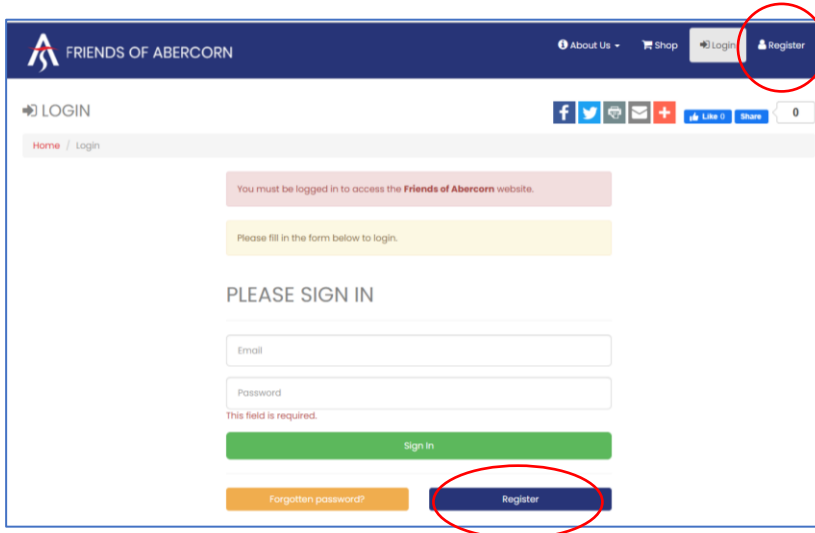
Click heading to jump to:

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Create an account

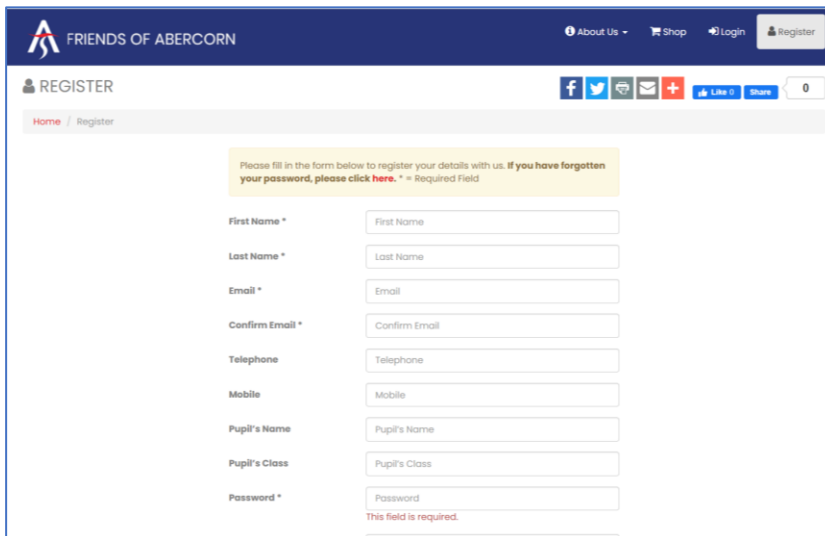
*Please note that multiple parents may enrol for FOA communications. Only one parent should assign a child under their profile.

- 1) Go to www.pta-events.co.uk/abercornfoa.
- 2) Click on *Register* in the top right corner or blue button on the bottom centre.



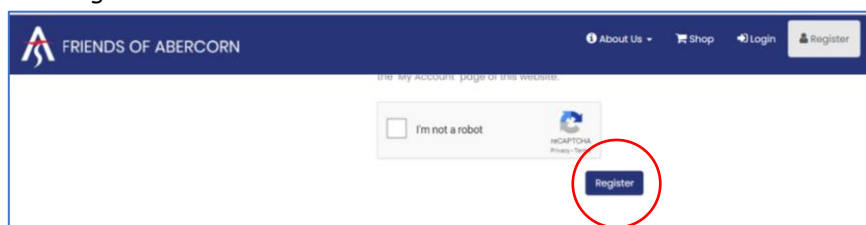
The screenshot shows the 'LOGIN' page of the Friends of Abercorn website. At the top right, there are links for 'About Us', 'Shop', 'Login', and 'Register'. The 'Register' link is circled in red. Below the navigation bar, there is a message: 'You must be logged in to access the Friends of Abercorn website.' followed by a prompt: 'Please fill in the form below to login.' The form has two input fields: 'Email' and 'Password'. Below the 'Password' field, it says 'This field is required.' There is a green 'Sign In' button and an orange 'Forgotten password?' button. At the bottom center, there is a blue 'Register' button, which is also circled in red.

