# Using the PTO Booking System

**BRISBANE STATE HIGH SCHOOL**
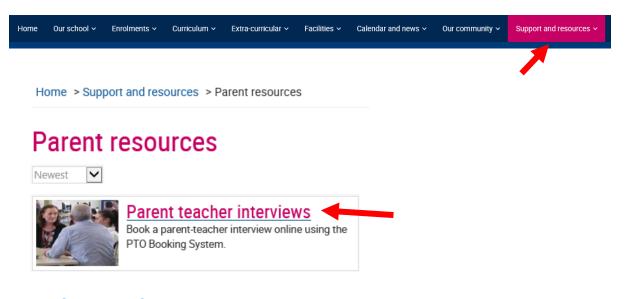
## Part One: Register for Use

1.  Click on the **PTO Link** located on the BSHS Parent Teacher Interview Website page:
    https://brisbaneshs.eq.edu.au/Supportandresources/Parentresources/Pages/Parent-teacher-interviews.aspx

| Home | Our school ⌄ | Enrolments ⌄ | Curriculum ⌄ | Extra-curricular ⌄ | Facilities ⌄ | Calendar and news ⌄ | Our community ⌄ | Support and resources ⌄ |
|---|---|---|---|---|---|---|---|---|

Home > Support and resources > Parent resources

### Parent resources

Newest ⌄

**Parent teacher interviews**
Book a parent-teacher interview online using the PTO Booking System.

**PTO Booking System**

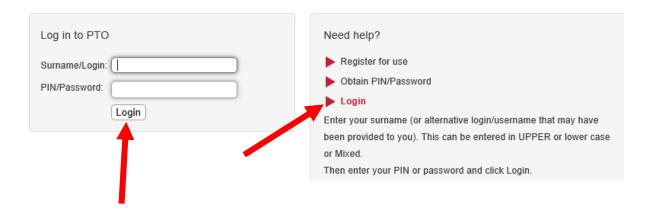Please read the PTO Booking System Instructions (PDF, 368 KB) before logging into the PTO Booking System.

Click **Register for Use** (top right side).

2.  Enter your name and email details.

3.  Click **Send Registration**.

4.  An automated response with your login name and pin will be sent to the email address that you entered.

5.  Go to your email account to obtain your *Login name* and *pin*.

**Need help?**

► Register for use

**Log in to PTO**

Title (optional)
e.g. Mr/Mrs:

First name:

Last name:

Email address:
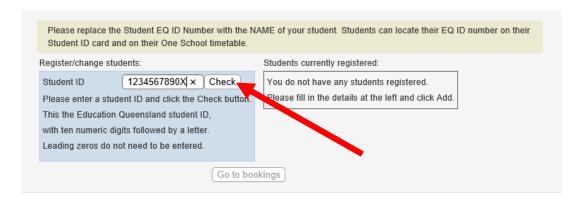
[Send registration]

# Part Two: Login to add student details

1. Click on the *PTO Logo.*
2. Select *Login* (right side menu).
3. Enter **surname/login** (as shown on email).
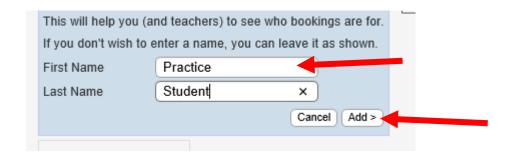4. Enter **pin number** (as shown on email).
5. Click *Login.*



6. Enter your **student's EQ ID number** (this is a 10 digit number + one alpha character).
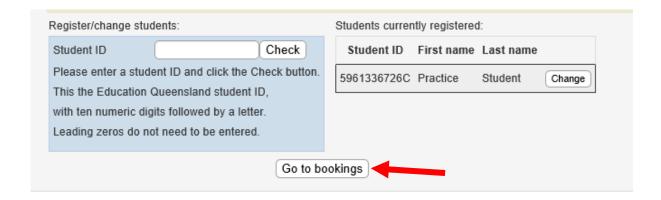   The student ID number is recorded on your student's One School timetable and on their Student ID card.
7. Press the *Check* button.



8. **Edit the names** of your student by substituting student ID and the 10 digit number for the **first name and last name** of your student.
9. Click the *Add* button.
10. Register additional students if necessary.
11. Click *Go to Bookings.*

This will help you (and teachers) to see who bookings are for.
If you don't wish to enter a name, you can leave it as shown.

First Name    Practice
Last Name     Student    ✕

                                    Cancel    Add >

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Register/change students:                Students currently registered:

Student ID    [          ]  Check         Student ID    First name    Last name

Please enter a student ID and click the Check button.    5961336726C    Practice    Student    Change
This the Education Queensland student ID,
with ten numeric digits followed by a letter.
Leading zeros do not need to be entered.

