



Dear Students and Parents,

We are looking forward to an exciting new school year! Currently, we are using a communication and social media website known as PlanetHS. 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 PlanetHS account, we would like to encourage you and your parent(s) to sign up individually for an account as soon as possible. Signing up for PlanetHS 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.

Welcome back and Welcome to PlanetHS!

CREATE AN ACCOUNT WITH PLANETHS:

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

Congratulations! You are now connected to your school and are a member of PlanetHS!


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 PlanetHS page, the unique benefit of PlanetHS is that the site keeps you informed of the activities that you choose. The features of PlanetHS 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.planeths.com
2. Click on “Classes” at the top of the page.
3. All of the Classes at your school will be located here. Find your classes (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 your Classes.
4. Click on “Clubs & Teams” at the top of the page.
5. All of the Clubs and Teams at your school will be located here. Choose the specific tab you would like to search (Student, Athletic, Administrative, or Special Events). Find 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” or “Fan” and click on “Follow” and “OK” to confirm. Note: Students should select to become a “Member”, parents and friends should choose to be a “Fan.”

ADD AN ADDITIONAL SCHOOL TO YOUR EXISTING PLANETHS ACCOUNT:

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

1. Login to your account at www.planeths.com
2. Locate “Search for Schools, Clubs, and More” at the top of the page.
3. Type in the name of the school that you are searching for and click on the  icon. Click on the school name after verifying the address.
4. You will be directed to the school’s Home Page. Click on “Follow” under the name of the school and then click on “Confirm”.
5. You can now “Follow” the Clubs, Classes, and Teams for this additional school as explained above.

PlanetHS offers multiple ways to assist you:

1. Contact our Support Center at 1-888-668-7452, Extension 0, Monday-Friday, 7am-5pm (eastern time).
1. Email our Support Center at schoolsupport@planeths.com.
2. The “Help/FAQ” section on the PlanetHS site is always available to assist you.