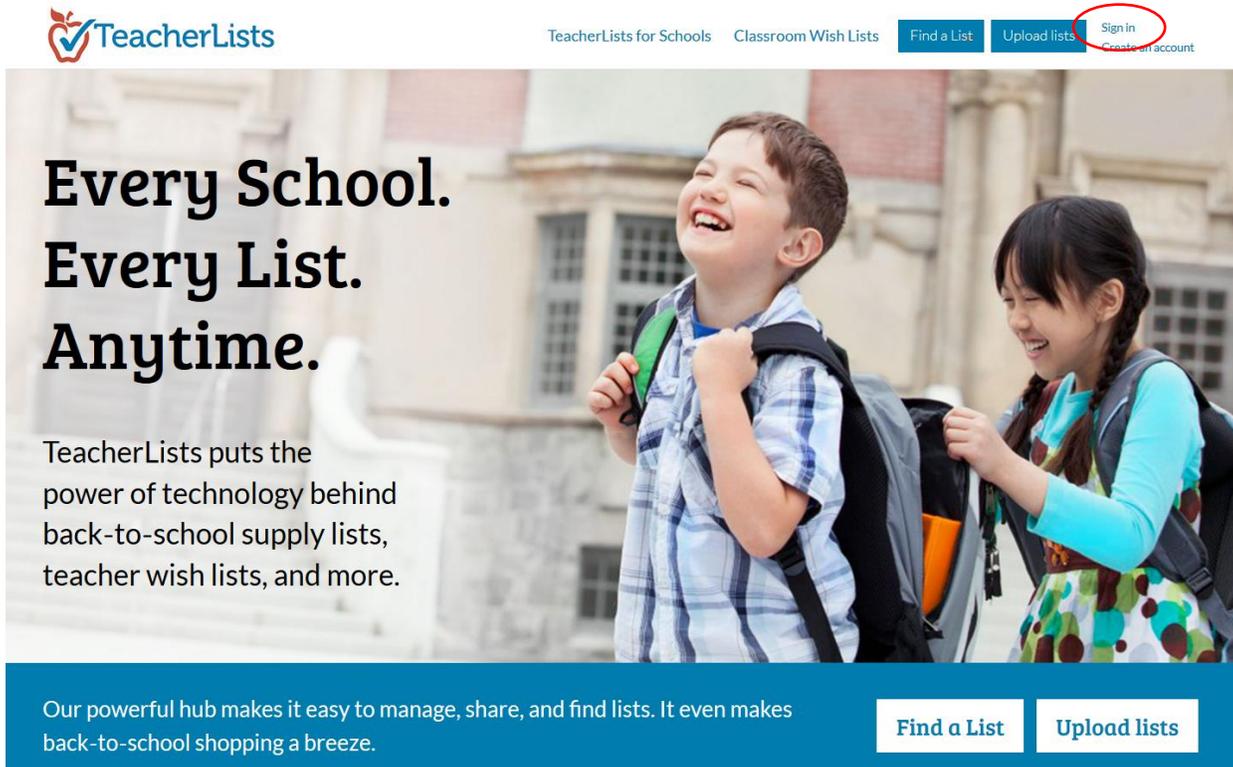


## How to Create and Use Supply and Wish Lists

It's easy to get going with TeacherLists! Just follow the simple directions on our website at: [How To Create a List on TeacherLists](#) or the steps below.

The first step is to log into your TeacherLists account. Go to <http://www.teacherlists.com> and click "[Sign In](#)".



TeacherLists for Schools Classroom Wish Lists Find a List Upload lists Sign in Create an account

# Every School. Every List. Anytime.

TeacherLists puts the power of technology behind back-to-school supply lists, teacher wish lists, and more.

Our powerful hub makes it easy to manage, share, and find lists. It even makes back-to-school shopping a breeze.

Find a List Upload lists

If you already have an account, log in.

## Welcome to TeacherLists

The one site where you can quickly and easily post, share and update your School Supply Lists and Classroom Wish Lists year after year.

Don't have an account? [Create Account >>](#)

## Please log-in.

Email Address

Password

[Forgot Password?](#)

Login

Forget your password? No worries – just click on [“Forgot Password?”](#) and a link to reset your password will be emailed to you. Remember: your password must contain one number or symbol and be a minimum of 8 characters long.

### Forgot Password?

Email Address

[Submit](#)

If you do not already have a TeacherLists account, set one up first. Click [“Create Account”](#) and follow the easy steps to create your account.

