



Dear Polk Parents and Teachers,

Our PTA is using a new web-based tool for communication. The site is called Just Between Friends ([www.justbetweenfriends.com](http://www.justbetweenfriends.com)).

The site is **FREE!** With it, you can ...

- View upcoming events and get e-mail reminders.
- Sign up for volunteer activities.
- Read weekly updates of everything happening at Polk!
- Contact other parents in PTA.

**To use this site, you need to join and create an account. Here's how:**

1. Go to [www.justbetweenfriends.com](http://www.justbetweenfriends.com)
2. Click on "Click here to accept your group invitation."
3. Enter the group invitation code: **14249tok**
4. Type your e-mail address.
5. Open up your e-mail account. Look for an e-mail from Just Between Friends. Copy the activation code.
6. Paste the code into the box that you see on the Just Between Friends site (with the heading, "Household Wizard").
7. Choose a username and password.
8. Enter your name and, if you wish, the names of others in your family.
9. You **don't** need to enter any personal information — just a name and zip code.
10. To join groups within our community, go to the next screen. Select the "James K. Polk" group box (so that a check appears) and select boxes for subgroups you would like to join. You can join groups for your child's grade or to volunteer.
11. Click "Finish." You're all done! Use your username and password to log into the site.

Questions?  
Contact Polk PTA President Betsy Wong,  
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**PTA**<sup>®</sup>  
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