

STEPS TO PAYING YOUR PARK SLOPE PARENTS MEMBERSHIP FEE

1. **Go to <http://parkslopeparents.clubexpress.com/>**
(NOTE: cut and paste the address into another browser so you can keep this document open)
2. **Click the Member Login** (or “Already a member? Button)

Park Slope Parents - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://parkslopeparents.clubexpress.com/content.aspx?page_id=0&club

Most Visited NYUHome YouTube - Broadcast ... Park Slope Parents Halloween Folder Phanfare and Other S... Guido Daniele

Google Search

Bookmarks Check AutoLink AutoFill Settings

YouTube - James Taylor - Sweet Baby ... Park Slope Civic Council's Albums Park Slope Parents

Park Slope Parents

JOIN OUR COMMUNITY

Member Login

Home

>> Benefits

>> Contact Us

>> FAQ

>> Member Signup

Logged out. Thanks for visiting!

Already a Member? Click here

Hello New Members

Park Slope Parents is open to parents with children of all ages in Park Slope, Brooklyn, New York and surrounding neighborhoods. We also welcome those soon-to-be parents to join us.

Park Slope Parents maintains members-only Yahoo! Groups and a publicly accessible web site. We also help organize local family events such as: the Spring Fling, the Harvest Festival and Park Slope Parents' Kids' Music Concerts. Check out our [PHOTOS!](#)

THE YAHOO! GROUPS

Park Slope Parents maintains two different lists for our members via Yahoo! Groups.

The Main List (<http://groups.yahoo.com/group/ParkSlopeParents/>): This list

Add Me To Your Mailing List

Park Slope Parents is the go to resource for parenting in Park Slope, Brooklyn and the surrounding environs.

To contact us, please email us at membership@parkslopeparents.com.

3. LOG IN OR

(IF you don't have your username and password, click "Forgot My Username/Password" and they'll send you another one immediately)

The screenshot shows the 'Park Slope Parents' website with a 'JOIN OUR COMMUNITY' header. A navigation menu on the left includes 'Home', 'Benefits', 'Contact Us', 'FAQ', and 'Member Signup'. The main content area is titled 'Login' and contains a text box for user credentials. Below the text box, there is a red instruction: 'If you don't know your username and password, click "Forgot My Username/Password". It will prompt for your email address and if found, the system will email your username and a new temporary password to you.' There is also a link for 'Trouble logging in? Click here for assistance.' The form includes fields for 'User Name' (marked as required) and 'Password', a 'Remember me on this computer' checkbox, and three buttons: 'Login', 'Cancel', and 'Forgot My Username/Password'. The footer contains site navigation and copyright information.

Forgot your password or didn't receive a letter?
Click this button and fill in your email address. The system will send you a new password right away,

The 'Forgot Password' dialog box prompts the user to enter their email address. The text reads: 'Enter your email address below. If your email address is on file, a new password will be emailed to you. If your email address is used by more than one member, you may also enter your first name to help us identify you.' There are input fields for 'Email Address' and 'First Name', and 'OK' and 'Cancel' buttons at the bottom.

4. CHANGE YOUR PASSWORD

(NOTE: You can change your username too if you want)

5. CLICK SAVE

Park Slope Parents

JOIN OUR COMMUNITY

Welcome, Nancy
[Logout](#) [Profile](#)
[Renew](#)

>> [FAQ](#)
>> [Contact Us](#)
>> [Home](#)
>> [Forums](#)

Park Slope Parents is the go to resource for parenting in Park Slope, Brooklyn and the surrounding environs.

To contact us, please email us at membership@parkslopeparents.com.

Home • [Member Profile](#) • [User Name and Password](#)

Your membership expires soon. Please click the 'Renew' link to renew online.

You must change your password before proceeding

User Name and Password

Some areas of our web site are only available to members. Your username and password allow you to log into the site to access these features. The name you choose must be unique within the club.

User Name

Password

Re-enter Password

Passwords should be from 5 - 10 characters long and may only include letters, numbers and the underscore character.