- 3) Complete the requested fields. This information is to register for the site, *not* adding your child to their class (as shown on page 3).



The screenshot shows the 'REGISTER' page of the Friends of Abercorn website. At the top right, there are links for 'About Us', 'Shop', 'Login', and 'Register'. Below the navigation bar, there is a message: 'Please fill in the form below to register your details with us. If you have forgotten your password, please click here. * = Required Field'. The form has several input fields: 'First Name *', 'Last Name *', 'Email *', 'Confirm Email *', 'Telephone', 'Mobile', 'Pupil's Name', 'Pupil's Class', and 'Password *'. The 'Password *' field has a red error message: 'This field is required.'

- 4) Please check the boxes to opt into communications. This will keep you notified of events, news and class discussions. You may opt out of these communications at any time.
- 5) Complete the "I'm not a robot" questions.
- 6) Click *Register*.

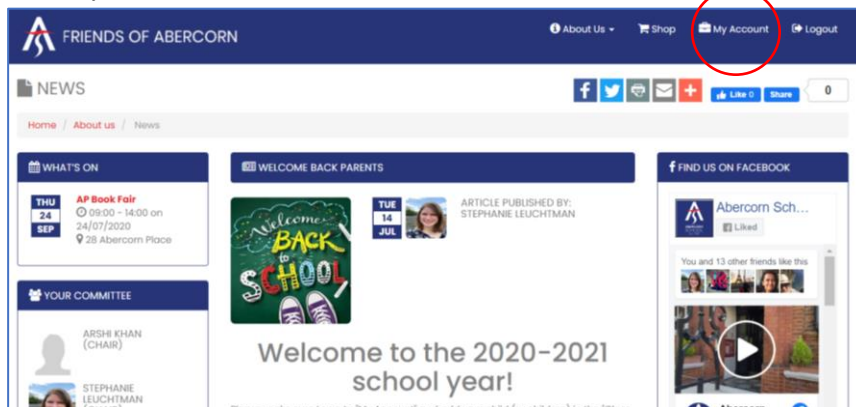


The screenshot shows the bottom part of the registration page. It features a CAPTCHA section with the text 'I'm not a robot' and a 'REGISTERED' button. The 'REGISTERED' button is circled in red.

