

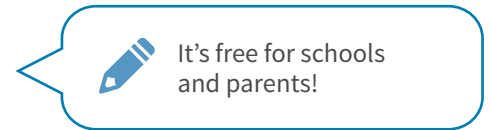
# Back-to-school supply lists made simple

## Post and share in 5 easy steps!

### STEP 1 Gather your district's supply lists for the upcoming school year.



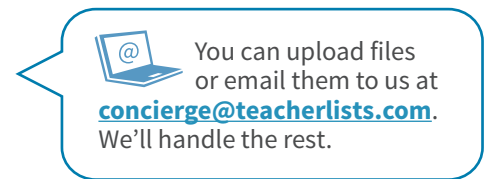
**Best practice:** Collect them as early as possible to make sure parents can get them before school lets out. If your school supply lists stay the same every year, mark them “evergreen” and they will automatically renew each year.



### STEP 2 Upload your supply lists to TeacherLists.



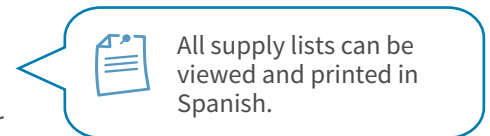
**Best practice:** Become the TeacherLists admin for all of your lists. Assign an admin for each school in addition to a district-level admin for all lists.



### STEP 3 Update district and school websites so parents can easily find supply lists.



**Best practice:** Use our colorful web banners that link directly to your lists on TeacherLists. Note: Even if your lists aren't ready yet, parents can access the link and ask to be notified when lists are active.



### STEP 4 Look for our email letting you know your lists are ready.

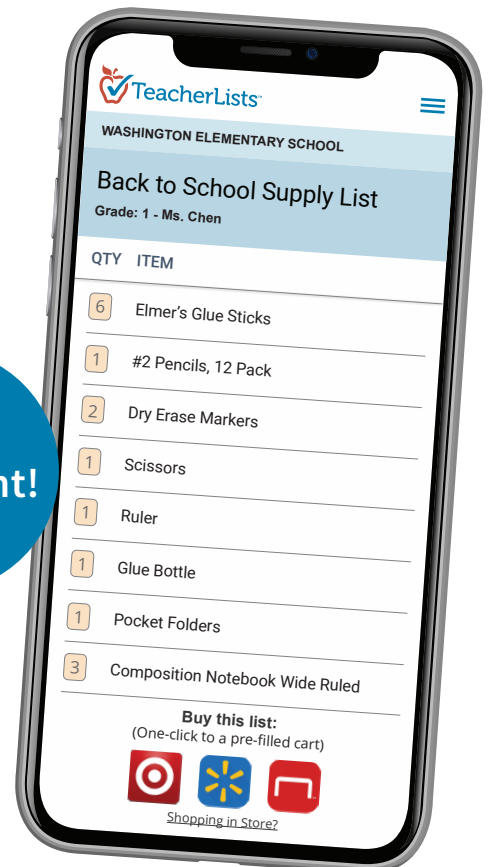


**Best practice:** Once your lists have been digitized, they'll be live on TeacherLists, Target, Walmart, and more! You can share an individual supply list, an entire school page, or a district page with a simple click. Our email will walk you through it.

### STEP 5 Get the word out that your supply lists are ready!



**Best practice:** Share your TeacherLists supply list link with parents every two weeks via email, Facebook, Twitter, Remind, or however you prefer to communicate with parents.



## Catch families' attention with our fun communication tools

### On your websites

Add a [banner](#) to your district website letting parents know their supply lists are ready; it's as simple as copying and pasting code we've written. Encourage your schools to add a banner to their websites, too!



Or just [download one of our graphics](#) and link it to your lists.



### On social media

Share our [colorful graphics](#) on Facebook, Twitter, and Instagram.



We even have [fun back-to-school gifs](#) ready to share across platforms!



### In Spanish

On TeacherLists, all supply lists can be viewed and printed in Spanish with one click.

We even have [Spanish website banner links](#) to help you reach Spanish-speaking families.



For premade flyers, email templates, and tips on using TeacherLists with EdTech and messaging apps, visit [TeacherLists.com/share](https://TeacherLists.com/share).