Remember me on this computer

[Print This Page](#)

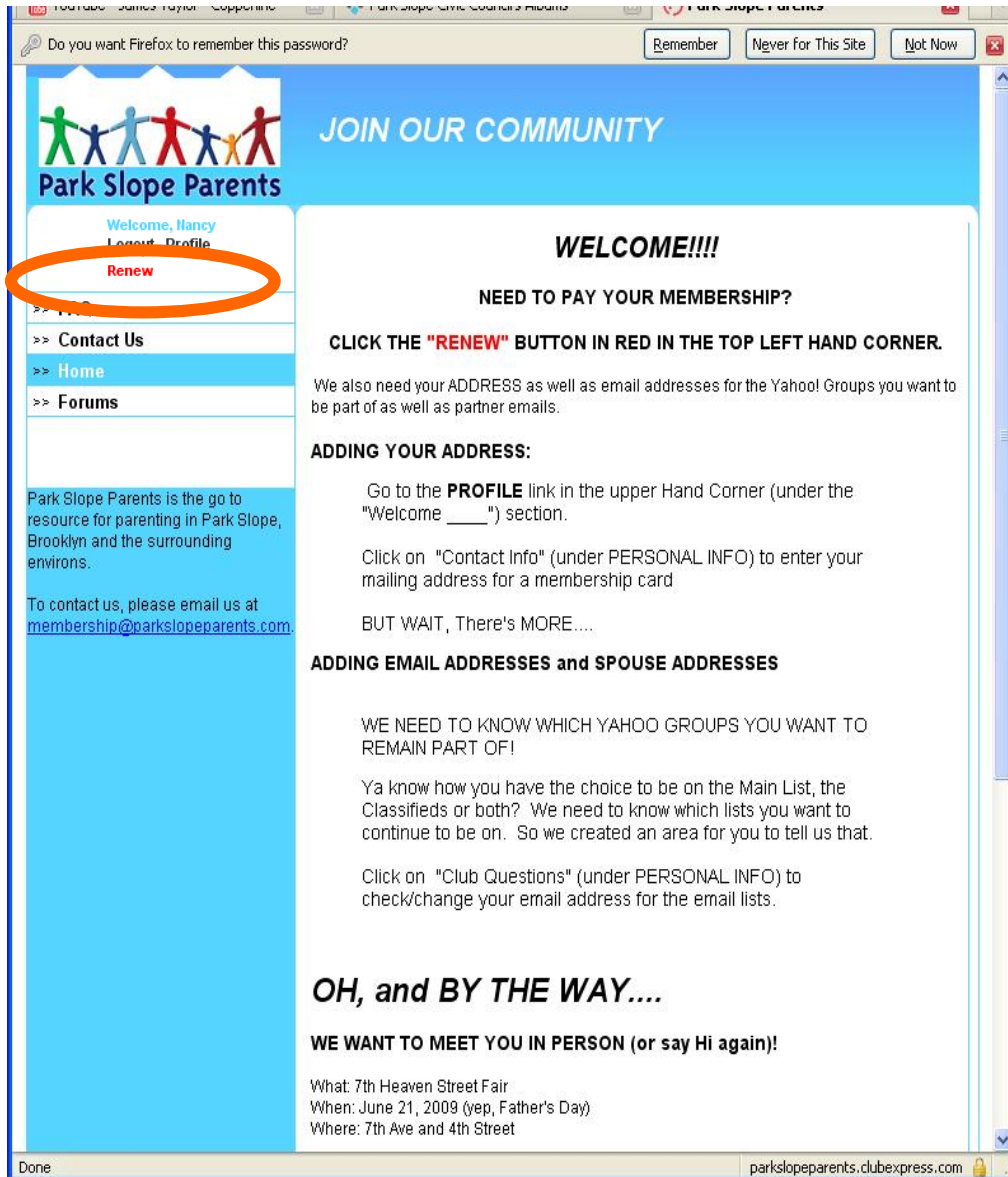
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Find: Next Previous Highlight all Match case

Done parkslopeparents.clubexpress.com

OKAY, YOU'RE IN! NOW, HOW TO PAY YOUR MEMBERSHIP FEE

6. Click on the RENEW BUTTON (in the UPPER Left Corner)



The screenshot shows a web browser window displaying the Park Slope Parents website. The browser's address bar shows the URL "parkslopeparents.clubexpress.com". The website has a blue header with the text "JOIN OUR COMMUNITY" and the "Park Slope Parents" logo. Below the logo, there is a navigation menu with links for "Contact Us", "Home", and "Forums". A "Renew" button is circled in orange in the upper left corner of the page. The main content area features a "WELCOME!!!" message and instructions for renewing a membership, including a link to the "Renew" button. The page also includes sections for "ADDING YOUR ADDRESS:", "ADDING EMAIL ADDRESSES and SPOUSE ADDRESSES", and "OH, and BY THE WAY....".

