

Get Registered – Step 1. Sign up for Online Ordering!

Online Services Registration: Registering for this program provides the means necessary to purchase Social Tickets, Yearbooks, Booster Items (to be added), Parent Night Tickets, Triad Tickets (our big Spring event), Snow Storm donations, and Lunches. **All payments** will be processed online with the exception of the initial registration fee which will require a one-time “offline” payment by a check or cash at \$10 per student.

1. Go to the PO web site – www.chandlerpreppo.org
2. Top of the site, click ‘ONLINE SERVICES REGISTRATION’
3. Take the time and read through the information; at the bottom, click to “register online”
4. Follow the prompts; you will click ‘Submit!’ twice (once for main info, again on student info page)
5. Turn in your check or cash (\$10 per student) to the PO mailbox at the front office

****When we receive payment we will process your account and an email will be sent with your user ID and password. These are processed daily. Do not wait until the deadline of an event or lunch cycle to do this or you will be disappointed.** Anything offered by the Parent Organization that requires payment will be processed completely online so this account is necessary for participation.

****Please be looking for the email confirmation; check your spam folder as well. When your password comes, go to www.chandlerpreppo.org and choose ‘Online Orders.’ From that page, click on the Lunch Works graphic logo to access the login site, then bookmark it. This will give you direct access to the proper site for login. If you prefer, you may continue to use the PO site’s link to connect, but please understand that Lunch Works is a completely separate third-party web site on which CPAPO orders and payments are handled so login problems or lost passwords must be addressed through that site.**

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Get Registered – Step 2. Get Full Access to CPAPO Web Site Resources!

Register for the Parent Organization Website to access secured content and also be included in the School Directory (you may opt out, but you will still need to register for full access).

1. www.chandlerpreppo.org
2. Go to 'Register' in the 'LOGIN' section – even if you are an existing/returning family!
3. Follow prompts and fill in information
4. Be sure to check the box that you agree to one account

These two registrations will have different login IDs and passwords.

Questions about either step in the registration process for CPAPO can be directed to:

Christine Weber

christine-weber@cox.net

(480) 963-4434

Kelly Henry

consultant4cm@cox.net

(480) 926-1485

Thank you for your help in making CPA and our PO a shining model of success in the Great Hearts network!

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