### Create an Account

Please enter your information.

First Name Last Name

Your role at the school

Email Address Zip Code

Password Re-type Password

Your password must contain 8 characters and one number or symbol.

Yes, I accept the [Terms & Conditions](#) for using TeacherLists.com

Yes, I'd like to receive special offers from TeacherLists.com sponsors and partners.

Already have an account? [Go to](#) [Next](#)

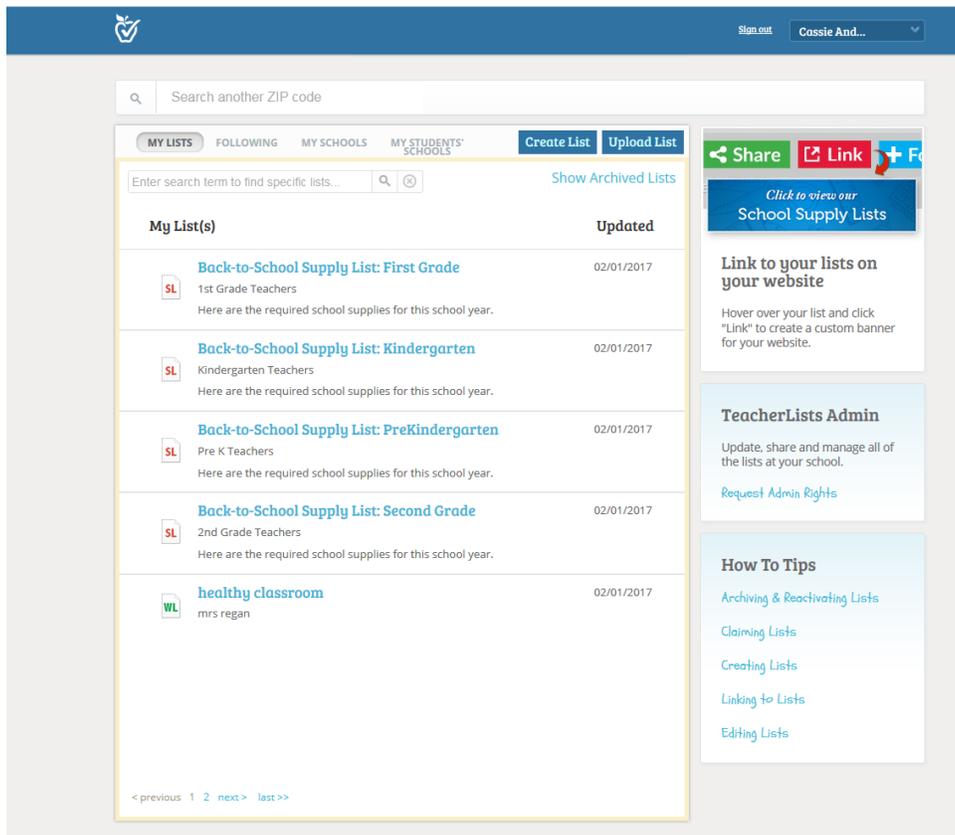
Once you have logged into your TeacherLists account, you will be taken directly to the user dashboard. If you are not in the dashboard, get there by clicking “My Lists” in the drop down menu under your name at the top of the screen.

# Every School. Every List. Anytime.

TeacherLists puts the power of technology behind



Now, you are in your dashboard where you can create and manage your lists, as well as view helpful tips.



The dashboard features a search bar for ZIP codes, navigation tabs for 'MY LISTS', 'FOLLOWING', 'MY SCHOOLS', and 'MY STUDENTS' SCHOOLS'. It includes buttons for 'Create List' and 'Upload List'. A table displays the following lists:

My List(s)	Updated
 <b>Back-to-School Supply List: First Grade</b> 1st Grade Teachers Here are the required school supplies for this school year.	02/01/2017
 <b>Back-to-School Supply List: Kindergarten</b> Kindergarten Teachers Here are the required school supplies for this school year.	02/01/2017
 <b>Back-to-School Supply List: PreKindergarten</b> Pre K Teachers Here are the required school supplies for this school year.	02/01/2017
 <b>Back-to-School Supply List: Second Grade</b> 2nd Grade Teachers Here are the required school supplies for this school year.	02/01/2017
 <b>healthy classroom</b> mrs regan	02/01/2017

Additional features include 'Share' and 'Link' buttons, a 'Show Archived Lists' link, and a sidebar with 'TeacherLists Admin' and 'How To Tips' sections.

