

Welcome to TeacherLists!

Finally...an easier, smarter way for your school to create and share school supply lists and teacher wish lists.

TeacherLists is simple to use and works best for your school when all your school's supply lists are posted to the site—that way, parents have one place where they can access all of their kids' lists, at any time, and from any device.

Below are some tips to help get your school started:

GET YOUR SCHOOL'S LISTS POSTED!

- Decide what works best for your school—typically, the school secretary or administrator coordinates the collecting and posting of the lists OR a volunteer can coordinate for your school!
- Have this coordinator become an [Admin](#) for your school. This allows them to manage all of the lists for your school, even if they did not create them!
- Send your supply lists to us via our [PowerLoader](#).

SHARE THE BENEFITS WITH YOUR SCHOOL STAFF

- [Share this flyer](#) with your teachers
- Email your staff ([see sample email text](#))

LET PARENTS KNOW WHERE TO FIND THEIR CHILDREN'S SUPPLY LISTS

- [Add a link](#) to your school website, and as soon as your lists are updated, they'll be shared automatically with your parents. Plus, parents will conveniently have 24/7 access to their lists via their smart phones (or any device)!
- Email parents a quick note to let them know where to find the link ([see sample copy and paste email text](#)) or download [this flyer](#) to send home via the backpack express.
- [Share your lists](#) via email, newsletter, Facebook or Twitter.
- [Print out stickers](#) for your teachers to use on report cards and other parent mail.

That's it! The above resources can also be found at www.teacherlists.com/support.

If you have any further questions, please contact us directly at tlsupport@teacherlists.com or (800) 644-3561 x6. We'd love to help get you going with TeacherLists!

The TeacherLists Support Team