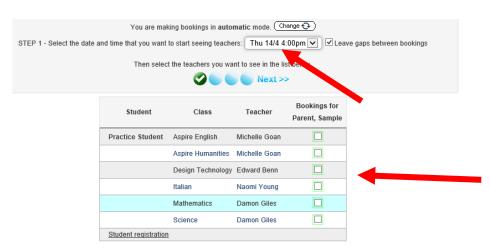                          Go to bookings

## Part Three: Make Bookings

Instructions are shown near the top of the page. You will use the **Next** button to move through each step. Click **OK** when you are ready to proceed.

Welcome to PTO

To book your interviews, follow the instructions shown near the top of the page.

Click Next >> to go through each of the 4 booking steps.

You can also make and cancel bookings individually. See Change ⟳ for details.

When finished, download your interview schedule using the printer button 🖨 (top left of page)

To show this information again and get more help, see ⓘ

Click here to continue ...
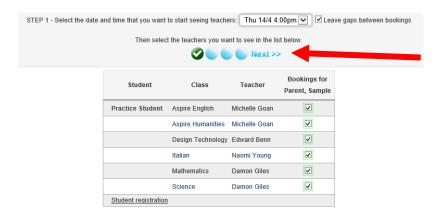OK

1.   Select the <u>date and time</u> that you want to start seeing the teachers (from the drop down menu)
     Select the required <u>teachers</u> by checking the relevant green box
     Click **Next**

You are making bookings in **automatic** mode.  Change ⟳

STEP 1 - Select the date and time that you want to start seeing teachers:  Thu 14/4 4:00pm ▾  ☑ Leave gaps between bookings

Then select the teachers you want to see in the list below

✅ ⬤ ⬤ ⬤  Next >>

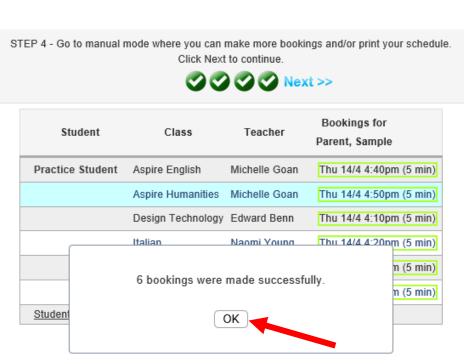| Student | Class | Teacher | Bookings for Parent, Sample |
|---|---|---|---|
| Practice Student | Aspire English | Michelle Goan | ☐ |
| | Aspire Humanities | Michelle Goan | ☐ |
| | Design Technology | Edward Benn | ☐ |
| | Italian | Naomi Young | ☐ |
| | Mathematics | Damon Giles | ☐ |
| | Science | Damon Giles | ☐ |
| Student registration | | | |

2.   Confirm the time for your first interview
     Click **Next**



Confirm the bookings by clicking **Next** (use **Previous** button if you need to go back through the relevant steps to make changes at this stage)
You will receive a screen message advising of status of bookings (successful / not successful)
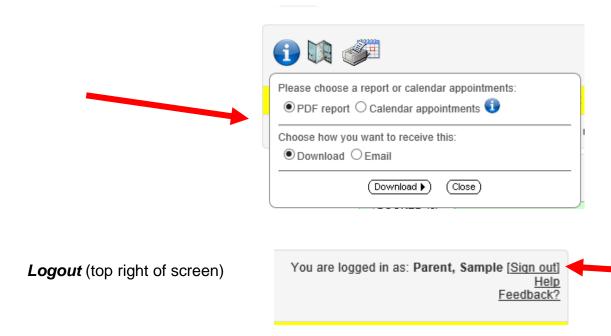Click **OK**

3. Go to the *Printer* Icon in the top left of the screen and click on it.

Select the required format to receive a copy of the appointment schedule
Select *Close* after the PDF is downloaded or the Email is sent

Please choose a report or calendar appointments:
◉ PDF report  ◯ Calendar appointments ⓘ

Choose how you want to receive this:
◉ Download  ◯ Email

( Download ▶ )    ( Close )

*Logout* (top right of screen)

You are logged in as: **Parent, Sample** [Sign out]
Help
Feedback?

## Booking Additional Appointments

If you wish to make additional appointments after having completed the process, follow the same steps from the beginning of Part Two (above). When the schedule of appointments appears, select the required teachers and continue with the remainder of the process. When you have downloaded/emailed the new schedule, select *Logout* (right side of screen).


## Cancelling or Changing Appointments

If you wish to cancel appointments or change the times of appointments after having completed the process, follow the same steps from the beginning of Part Two (above). When the schedule of appointments appears, select *Change* to go to Manual Mode. Make the changes and then download/email the new schedule. Then *Logout* (right side of screen).


## Enquiries

If you encounter any problems using the PTO booking system, please contact our Corporate Services Officer by email [nflet39@eq.edu.au](mailto:nflet39@eq.edu.au). Please provide your name, your student's name(s) and your phone contact details, and a staff member will contact you to provide assistance.