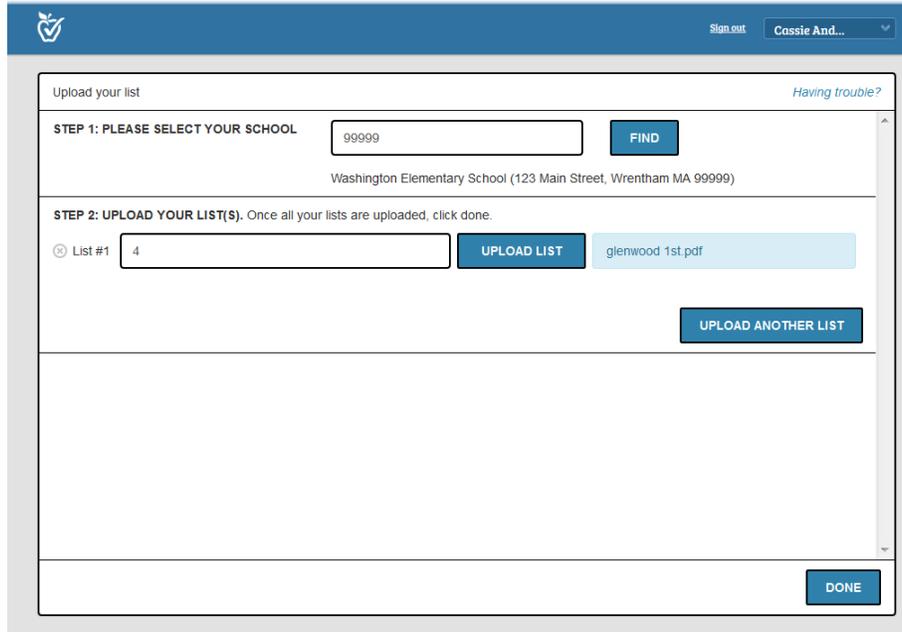
When in the dashboard, you will see two options: **Create List** or **Upload List**.



## Upload Lists

No time to add or edit your lists? [Upload your lists](#) to us and we will post them for you!

In your dashboard, simply click **“Upload List”** and follow the easy steps.

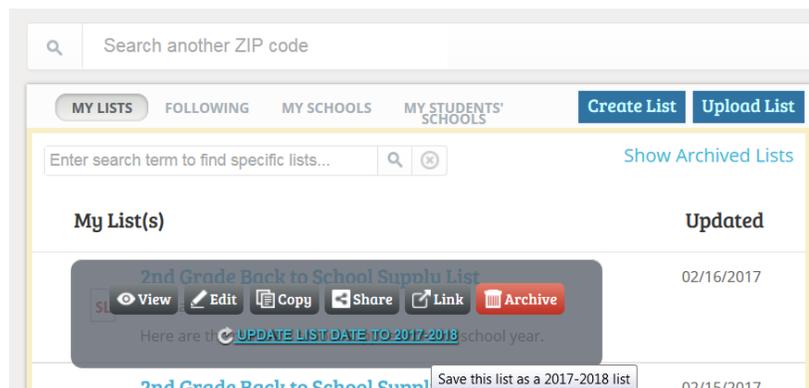


We’ll post them (usually within 24-48 hours) & send you the link back so that you can put it on your website. Super easy!

## Edit an Existing List:

Ready to update your list for the new school year? Realize you forgot an item? Need to change a quantity? Updating your list on TeacherLists is super easy!

In your dashboard, hover the cursor over the list that you want to change and click the action you want to do:



From here you can **view** your list, **edit** the list, make a **copy** of your list, **share** your list via email, print, web or social media, **link** to your list from your website, or **archive** your list until you're ready to publish again next year.

If your lists are ready for the upcoming school year, simply click on: "**Update List Date to 2017-2018**", click "OK" to confirm and you're all set to go!

### Create a List:

To create a list yourself, click the "**Create List**" button.

Next, select the type of list you would like to create: **Student School Supply List** or **Classroom Wish List**



**Supply lists** are typically a list of supplies all students are expected to bring to class, usually at the start of the school year;

**Wish lists** are most often items that you would appreciate for your class; not every student needs to bring in every item. Your wish list may include basic essentials you use frequently like tissues and pencils, and specialty items such as a digital camera or gift cards to a teacher store.

**Click** the list type you would like to begin.

### How to create and use a *Student School Supply List*:

After clicking **Student School Supply List**, you will see this screen:



Click on the appropriate grade level to use [Quick-start-lists](#), (lists with the most popular items from these grade levels) **OR** click the last box to "Start from scratch" and build the list yourself.