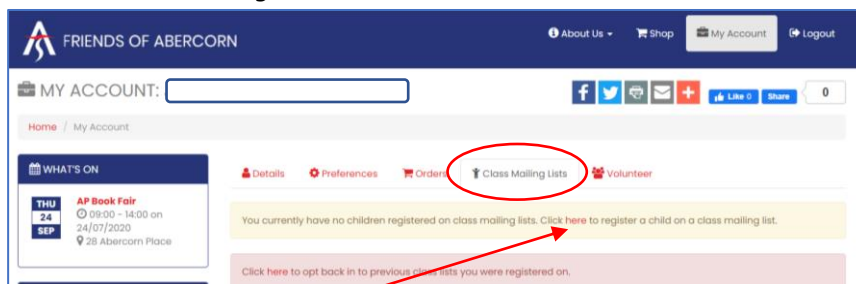
Add your child to their class list

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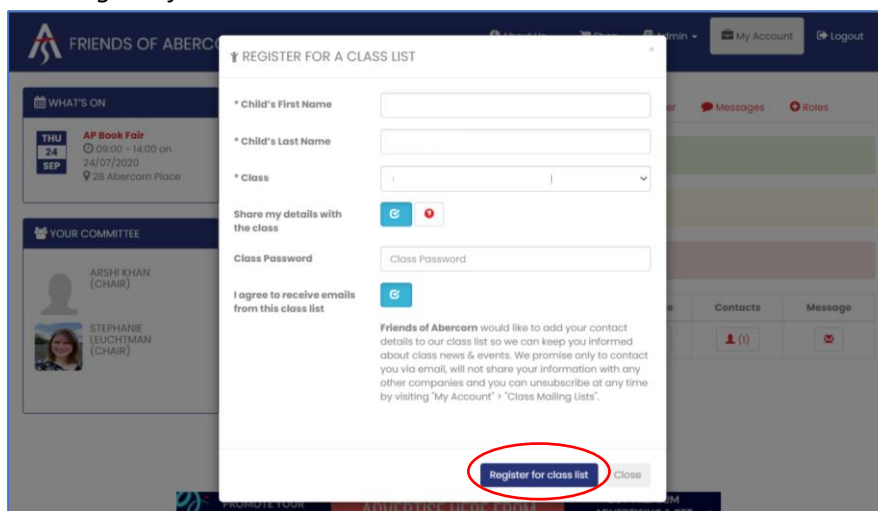
- 1) Click *My Account*.



- 2) Click the *Class Mailing Lists* tab.



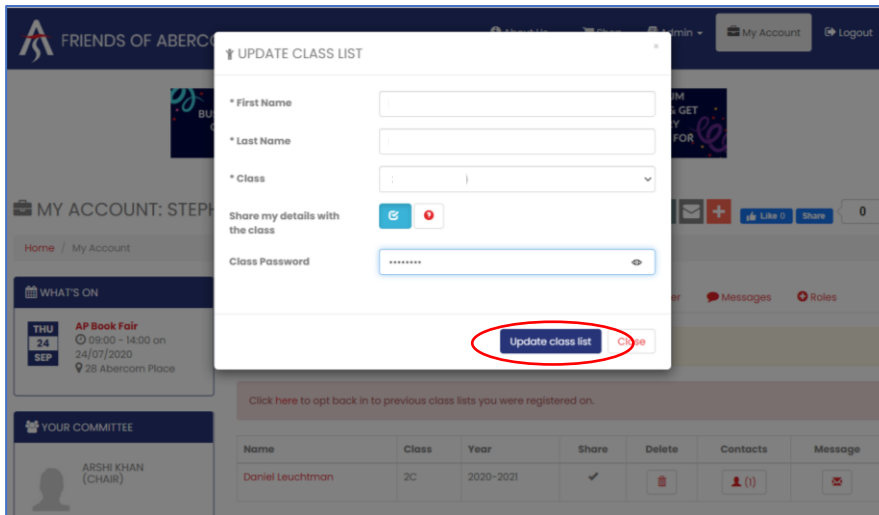
- 3) Click the *Click here* link on the website to register one child at a time.
- 4) Add your child's details. If you are unsure which class your child is in, or classes have not yet been added for the current calendar year, please chose the option "I don't know" at the bottom of the dropdown list and we will work with you to identify your class.
- 5) The 2020-2021 class passwords are "abercorn".
- 6) Check the box to receive emails from your class.
- 7) Click *Register for class list*.



- 8) Please repeat for each child enrolled.

Update your child's class

- 1) Click on *My Account*.
- 2) Click on the *Class Mailing Lists* tab.
- 3) Click on your child's name.
- 4) Update the required fields. (The 2020-2021 class passwords are "abercorn".)
- 5) Click *Update class list*.



The screenshot shows a web application interface for 'FRIENDS OF ABERCORN'. A modal window titled 'UPDATE CLASS LIST' is open, containing the following fields:

- * First Name:
- * Last Name:
- * Class:
- Share my details with the class:
- Class Password:

At the bottom right of the modal, there is a blue button labeled 'Update class list' and a red 'Close' button. The 'Update class list' button is circled in red.

Below the modal, there is a table with the following data:

Name	Class	Year	Share	Delete	Contacts	Message
Daniel Leuchtman	2C	2020-2021	✓			