

RAMAPO APTS ACCOUNT REGISTRATION INSTRUCTIONS

The Ramapo APTS is continuing to use the online system for eblasts, membership, fundraisers and other important information. **The only way to receive many important announcements regarding APTS-sponsored events and information is to register your email address in the APTS system.** Please be assured your email is NOT shared with any other source. We hope you will join the APTS for \$30, but it is not necessary in order to have your email registered.

If you already have an account.

- Go to www.rhsapts.org and log-in
- Update all your information under “**My Info**”, “**My Profile**”
- Verify your student’s grade level and guidance counselor under “**My Info**”, “**My Students**”
- Support the APTS this year by joining for only **\$30**
- Also consider: joining Athletic Boosters, donating to FLOW Follies, subscribing to the school newspaper Rampage, and check out the great fundraisers, school apparel, spirit items, and club information.

If you do not have an account, please follow instructions below.

TO ACCESS APTS INFORMATION AND BE INCLUDED IN THE DIRECTORY—DO THIS FIRST

Step #1 - LOG-IN – FOR NEW ACCOUNTS

1. Go to www.rhsapts.org
2. Click “**Create your account**” (under “Welcome, New Visitors” on the right hand side). Enter your information and click “**Continue**”.

Step # 2 – VERIFY (you must verify your account information after you create your account. This enters you into the Student Directory and into the APTS eblast database). *If you do not want to be included in the directory, you will be able to opt-out during this step.*

1. Click “**My Info**”.
2. Select “**My Profile**” and add all requested information.
3. Save your changes by clicking on the “**Save**” button.
4. Click “**My Info**” menu again and select “**My Students**”.
5. Click “**Add New Student**” enter all required information including grade and guidance counselor. Make sure you select “Ramapo High School”—Indian Hills is also listed.
Please note: Your information in the Directory will be exactly as you enter it.
6. Click “**Save Students**” to save your changes. Now your account is set up and your Directory Information is entered! Now on to the Forms & Fundraisers...

Step # 3 - ORDER

1. Click “**FOR SALE**”
2. Click “**APTS Membership RHS 2018-2019**”.
3. Enter “1” in the quantity for **APTS Membership**.
4. Please note that the Student Directory will be available free to members **ONLINE** through your APTS account. The **APTS Mobile Directory App** will be available free to members online; **if you downloaded a Directory App last year you need to re-register a new Registration Key** (see Directory App Flyer).
5. Click on “**Add to Shopping Cart**” at the bottom of the screen.
6. **Return to shopping** to check out any of the other fundraisers available.
7. Click on “**Check Out**” when you are done. Follow the instructions to pay for your order.
8. You will be asked at Check-Out for DIRECTORY APPROVAL and you will be notified of our Privacy Statement.

Make sure you also check out the non-APTS Fliers & Forms available on the “Summer Mailing Forms” tab. The non-APTS Forms must be printed and mailed with payment. You can return to the website “FOR SALE” page at any time to make additional purchases. You can review your orders at any time by clicking “**MY Info**” - “**My Orders**”