Then, to make your list easy to find, name your list, select the school, add the teacher(s) name(s) and note how many classrooms will be accessing your list. If you are posting a list for all the 3<sup>rd</sup> grade classrooms, and there are (5) 3<sup>rd</sup> grade classrooms in your school, you would list the total number of classrooms as 5. If you are posting a single teacher's classroom list, the number of classrooms would be 1. You can also add a "Welcome Note" for parents to share a message or any special instructions.

Provide list details.

Please fill in the information about your list.



1st & 2nd Grade

**List Name\***  
Back to School Supply List

**School\***  
Please Select a School

**Teacher Name(s)\***  
Mrs. Smith, 1st Grade Teachers

**# of Classrooms\***  
How many classrooms will access this list?

**Welcome Note**  
Here are the required school supplies for this school year.

\* Required fields.

[Cancel](#) [Back](#) [Next](#)

Then, click **Next**. You can now see the start of your list.

If you chose to “Start from scratch”, your list area will be empty, ready to add your items.

**Add Items to Your List**

**Back to School Supply List** [Click to edit details](#)

Stoughton Elementary School [Mrs. Owen](#)

All Grades  classroom(s) [Supply List](#) [2015-2016 School Year](#)

PreK  
Kindergarten  
1st

Here are the required school supplies for this school year.

**List Manager**  
There are currently no list managers created for your school

Qty	Item	Description
<a href="#">Add Item</a>		

[Cancel](#) [Save](#)

If you chose to work with a “Quick Start” list, you will then come to a sample list that has been pre-populated with the most popular items requested for this grade level. You can easily edit this list for your own needs.

Sign out Cassie And...

Add Items to Your List

SL
**1st Grade Supply List**
↩ Click to edit details

Stoughton Elementary School
First Grade Teachers

1st
3
classroom(s)
Supply List
2017-2018 School Year

Here are the required school supplies for this school year.

Qty	Item	Description	Qualifier
1	Back Pack	<i>Click to enter a description</i>	⌵ ⊗
1	Colored Pencils - Box of 8	<i>Click to enter a description</i>	⌵ ⊗
3	Mead Five Star Composition Notebook Wide	<i>Click to enter a description</i>	⌵ Remove Sponsor ⊗
1	Crayons - Box of 24	<i>Click to enter a description</i>	⌵ ⊗
1	Paper Mate® Pink Pearl Eraser, 3 Pack	<i>Click to enter a description</i>	⌵ ⊗
1	Puffs Facial Tissues	<i>Click to enter a description</i>	⌵ Remove Sponsor ⊗
4	Elmer's Glue Stick, Large (22g / 1.77 oz)	<i>Click to enter a description</i>	⌵ Remove Sponsor ⊗
1	Hand Sanitizer - Bottle(s)	<i>Click to enter a description</i>	⌵ ⊗
1	EXPO Dry Erase Markers	<i>Click to enter a description</i>	⌵ Remove Sponsor ⊗
1	Mead Five Star Pocket Folders, Assorted Co	<i>Click to enter a description</i>	⌵ Remove Sponsor ⊗
1	Scissors 5" Kids - blunt/rounded	<i>Click to enter a description</i>	⌵ ⊗
2	Mead Five Star Spiral Notebook Wide Ruled	<i>Click to enter a description</i>	⌵ Remove Sponsor ⊗

⊕ Add Item

Save
Cancel

Go down the list and edit any item(s) as appropriate. For instance, if you do not need Dry Erase Markers, simply click the X at the far right hand side of the item to remove them OR you can edit the number of items needed, edit the items for specific colors/brands, add a “Qualifier” if you only want certain groups of students to bring in items (ie: Boys/Girls, etc.) etc.

**Quick tips:**

- To edit any field simply click on it.
- To select or change multiple grades, click on a grade, hold down the Ctrl button, and select another grade.
- You can modify quantities, enter a description and add/delete brand names.
- To move the location of an item on your list click on the 3 bars to the left of the quantity and drag the item to the location you prefer.

- To add additional items click “Add Item” (at the bottom of your list) and begin typing the item name. A list of choices will appear for you to select. If you don’t see the item you want to add to your list, continue typing and then select “click here to add this item”.
- If you have an already established list, you can send it into us as is via our PowerLoader feature. If you would like to enter it into the system yourself, it is sometimes quicker to “Start from scratch” so your list area will be empty, ready for you to add items.