Do you want Firefox to remember this password? Remember Never for This Site Not Now

Park Slope Parents

Welcome, Nancy
Logout Profile
Renew

>> Contact Us
>> Home
>> Forums

Park Slope Parents is the go to resource for parenting in Park Slope, Brooklyn and the surrounding environs.

To contact us, please email us at membership@parkslopeparents.com.

JOIN OUR COMMUNITY

WELCOME!!!

NEED TO PAY YOUR MEMBERSHIP?

CLICK THE "RENEW" BUTTON IN RED IN THE TOP LEFT HAND CORNER.

We also need your ADDRESS as well as email addresses for the Yahoo! Groups you want to be part of as well as partner emails.

ADDING YOUR ADDRESS:

Go to the **PROFILE** link in the upper Hand Corner (under the "Welcome ____") section.

Click on "Contact Info" (under PERSONAL INFO) to enter your mailing address for a membership card

BUT WAIT, There's MORE....

ADDING EMAIL ADDRESSES and SPOUSE ADDRESSES

WE NEED TO KNOW WHICH YAHOO GROUPS YOU WANT TO REMAIN PART OF!

Ya know how you have the choice to be on the Main List, the Classifieds or both? We need to know which lists you want to continue to be on. So we created an area for you to tell us that.

Click on "Club Questions" (under PERSONAL INFO) to check/change your email address for the email lists.

OH, and BY THE WAY....

WE WANT TO MEET YOU IN PERSON (or say Hi again)!

What: 7th Heaven Street Fair
When: June 21, 2009 (yep, Father's Day)
Where: 7th Ave and 4th Street

Done parkslopeparents.clubexpress.com

7. Click NEXT (You want a STANDARD MEMBERSHIP)

JOIN OUR COMMUNITY
Park Slope Parents

Welcome, Nancy
[Logout](#) [Profile](#)
[Renew](#)

>> [FAQ](#)
>> [Contact Us](#)
>> [Home](#)
>> [Forums](#)

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To contact us, please email us at membership@parkslopeparents.com

[Home](#) | [Member Profile](#) | [Membership Renewal](#)

Membership Renewal Step 1 of 4

Your membership will soon expire. Use this screen to renew your membership by credit card or print an invoice to mail with a check. Your current membership type is shown below. Please review it and make any necessary changes. Note that some membership types may have eligibility requirements which you must meet in order to sign up using that type. Then click the "Next" button at the bottom of the page to continue to the next step.

Membership Status: Active - Expires 6/15/2009

Membership Type: **Standard Membership** ▼

With a standard membership you can join the PSP website, and PSP Classified List, PSP Main List (the PSP administrative communications and neighborhood information group). You'll also get a membership card that will give you special discounts!

Expiration Date: 6/15/2010
Web Signup Date: 5/8/2009
Club Join Date: 3/7/2003
Last Renewal Date: N/A

Current Total 25.00

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Find: [Next](#) [Previous](#) [Highlight all](#) Match case

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OPTIONAL STEPS

8. **Add the PSP Career Networking Group** (IF you want to join that new, separate group, description below) **AND/OR**
9. **Make a Donation** to help cover for someone receiving a Hardship Membership
10. **CLICK NEXT**

What the PSP Career Networking Group? This group will provide a supportive and active networking community for parents interested in: networking, changing careers, looking for work, going back to school, and offering employment or advice to other members.

Home • Member Profile • Membership Renewal

Membership Renewal

 Step 2 of 4

This screen allows you to renew for additional charges and membership options. Some charges may allow you to change the default fee. Click the "Next" button to continue to the next step or the "Back" button to change information previously entered.

