How to Create and Use Supply and Wish Lists
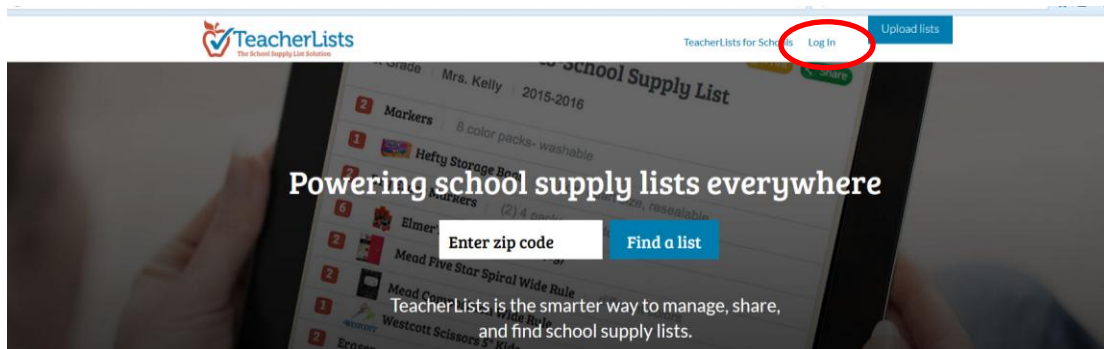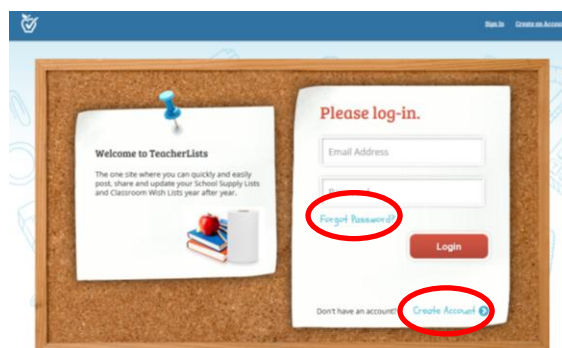
It's easy to get going with TeacherLists! Just follow the simple directions on our website at: How To Create a List on TeacherLists or the steps below.

The first step is to log into your TeacherLists account. Go to http://www.teacherlists.com
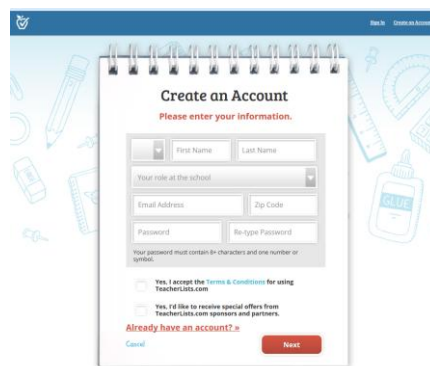

and click "Log In".

If you already have an account, log in. Forget your password? No worries – just click on "Forgot Password?"

If you do not already have a TeacherLists account, set one up first. Click "Create Account" and follow the easy to follow steps to create your account.

Once you have logged into your TeacherLists account, you will be taken directly to the 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.
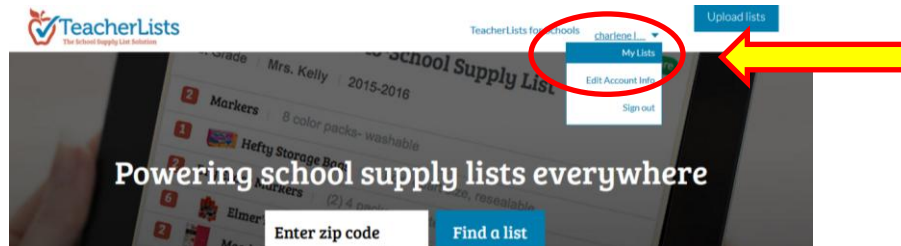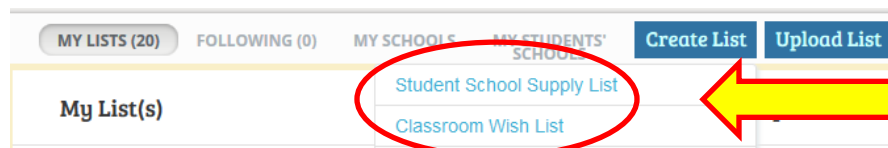

