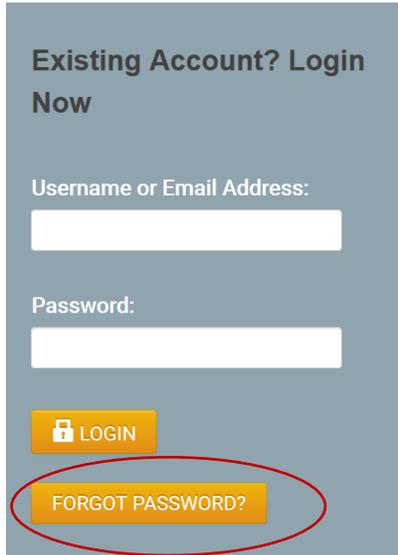# Sign up for PeachJar Notifications (Staff)

1. Go to www.peachjar.com
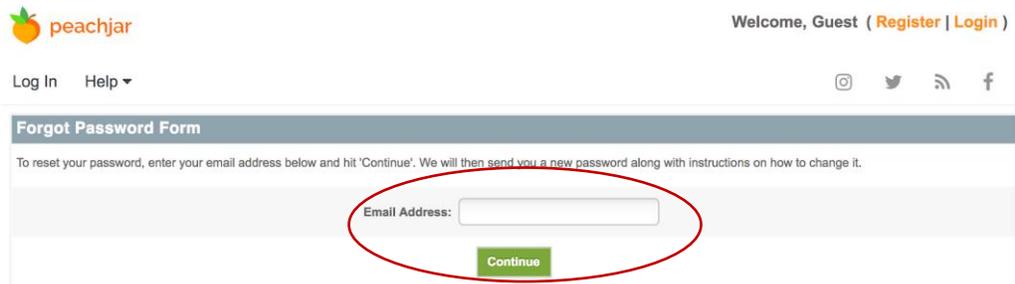
2. Click LOGIN in the upper right

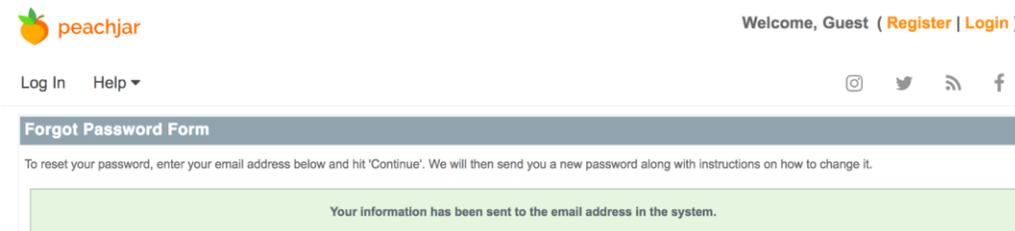3. Enter your RCSD email address and your PeachJar password and click LOGIN, then skip to #8

