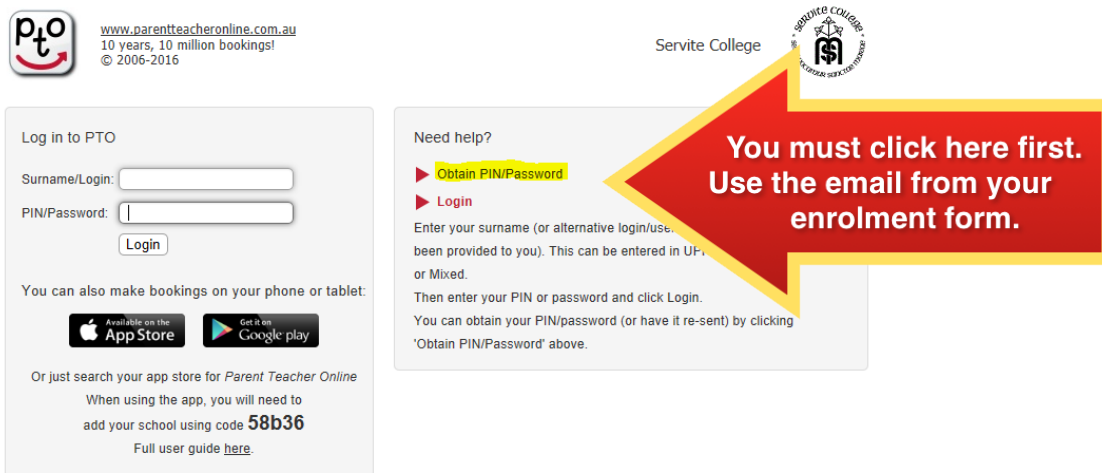


Uniform Fitting Booking Instructions

Year 7 2018

To access the booking system:

1. Use this direct link <https://bookings.parentteacheronline.com.au?school=58b36>
2. Retrieve your login and pin by clicking on Obtain Pin/Password and entering your registered Servite contact email address. Your details will be emailed to you.
3. Use your emailed login and pin to log on to the booking system.



The screenshot shows the PTO login interface. On the left, there is a 'Log in to PTO' section with input fields for 'Surname/Login:' and 'PIN/Password:', and a 'Login' button. Below this, there are links for the App Store and Google Play, and a note about using the app with school code 58b36. On the right, a 'Need help?' section contains two links: 'Obtain PIN/Password' (highlighted in yellow) and 'Login'. A large red arrow with a yellow border points from the 'Obtain PIN/Password' link towards the center of the page, with the text 'You must click here first. Use the email from your enrolment form.' written inside the arrow.

Please follow the steps on the next page to make your booking.

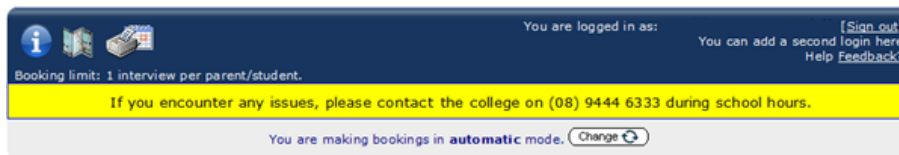
Need help?

Servite College ICT Helpdesk is available from 8.30am to 4.30pm Monday to Friday. Contact the team by phone on 9208 0970 or via email to helpdesk@servite.wa.edu.au

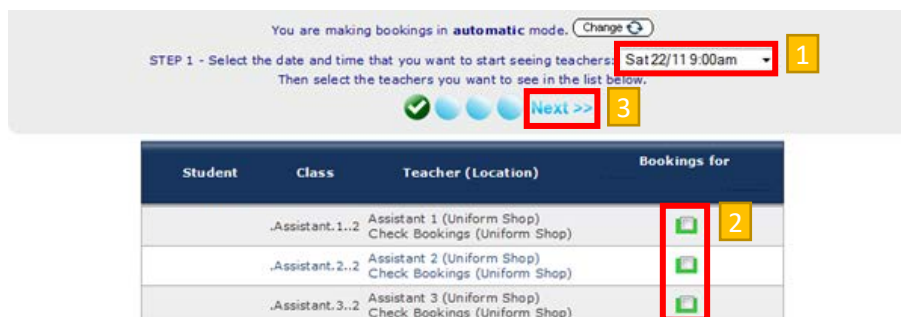
Uniform Fitting Booking Instructions

Year 7 2018

1. You will see the following screen after logging in to PTO. After reading the information, click **Ok** to continue.
- 2.