When in the dashboard, you will see two options: **Create List** or **Upload List**.
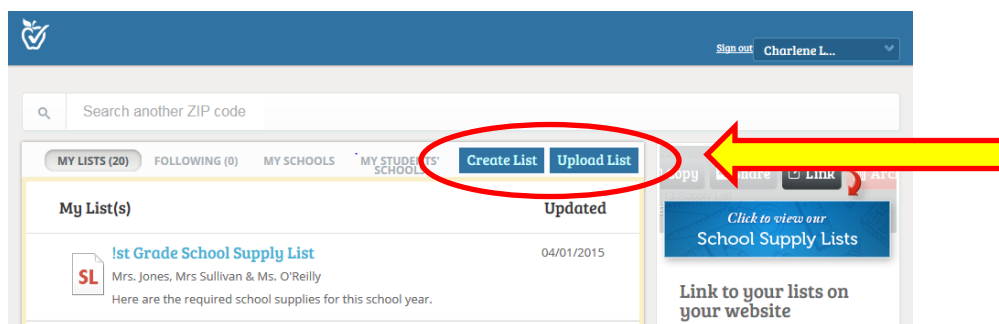
To create a list yourself, click the "**Create List**" button in the top right hand corner of the dashboard page

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.

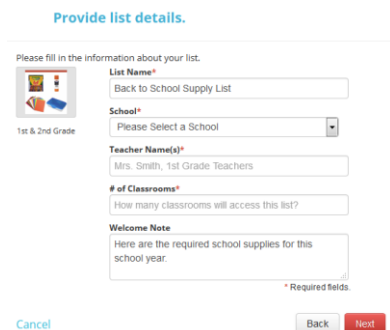**Click** the list type you would like to begin.

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

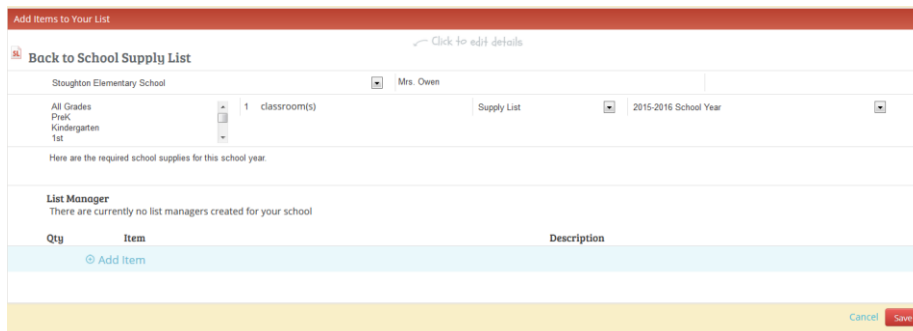After clicking **Student School Supply List**, you will see this screen:

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. You can also add a "Welcome Note" for parents to share a message or any special instructions.
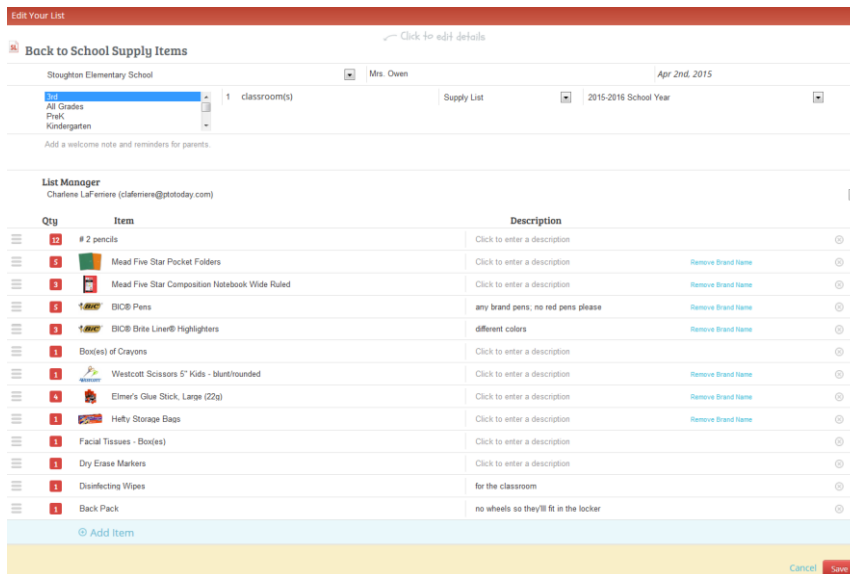

Then click **Next**. You can now see the start of your list.