4. If you do not know your PeachJar password click the FORGOT PASSWORD button
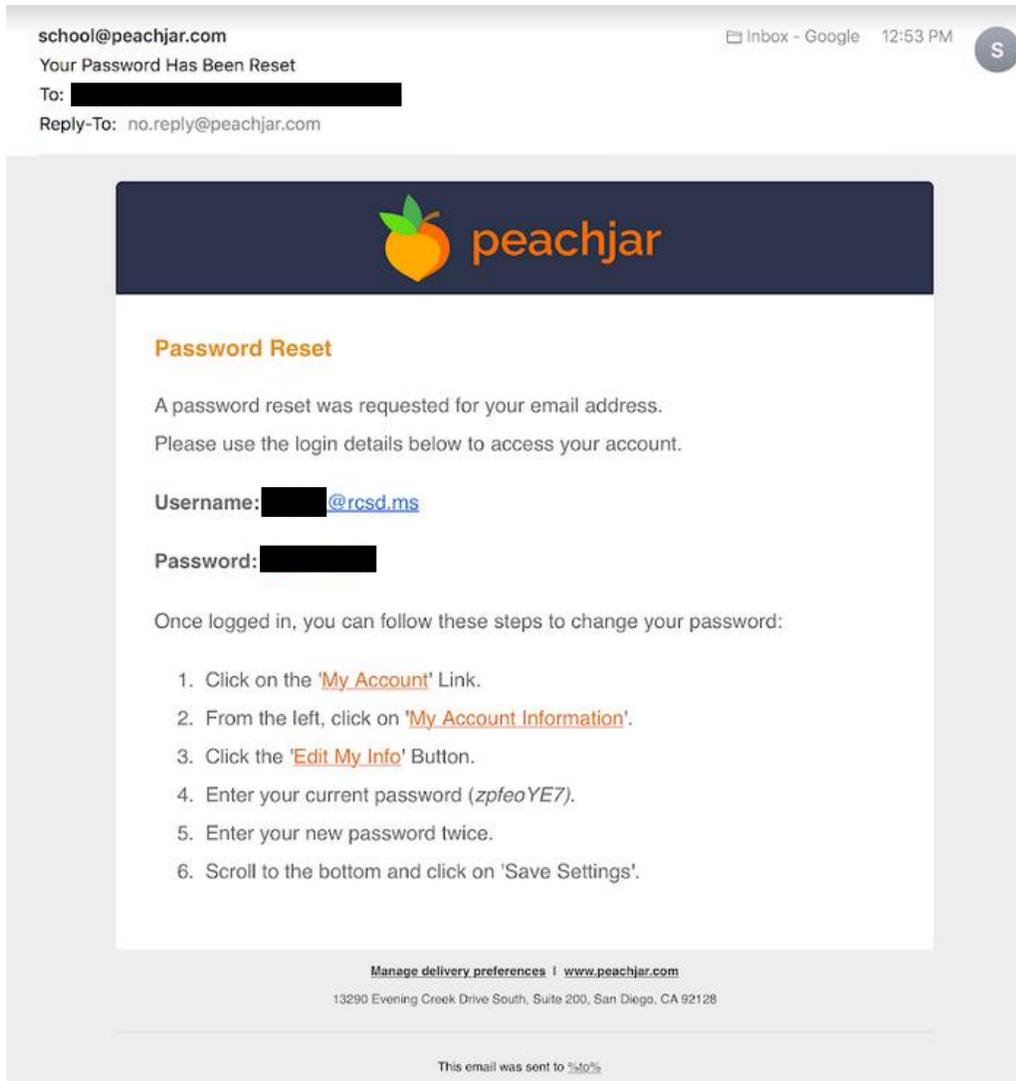
Existing Account? Login Now

Username or Email Address:

Password:

🔒 LOGIN

FORGOT PASSWORD?

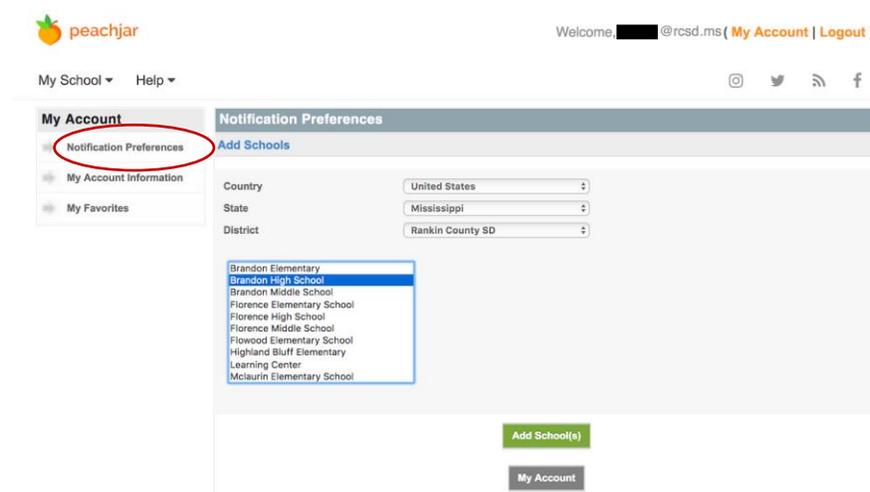5. Enter your email address in the box provided and click Continue

6. You will see this screen:

7. You will receive an email from PeachJar titled "Your Password Has Been Reset", open this email and follow the directions for resetting your PeachJar password.

8. Once you have reset your password and/or are logged into PeachJar, click on Notification Preferences on the left

9. Enter Country, State, and District (see screenshot above), then select the school you want to receive flyers for from the list of schools
10. Click Add School(s) button