3. First select the date/time that you would like to make the appointment, followed by the assistant who you wish to see. Please note, the choice of assistant is not important and any of the three can be selected. After you have made your selection, click **Next** to proceed.



Uniform Fitting Booking Instructions

Year 7 2018

4. Step 2 just asks you to confirm your selection. If you are happy with it, press **Next** to continue, otherwise you can press the **Prev** button to go back a step.

You are making bookings in **automatic** mode. [Change](#)

STEP 2 - Confirm the time for your first interview then click Next.
Starting: Sat 22/11 9:00am Total time: 30m (Click the down-arrow to see more options)

[<< Prev](#)

[Next >>](#)

Student	Class	Teacher (Location)	Bookings for
.Assistant.1..2		Assistant 1 (Uniform Shop) Check Bookings (Uniform Shop)	<input checked="" type="checkbox"/>
.Assistant.2..2		Assistant 2 (Uniform Shop) Check Bookings (Uniform Shop)	<input checked="" type="checkbox"/>
.Assistant.3..2		Assistant 3 (Uniform Shop) Check Bookings (Uniform Shop)	<input checked="" type="checkbox"/>

5. Here we can see the summary of your selection. Click **Next** to finalise your booking.

You are making bookings in **automatic** mode. [Change](#)

STEP 3 - Click Next to confirm the times shown below.
Your bookings will only be made if you click Next.

[<< Prev](#)

[Next >>](#)

Student	Class	Teacher (Location)	Bookings for
.Assistant.1..2		Assistant 1 (Uniform Shop) Check Bookings (Uniform Shop)	<input checked="" type="checkbox"/> Sat 22/11 9:00am (30 min)
.Assistant.2..2		Assistant 2 (Uniform Shop) Check Bookings (Uniform Shop)	<input type="checkbox"/>
.Assistant.3..2		Assistant 3 (Uniform Shop) Check Bookings (Uniform Shop)	<input type="checkbox"/>

6. You will now see a message box, confirming your booking. Click **Ok**, followed by **Next** to either print your schedule, or make any changes.

You are making bookings in **automatic** mode. [Change](#)

STEP 4 - Go to manual mode where you can make more bookings and/or print your schedule.
Click Next to continue.

[Next >>](#)

Student	Class	Teacher (Location)	Bookings for
.Assistant.1..2		Assistant 1 (Uniform Shop)	<input checked="" type="checkbox"/> Sat 22/11 9:00am (30 min)
			<input type="checkbox"/> nit reached
			<input type="checkbox"/> nit reached

1 booking was made successfully.

Uniform Fitting Booking Instructions

Year 7 2018

6. Continued

You are making bookings in **automatic** mode. [Change](#)

STEP 4 - Go to manual mode where you can make more bookings and/or print your schedule.
Click Next to continue.

✓✓✓✓ [Next >>](#)

Student	Class	Teacher (Location)	Bookings for
	.Assistant.1..2	Assistant 1 (Uniform Shop) Check Bookings (Uniform Shop)	Sat 22/11 9:00am (30 min)
	.Assistant.2..2	Assistant 2 (Uniform Shop) Check Bookings (Uniform Shop)	Limit reached
	.Assistant.3..2	Assistant 3 (Uniform Shop) Check Bookings (Uniform Shop)	Limit reached

 You are logged in as: [\[Sign out\]](#)
You can add a second login [here](#)
[Help](#) [Feedback?](#)

Booking limit: 1 interview per parent/student.

If you encounter any issues, please contact the college on (08) 9444 6333 during school hours.

You are making bookings in **manual** mode. [Change](#)

Student	Class	Teacher (Location)	Bookings for
BOOKED (1) ... <i>These are your <u>confirmed</u> bookings, shown in time order.</i>			
	.Assistant.1..2	Assistant 1 (Uniform Shop) Check Bookings (Uniform Shop)	Change Cancel Sat 22/11 9:00am (30 min)
NOT BOOKED ...			
Clelia ACHILLI	.Assistant.2..2	Assistant 2 (Uniform Shop) Check Bookings (Uniform Shop)	Limit reached
	.Assistant.3..2	Assistant 3 (Uniform Shop) Check Bookings (Uniform Shop)	Limit reached

Your booking is **complete**. You may return and change you booking up to the closing time.

-= End of Instructions =-