Additional Charge Item	Quantity	Price	Total Price
<input type="checkbox"/> PSP Career Networking	N/A	10.00	
<input type="checkbox"/> Donation If you want to help out Park Slope Parents and help offset the cost of someone who may not be able to pay their full membership fee? Give an extra donation here.	N/A	\$ <input type="text"/>	
Total Additional Charges			\$ 0.00

Current Total \$ 25.00

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11. Read the PSP Guidelines and Click I Agree at the bottom.

Park Slope Parents

JOIN OUR COMMUNITY

Welcome, Nancy
[Logout](#) [Profile](#)
[Renew](#)

Home • [Member Profile](#) • [Membership Renewal](#)

Membership Renewal

Step 3 of 4

Park Slope Parents is committed to building a community in which members treat each other with respect, kindness and compassion. By joining the PSP Community we ask that you read and support the following guidelines for membership.

Guidelines for a Strong Community

- Treat all the members of our community with kindness, humanity and respect.
- Take an extra minute to answer someone's question or request.
- Respect people's time and energy. If you arrange to meet with people, please show up, call/email them to cancel, or follow up to explain if you unavoidably miss the appointment and cannot tell them in time.
- Be mindful of the diversity of race, age, ethnicity and sexual orientation that makes Brooklyn a wonderful place to live. Be respectful of those who are different from you.
- Use the list for personal, not business reasons. Follow specified guidelines on promoting your business. Mass emailing to the list for business purposes (spamming) and unsolicited emails to any subsets of the group is forbidden.
- Respect people's privacy. Forwarding group or private messages to other people, websites, or blogs, without their expressed approval, is not allowed.

Guidelines for Posting Messages

- Sign your posts, send summaries and "thank yous" to the list and members.
- Your messages should seek to ease someone's burden of parenting, not add to their stress.
- You should be willing to tell a person to their face what you are writing to them (within the spirit of community, in a kind and respectful way). The seeming anonymity of email should not be an excuse for incivility.

Park Slope Parents is the go to resource for parenting in Park Slope, Brooklyn and the surrounding environs.

To contact us, please email us at membership@parkslopeparents.com.

Find: Next Previous Highlight all Match case

Done parkslopeparents.clubexpress.com

I AGREE

12. Review Total Charges

13. Click “Finish and Proceed to Payment”

By the way...

--You'll most likely see that you do NOT have an Address—You'll need to change that in the steps that follow so you can get your membership card

The screenshot shows a web browser window displaying the Park Slope Parents membership renewal page. The page is titled "Membership Renewal" and is "Step 4 of 4". The user is logged in as Nancy McDermott. The page contains the following information:

- Personal Information:**
 - Member Name: Nancy McDermott
 - Address: (USA)
 - Telephone:
 - Email Address: nancy.mcdermott@verizon.net
- Membership Summary:**
 - Membership Type: Standard Membership
 - Membership Fee: 25.00
 - Expiration Date: 6/15/2010
- Total Charge:** \$ 25.00

At the bottom of the page, there are three buttons: "Back", "Cancel", and "Finish and Proceed to Payment". The "Finish and Proceed to Payment" button is highlighted with an orange circle. The page footer includes links for "Home", "Contact Us", "Terms of Use", and "Privacy", and is powered by ClubExpress.

14. SELECT PAYMENT METHOD (Credit or Check)

Once you select a choice the page will open up

(Note: it will be MUCH faster and easier if you can pay by credit card. You'll see that there's a little lock on the site showing you that the site is secure)

PAYING BY CHECK

If you pay by check and if we do not receive your payment by check by June 15th your membership will expire.

The screenshot shows a web browser window with the Park Slope Parents website. The page title is "Park Slope Parents" and the URL is "ParkSlopeParents : Members : 1 - 1 of 1". The page content includes a navigation menu with links for "FAQ", "Contact Us", "Home", and "Forums". A "Welcome, Nancy" message is displayed, along with "Logout Profile" and "Payment Due" links. The main content area is titled "JOIN OUR COMMUNITY" and "Make Payment for Nancy Mcdermott (230)". It contains a message about the renewal process and a table of payments due. The table shows a "Renew Membership" for 6/2/2009, due \$25.00, with a "Pay \$ 25.00" total. Below the table, the "Total Selected For Payment" is \$25.00. A dropdown menu for "Select Payment Method" is open, showing options: "Credit Card Processed On This Web Site" (highlighted in blue) and "Print Invoice and Send Check". The "Submit Payment" button is visible at the bottom.