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

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 edit this list.

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, add/edit specific colors/brands under "Description", 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 (such as color/size) 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 that you are just entering into the system, 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.

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 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:
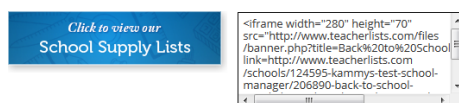
Click "Copy to Clipboard". Then, open up your school website page, and paste the code where you'd like the link to be. Save in your website and you're done. It's that easy! *Note: Some websites will require: </div> before and after the code – if the code above doesn't work, try adding this to it.* Check 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 incentives.

That's it! Your lists are now immediately visible and can be viewed on your school website, on www.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:
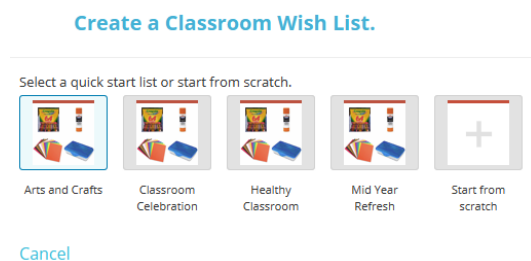
There are several "Quick start" lists already established for you ready to edit, but if they don't meet your needs, simply click ***Start from scratch.***

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!
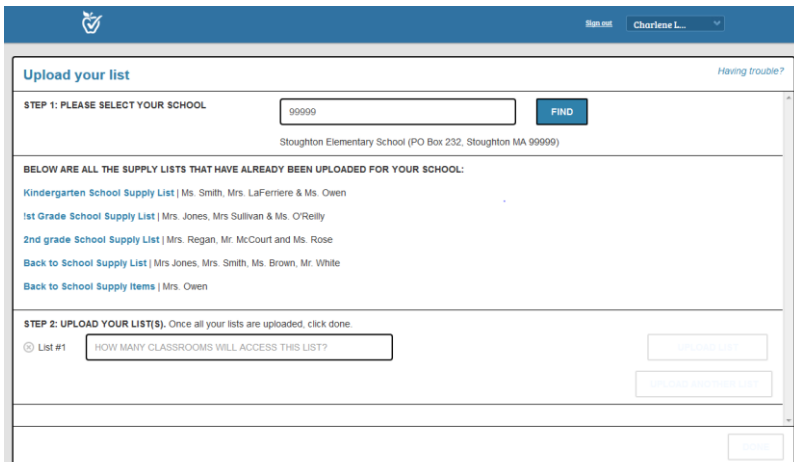
A Note about our Sponsors:

Did you know that the TeacherLists solution is made possible through the generous support of many of the most trusted brands in back-to-school? And that many of them have offers and even free supplies for participating schools?

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.

Upload Lists

No time to add your lists? Upload your lists to us and we will post them for you!
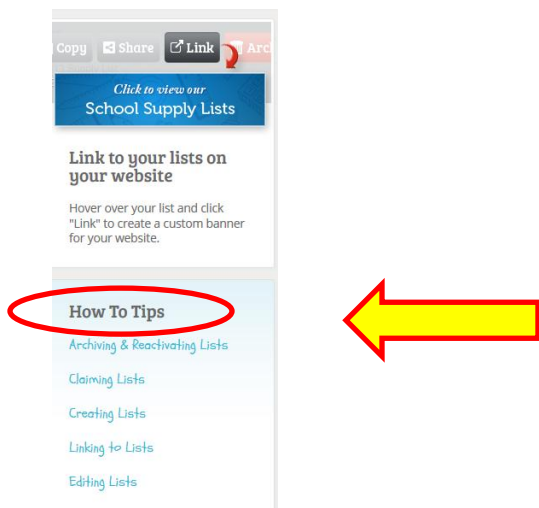
In your dashboard, simply click **"Upload List"**

and then follow the easy steps. We'll post them & send you the link back so that you can put it on your website. Super easy!

Other Resources:

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

Questions?

Still can't find an answer? Contact us! We're happy to help.

If you have feedback or need additional help, please contact us at tlsupport@teacherlists.com or 800/644-3561 x6. We want to help your entire school get plugged into the power of TeacherLists!