Once you are done with your list, simply enter **Save** at the bottom of the page. Your list is complete!

### My lists are posted – Now what?

Once your list is saved, a screen will pop up asking if you would like to share your link (list) with your parents.

**Saved!**

Quickly share your link with parents.



No Thanks

This is the most important step! If parents don’t know you have a list, they won’t know what they need to bring the first day of school *or* what they can donate. Sharing your links is a great opportunity to post your list onto your classroom or school website, your Facebook page OR message/email it your parents!

Posting the link on your website is very easy. If you can copy & paste, you can do it! Simply click “Website Link” and you’ll see a pop up box:

Place a banner link to this page on your website.

- 1) Copy the code below.
- 2) Paste into your website's code.
- 3) Code creates banner that links to this page.

Click to view our School Supply Lists

```
<iframe width="280" height="70" src="http://www.teacherlists.com/files/banner.php?title=Back%20to%20School" link="http://www.teacherlists.com/schools/124595-kammys-test-school-manager/206890-back-to-school-...>
```

Need Help? [Email us](#) and we'll walk you through it. [Copy to Clipboard](#) [Close](#)

Click “Copy to Clipboard”. Then, open up your school website page, and paste the code where you’d like the link to be. Save in your website and you’re done. It’s that easy! *Note: Some websites will require: </div> before and after the code – if the code above doesn’t work, try adding this to it.* Check out our easy to follow directions at [Adding a TeacherLists banner to your web site](#) or [contact us](#) for more assistance. Once the link is up, [email us](#) a copy to be eligible for special give-a-ways and sweepstakes.

That's it! Your lists are now immediately visible and can be viewed on your school website, on TeacherLists.com, as well as select retailers, making back-to-school shopping easier than ever for parents.

### How to create and use *Classroom Wish Lists*

Wish lists allow teachers to set up lists for items that they would like but aren't required for students to bring into their classrooms. They can be used by individual teachers, classrooms, or for groups or Specialists (PE, Art, Health, PTO/PTA, etc.) within your school. It takes just minutes to [post a wish list](#), and **parents can pledge to donate an item right online – just like a registry!**

You'll receive an email that your wish is on its way, and your list will be automatically updated so others will not purchase the same thing – super cool *and* super easy!

Parents will also receive an email confirming their pledge. They then purchase the item wherever they would like and send it to you. Simple!

Creating Wish Lists are done in the same manner as Supply Lists; simply choose ***Classroom Wish List*** instead of ***Student School Supply List*** in the beginning steps.

When you click on ***Classroom Wish List*** after clicking ***Create List***, you will see the following screen:



There are several “Quick start” lists already established for you ready to edit, but if they don't meet your needs, simply click ***Start from scratch***.

Then, follow the above directions for entering items just as you did for your Supply Lists. Don't forget to share the link on your website and social media!

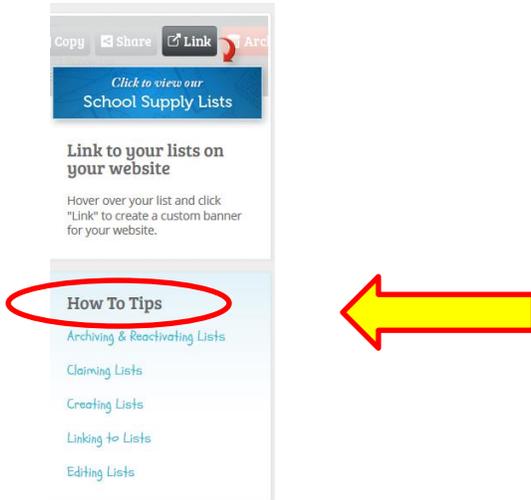
### A Note about our Sponsors:

Our site is supported by our generous sponsors and partners, who, together with TeacherLists, provide this free service. We are excited to be making the annual back to school supply chore easier for schools and much more convenient for parents.

While it is not necessary in order to use TeacherLists, if you have some generic items on your lists (like glue), please consider listing the trusted brand name (like Elmer's Glue) with its eye catching graphic instead.

## Other Resources:

While in the Dashboard, check out other helpful information including “How to Tips”.



## Questions?

Still can't find an answer? Check out our Support Page at <https://www.teacherlists.com/support>

If you have feedback or need additional help, please contact us at [tlsupport@teacherlists.com](mailto:tlsupport@teacherlists.com) or 800/644-3561 x6. We're happy to help your entire school get plugged into the power of TeacherLists!