Home • Make Payment

Your renewal has been processed. Please use this page to pay online, or to print an invoice. Your renewal will be complete as soon as payment is received.

Make Payment for Nancy Mcdermott (230)

The list below shows outstanding payments due. Use the checkboxes to select which payments you wish to make. Then, make a choice in the "Select Payment Method" dropdown list. If you elect to pay by credit card, enter the required information, and press the "Submit Payment" button. Please allow a minute or so for your transaction to complete.

If you prefer to pay by check, select the "Print Invoice and Send Check" option and press the button with the same name. A printable version of the page will be displayed which includes instructions on how to make out your check and where to mail it.

Fields marked ● require an entry.

<input checked="" type="checkbox"/>	Renew Membership (6/2/2009)	Due \$ 25.00	Pay \$ 25.00
	Membership (Standard Membership)	25.00	
	Transaction Total:		25.00

Total Selected For Payment \$ 25.00

Select Payment Method < Select Payment Method >
Review the payments due, select a payment type, and follow the instructions.
Credit Card Processed On This Web Site
Print Invoice and Send Check

Submit Payment **Cancel**

Print This Page

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- 15. ENTER Credit Card, Address info, check box
- 16. Click SUBMIT PAYMENT

Welcome, Nancy
[Logout](#) [Profile](#)
Payment Due

>> [FAQ](#)
>> [Contact Us](#)
>> [Home](#)
>> [Forums](#)

Park Slope Parents is the go to resource for parenting in Park Slope, Brooklyn and the surrounding environs.
To contact us, please email us at membership@parkslopeparents.com.

Home > Make Payment

Your renewal has been processed. Please use this page to pay online, or to print an invoice. Your renewal will be complete as soon as payment is received.

Make Payment for Nancy Mcdermott (230)

The list below shows outstanding payments due. Use the checkboxes to select which payments you wish to make. Then, make a choice in the "Select Payment Method" dropdown list. If you elect to pay by credit card, enter the required information, and press the "Submit Payment" button. Please allow a minute or so for your transaction to complete.

If you prefer to pay by check, select the "Print Invoice and Send Check" option and press the button with the same name. A printable version of the page will be displayed which includes instructions on how to make out your check and where to mail it.

Fields marked * require an entry.

<input checked="" type="checkbox"/>	Renew Membership (6/2/2009)	Due \$ 25.00	Pay \$ 25.00
	Membership (Standard Membership) 25.00		
	Transaction Total: 25.00		

Total Selected For Payment \$ 25.00

Select Payment Method

Do you want us to retain your credit card information on file? Yes No
If you choose No, you will need to re-enter it for each transaction. Credit card information is fully encrypted when stored in our system.
Please note that for additional security, the validation code is not stored - it must be entered each time you use your card.

There is no credit card on file. Please specify the information below.

Credit Card Type

Card Number

Do not enter spaces or dashes in the card number

Expiration

Name on Card

Validation Code [How do I find this?](#)

This is the address we have on file for you. If it is not the billing address for this credit card (where the monthly credit card statement is mailed), please change it for this transaction. If you elect to have us retain your credit card info, this is the address which will be saved.

Address

City

State/Province

Postal Code

Country [Show All Countries](#)

IMPORTANT NOTE:
When you pay by credit card, the charge on your credit card statement will appear as "ClubExpress.com".
If you have any questions, please contact your membership director, or contact ClubExpress directly at 1-866-HLP-CLUB (457-2582).

By checking this box, I authorize ClubExpress.com to charge my credit card for the items selected above on behalf of Park Slope Parents. Please be sure that anyone who reviews the credit card statement is aware of this.

Refund Policy:
The refund policy is set by Park Slope Parents. If refunds are available, requests must be directed to Park Slope Parents - they cannot be handled by ClubExpress.

THANKS!

But WAIT! There's MORE!

