

To register your family in The Groupery for the first time:

To sign up for the Groupery, go to <http://www.thegroupery.com/registration/montclair>, the page should have the question
“Want to join Montclair Community?”

Then click “Next” to start the registration.

Fill out information in the screen for you. Review the Site Use Policy, and click “I agree to these terms”. Fill out Optional Information as desired. Click next.

1. In the Family information, fill out the address and home phone numbers. The home information should be for the primary residence of the child(ren).
 - a. If your name is already taken by another family in the groupery, please change it in some way, such as “Smith Family 1” or “Smith Family of Montclair”. List your family name first to alphabetize properly, “Smith Family” not “The Smith Family”.
 - b. If necessary, to put in 2 addresses use the initials of the first name in the following format: A: 510-555-1111, B: 510-555-1234, where the parents are Allison and Burt.
 - c. Click on Add Family Members and add other guardians or children. Register children as “child” not “child with active login”. Register adults as adults.
2. Click next, and go to the involvement page. Check Guardian for Adults and Student for children.
3. Click Next to submit your application.
4. You will then be in the Groupery, pending final approval. A Groupery Manager will approve your application and you will receive a confirmation email.
5. Don’t forget to add “thegroupery” to your message filters, so that if “to”, “cc”, or “from” contains “thegroupery”, move message to the Inbox.