Steps for Back-to-School Success

STEP 1  Gather your school’s 2019-2020 school supply lists.

**Best practice:** Collect your 2019-2020 school supply lists by April 20.

STEP 2  Upload your 2019-2020 supply lists to TeacherLists.

**Best practice:** Become the TeacherLists Admin* for your school.

STEP 3  Update your school website so parents know where they can easily find their child’s supply list.

**Best practice:** Post your school’s TeacherLists link on your school website—it’s super easy!
With just the click of a button, parents can sign up to be notified when their child’s list is available and ready for them to shop at local retailers.

STEP 4  Look for our email letting you know your lists are live on TeacherLists, Target, Walmart, Office Depot, and more!

**Best practice:** Once your lists have been digitized, you’ll receive an email from us with the link to your supply lists. Simply click the link provided and then share an individual supply list, an entire school page, or a district page with a simple click.

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.
Spice up your website
Add one of our banners to your school’s website; just copy and paste the code (it’s written for you!).

Or just hyperlink to one of our graphics!

 Fun social media graphics
Use our colorful graphics on Facebook and Twitter.

Share our fun back-to-school gifs!

We even have funny cartoons ready to share across platforms!

Easy email communication
Easily keep your schools and parents informed with our premade email templates.

Let your teachers know why TeacherLists is the new platform for your school with our premade flyers.

Check out our quick tips on how to use TeacherLists with your EdTech and messaging apps!

We are now integrated with remind. Share lists instantly with just one click!

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

We even have our fun banner links translated for your school website.