We need to know:

---YOUR ADDRESS (so we can send you your Membership Card)

Answers to the CLUB QUESTIONS

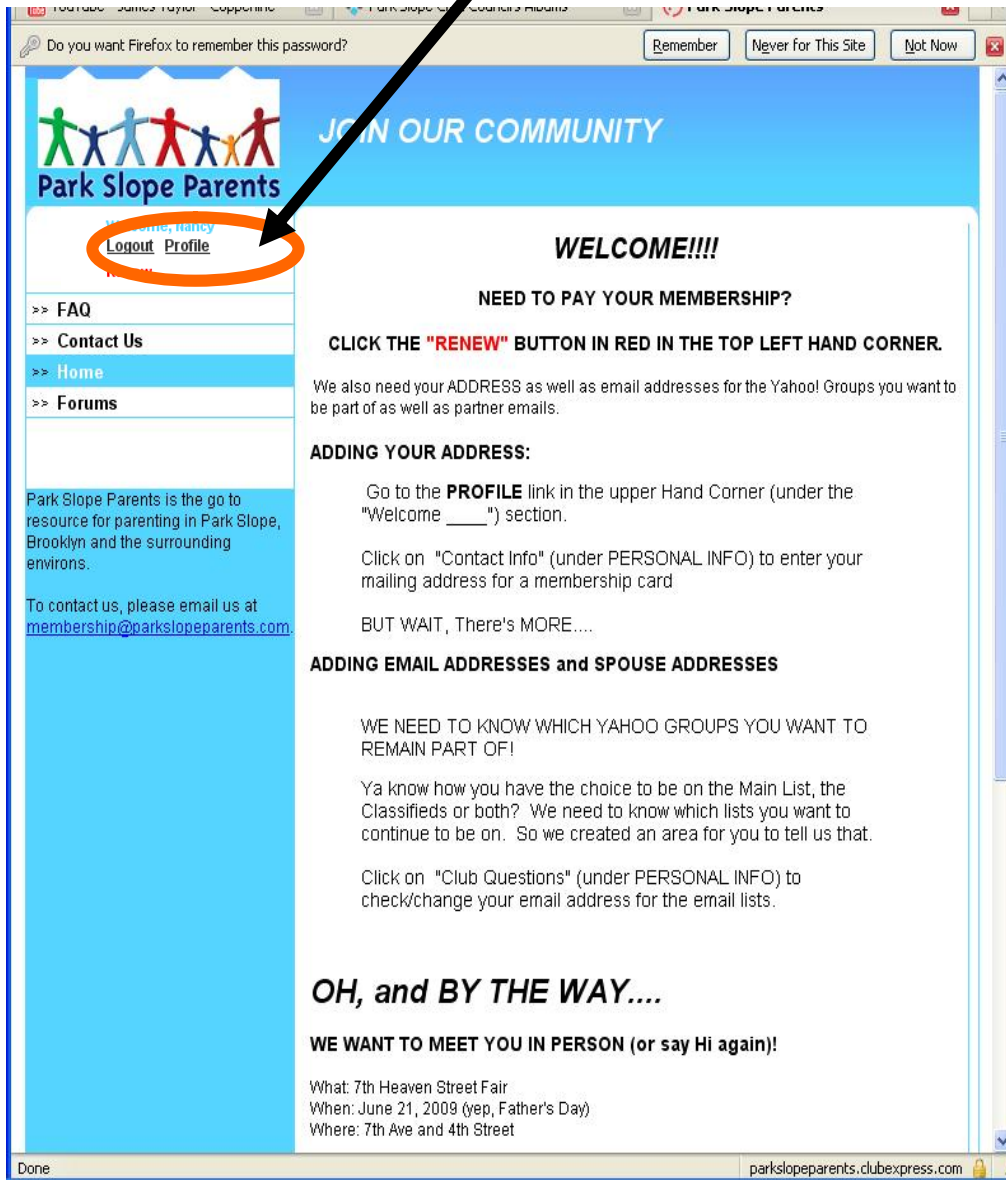
Yahoo! Groups related questions

- n Kid Info
- n Which Yahoo! Groups you want to be on (Main List, Classifieds, or PSP Networking).
- n Partner emails
- n If you want a free subscription to Time Out New York Kids

Here's How:

17. CLICK ON PROFILE

You're LOGGED IN—You see WELCOME ___(your name).
CLICK the PROFILE LINK to review and edit your profile information.



