



Dear Parents,

We are looking forward to an exciting new school year! Currently, we are using a communication and social media website known as PlanetK8. There is also a PlanetHS for high schools. This website was designed to keep everyone connected, informed, and involved with our school events, classroom assignments, and extracurricular activities. In preparation for the new school year, if you do not currently have a PlanetK8/PlanetHS account, we would like to encourage you to sign up for an account as soon as possible. Signing up for PlanetK8 is simple, and will only take a few minutes. Once you have created an account, you will be able to "Follow" the Clubs, Classes, and Teams that are of interest to you. The instructions for Following a Club, Class, or Team are included on the back of this page. If you already have a PlanetHS account, you may Follow more than one school using the same account. These instructions are also on the back of this page.

Welcome to a New School Year and Welcome to PlanetK8!

CREATE AN ACCOUNT WITH PLANETK8:

1. Go to www.planetK8.com or www.planetHS.com (it is the same site)
2. Under "Join Your Friends Now!" click on "I'm a Parent".
3. Complete your personal information:
 - a. "Name"
 - b. "Email"
 - c. "New Password"
 - d. "School" – begin typing the name of your child's school. The website will auto-fill with the official school name. Click on the name of the school after verifying the address.
 - e. "Birthday"
 - f. "Gender"
 - g. "Zip Code"
 - h. "Stay Informed" – check these boxes to receive email and/or text messages from your child's school (Events, Notifications, Calendar Updates, etc.).
 - i. "Mobile #" – enter your mobile number (including area code) to receive text messages.
 - j. "Carrier" – click on the drop-box, scroll down to your carrier, then click on it.
 - k. Click on "Join Now"
4. This will automatically bring you to your child's school home page on the PlanetK8 website.

Congratulations! You are now connected to the school and are a member of PlanetK8!

In an effort to stay up-to-date with school events, classroom assignments, and extracurricular activities, you will want to “Follow” the Clubs, Classes, and Teams that are of interest to you. While you will still be able to view the school-wide PlanetK8 page, the unique benefit of PlanetK8 is that the site keeps you informed of the activities that you choose. The features of PlanetK8 allow teachers, club sponsors, and coaches to communicate more directly with you about important events and calendar updates through email and/or text message Notifications.

“FOLLOW” YOUR CLUBS, CLASSES, AND TEAMS:

1. Login to your account at www.planetk8.com or www.planeths.com
2. Click on “Classes” at the top of the page.
3. All of the Classes at the school will be located here. Find your child’s class (verifying the teacher name) and click on “Follow” to the right of the class name. Confirm by clicking on “Follow” and “OK”. Continue to do this for each of their Classes. Continue these steps for each of your children.
4. Under the “Classes List”, there are several tabs across the top: Student, Athletic, Parent, and Administrative. Click on these tabs and a listing of Clubs and Teams will appear. Locate the Club or Team you wish to “Follow” and click on “Follow” to the right of the Club or Team name. Choose to become a “Member” and click on “Follow” then confirm by clicking on “OK”. Continue these steps for each of the Clubs and Teams in which you would like to stay connected.

ADD AN ADDITIONAL SCHOOL TO YOUR EXISTING PLANETK8/PLANETHS ACCOUNT:

If you have children at multiple schools, PlanetK8/PlanetHS offers a simple and easy way for you to stay connected and informed at both schools with only one account. You can add an additional school (including Clubs, Classes, and Teams) to your existing account (as long as the school is partnering with PlanetK8/PlanetHS) by following the steps outlined below:

1. Login to your account at www.planetk8.com or www.planeths.com.
2. Go to the “Search” bar at the top of the page.
3. Type in the name of the school that you would like to add to your existing account. There may be several results. Click on the school name after verifying the address.
4. You will be directed to the new school’s home page. Click on “Follow” under the name of the school (upper left-hand corner) and then click on “Confirm”.
5. You may now “Follow” the Clubs, Classes, and Teams for this additional school as explained above.

PlanetK8 offers multiple ways to assist you:

1. Contact our Customer Support Representative at 1-888-668-7452 ext. 0, Monday-Friday, 7am-5pm EST.
1. Email our Support Center at www.schoolsupport@planeths.com.
2. The “Help/FAQ” section on the PlanetK8 site is always available to assist you.