



August 18, 2014

Dear Parents,

Root is adopting a new communication tool called MemberHub.com. MemberHub helps schools create one central online place for staff and parents to communicate, collaborate and get organized in a **private and secure** environment, and we need your help by making sure you create your account.

YOU NEED TO CREATE YOUR ACCOUNT

You will receive an email from Memberhub. When you're ready to create your own login, go to <https://root.memberhub.com> or click on link in email from Memberhub.

Select "**I need create an account**" option. Follow the instructions to create a password and verify your email address (for your security). Then, **please complete your full profile** upon joining the system.

With MemberHub you can:

- Communicate with parents and staff through online discussions
- Access a private online **school directory**
- Receive text message notifications
- Share photos in a safe environment
- Access documents and newsletters
- Share school calendars with automatic event reminders
- Signup for volunteer opportunities

So what does this mean?

You will be added to private online groups called hubs for your students' classroom(s) and you will be able to receive email and text message correspondence from the school. Once you create your account you will be able to login and access your own profile, files, photos, signups and school directory. **You can also adjust your personal notification preferences.**

MemberHub will send you training emails...

Upon creating your account, you will receive an email with a link to the 3-minute **New User Guide** video. Please watch this video at your earliest convenience. A few days later you will also receive 2 emails with user tips like how to subscribe calendars, access files, and receive text message notifications.

If you have an iPhone, you can download the FREE MemberHub app from the App Store