The screenshot shows a web browser window displaying the Park Slope Parents website. The page has a blue header with the logo and the text "JOIN OUR COMMUNITY". Below the header, there is a navigation menu with links for "FAQ", "Contact Us", "Home", and "Forums". The main content area is white and features a "WELCOME!!!!" message. A user is logged in, and the name "nancy" is visible. The "Profile" link is circled in orange, and an arrow points from the instruction box above to it. The page also includes sections for "NEED TO PAY YOUR MEMBERSHIP?", "ADDING YOUR ADDRESS:", "ADDING EMAIL ADDRESSES and SPOUSE ADDRESSES", and "OH, and BY THE WAY....".

Do you want Firefox to remember this password? Remember Never for This Site Not Now

Park Slope Parents

JOIN OUR COMMUNITY

Logout Profile

>> FAQ
>> Contact Us
>> Home
>> Forums

WELCOME!!!!

NEED TO PAY YOUR MEMBERSHIP?

CLICK THE "RENEW" BUTTON IN RED IN THE TOP LEFT HAND CORNER.

We also need your ADDRESS as well as email addresses for the Yahoo! Groups you want to be part of as well as partner emails.

ADDING YOUR ADDRESS:

Go to the **PROFILE** link in the upper Hand Corner (under the "Welcome ___") section.

Click on "Contact info" (under PERSONAL INFO) to enter your mailing address for a membership card

BUT WAIT, There's MORE....

ADDING EMAIL ADDRESSES and SPOUSE ADDRESSES

WE NEED TO KNOW WHICH YAHOO GROUPS YOU WANT TO REMAIN PART OF!

Ya know how you have the choice to be on the Main List, the Classifieds or both? We need to know which lists you want to continue to be on. So we created an area for you to tell us that.

Click on "Club Questions" (under PERSONAL INFO) to check/change your email address for the email lists.

OH, and BY THE WAY....

WE WANT TO MEET YOU IN PERSON (or say Hi again)!

What: 7th Heaven Street Fair
When: June 21, 2009 (yep, Father's Day)
Where: 7th Ave and 4th Street

Done parkslopeparents.clubexpress.com

18. . CLICK ON CONTACT INFO TO ENTER ADDRESS

In the "Personal Info" area you will use two links:
"Contact Info" to enter your mailing address for a membership card and
"Club Questions" to check/change your email address for the email lists (and other info).

Park Slope Parents
Welcome, Susan
[Logout](#) [Profile](#)

[Home](#) | [Contact Us](#) | [FAQ](#) | [Member Profile](#)

Member Profile

Your Member Profile tracks the personal information you entered into the system. Click on the headings to review or update the information shown. Changes are saved automatically.

Membership Summary	
Type: Standard Membership	Join Date: 2/16/2009
Status: Active	Last Renewal: N/A
Exp. Date: 2/15/2010	

Personal Info	Web Site
Contact Info	User Name / Password
Club Questions	Forum General Preferences
	Forum Memberships
	Photo Manager
	Photo Pages

Financial/Historical Data
Transaction History
Payment/Credit History
Credit Card

User Manual
Download version 4.3 (1.8 MB - 124 pages - Updated 4/28/2009) (PDF format - requires Acrobat viewer).

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Done | parkslopeparents.clubexpress.com

19. **CLICK ON CONTACT INFO**
20. **ENTER ADDRESS**
21. **"Click 'Save' when done.**

CONTACT INFO: This is necessary to get your membership Card.
(NOTE: We would never sell your address or email address) to 3rd party sources.

