

How to get the: **Grizzly Guide**

The Grizzly Guide is Greenwood's PTCO weekly e-newsletter - sent out each Sunday evening - informing you of the **events happening each week** and other **important school information**.

Want to order a yearbook or spirit wear? You need to receive the Grizzly Guide. **Want to know when the Back-to-School Picnic is?** You need the Grizzly. **Want to know how to support our amazing staff?** Grizzly. (You get it.)

New families

Step 1

Visit ptoffice.com

Even if you are a **new family**, select **LOG IN** (although you won't have an account yet.)

- Enter your email. When it doesn't find it, the **LOG IN button will change to REGISTER.**
- When prompted for state and organization, select:
 - Colorado
 - Greenwood Elementary PTCO

(This is important so you are connected with the correct account.)

Enter the following password:

Grizzly2223

Follow prompts to enter your contact information.

When asked about a household in the organization, select **NEW FAMILY**. You will then be directed to a landing page with your profile.

Step 2

Enter your contact information and add family members and children.

Step 3

Click on the green header - Email Groups. Select **"Organization-wide Emails."** You must select this to receive the Grizzly Guide.

Remember to save!

Returning families

Step 1

Visit ptoffice.com

Select **LOG IN** and sign in with your account information.

Step 2

Review your contact information and update any changes.

Step 3

Click on the green header - Email Groups. Select **"Organization-wide Emails."** You must select this to receive the Grizzly Guide.

All families

If the green check mark is next to your information, you are consenting to have it shown in the school directory. Review each field for what you want displayed and what you want hidden. More info regarding the directory will be sent at a later time in the **Grizzly Guide, so make sure you're signed up!**



For questions or help, email greenwoodgrizzlyguide@gmail.com