The screenshot shows a web browser window displaying the 'Contact Information' page for a user named Susan. The page has a blue header with the text 'JOIN OUR COMMUNITY' and the 'Park Slope Parents' logo. A navigation menu on the left includes links for 'FAQ', 'Contact Us', 'Home', 'Forums', and 'Control Panel'. The main content area is titled 'Contact Information' and contains a message: 'This page allows you to enter more contact information than was supplied in the Membership Application.' Below this, there are three sections: 'General Information', 'Primary Address', and 'Other Contacts'. Each section contains various input fields, some of which are highlighted in yellow, indicating they are required or have been filled. The 'General Information' section includes fields for Member Number (2), Salutation (with a 'Select' link), First Name, Middle Initial, Last Name, Gender (Female selected, Male unselected), Nickname, Spouse First Name, and Spouse Last Name. The 'Primary Address' section includes Address Line 1, Address Line 2, City, State/Province (New York), Zip/Postal Code (11215), Country (UNITED STATES), and Home Phone. The 'Other Contacts' section includes Cell Phone, Fax, Email Address (with a checked box for receiving general information emails), and Website. The browser's status bar at the bottom shows 'Done' and the URL 'parkslopeparents.clubexpress.com'.

22. CLICK ON CLUB QUESTIONS

Park Slope Parents

JOIN OUR COMMUNITY

Welcome, Susan
[Logout](#) [Profile](#)

[Home](#) • [Member Profile](#)

Member Profile

Your Member Profile tracks the personal information you entered into the system. Click on the headings to review or update the information shown. Changes are saved automatically.

Membership Summary

Type: Standard Membership	Join Date: 2/16/2009
Status: Active	Last Renewal: N/A
Exp. Date: 2/15/2020	

Personal Info

- Contact Info
- Club Questions**

Financial/Historical Data

- Transaction History
- Payment/Credit History
- Credit Card

User Manual

[Download](#) version 4.3 (1.8 MB - 124 pages - Updated 4/28/2009)
(PDF format - requires [Acrobat viewer](#)).

Web Site

- User Name / Password
- Forum General Preferences
- Forum Memberships
- Photo Manager
- Photo Pages

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23. FILL IN THE CLUB QUESTIONS / CLICK SAVE

CLUB QUESTIONS: Fill in your email address for each Yahoo group that you want to participate in. Note that you can use a different address for the main list vs. classifieds, if you like. If you leave an email address field blank, we will assume that you do not want to be on that particular list (if you are on the list your membership will be deleted).

Club Questions

This page lists the questions that you answered when you joined the organization. It may also list additional questions that will help us to provide better services to you. Required questions are indicated by an asterisk.

Are you a parent?

How many children do you have?

What is the month/day/year birth date (or due month) of your first child (e.g., 07/212004)?

What is the month/day/year birth date (or due month) of your second child (e.g., 07/212004)? (if applicable)

YOUR EMAIL ADDRESS (for The Main List)
What email address do you want to use to receive our PSP Main List email group messages? (LEAVE BLANK if you do not want to be on this list. (Please double-check for accuracy))

YOUR EMAIL ADDRESS (for The Classifieds List)
What email address do you want to use to receive our PSP Classifieds List email group messages? LEAVE BLANK if you do not want to be on this list. (Please double-check for accuracy)

PARTNER LIST EMAIL (for The Main List)
What email address does your partner/spouse want to use to receive our PSP Main List email group messages? LEAVE BLANK if you do not want to be on this list. (Please double-check for accuracy)

PARTNER EMAIL ADDRESS (for The Classifieds List)
What email address does your partner/spouse want to use to receive our PSP Classifieds List email group messages? LEAVE BLANK if you do not want to be on this list. (Please double-check for accuracy)

TIME OUT NEW YORK KIDS
PSP members are ELIGIBLE to receive a free subscription to Time Out New York Kids (a \$9.95 value). (Please make sure your mailing address is complete as we will forward your name and mailing address with your permission)
 No Yes

PSP NETWORKING EMAIL
If you are going to join the PSP Career Networking Group, please enter the email address you would like to use for that group here. (You'll be able to join this group later on in the process for an additional \$10/year fee.)

- If a **PARTNER** wants to be on either the main or classified PSP lists, fill in their email addresses as well.
- A **FREE** subscription to **Time Out New York Kids** comes with your paid membership - if you'd like to receive it, **CHECK** the box.
- If you'd like to join the new **PSP Career Networking Group**, enter an email address for that group as well.

"Click 'Save' when done

YAY!
YOU ARE DONE

THANK YOU For
supporting Park
Slope Parents!

