

Using the PTO Booking System



Part One: Register for Use

1. Click on the **PTO Link** located on the BSHS Parent Teacher Interview Website page.

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.

A red arrow points to the 'Parent teacher interviews' link.

PTO Booking System

Please read the [PTO Booking System Instructions \(PDF, 315 KB\)](#) before logging into the [PTO Booking System](#).

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

Need help?

▶ **Register for use**

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*.

Log in to PTO

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

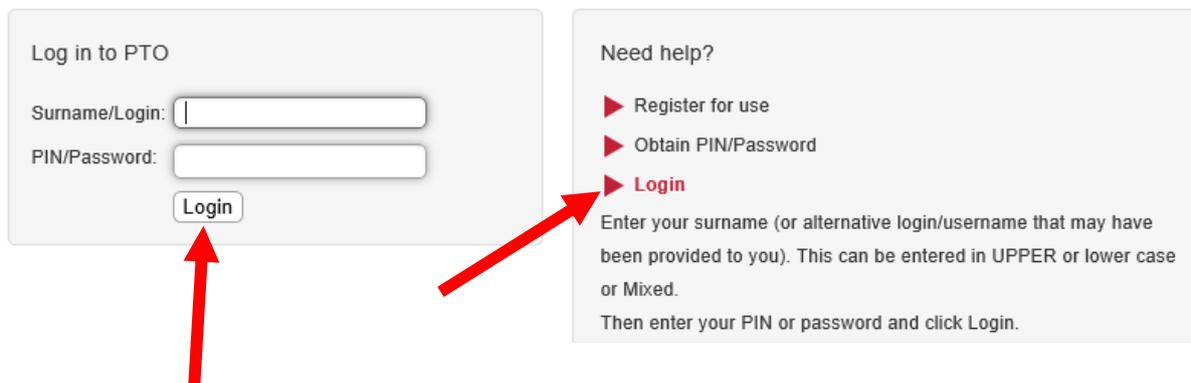
First name:

Last name:

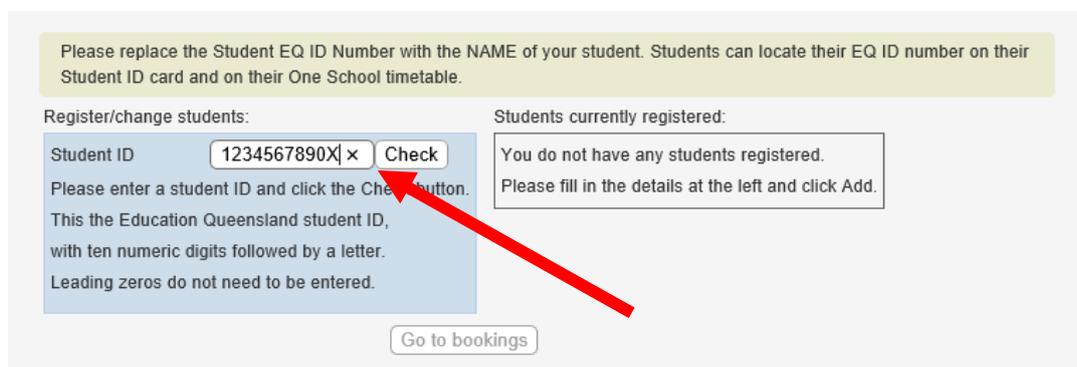
Email address:

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

Last Name

Register/change students: Students currently registered:

Student ID

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

Student ID	First name	Last name	
5961336726C	Practice	Student	<input type="button" value="Change"/>

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 [i](#)

Click here to continue ...

1. Select the date and time that you want to start seeing the teachers (from the drop down menu)
- Select the required teachers 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: 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	<input type="checkbox"/>
	Aspire Humanities	Michelle Goan	<input type="checkbox"/>
	Design Technology	Edward Benn	<input type="checkbox"/>
	Italian	Naomi Young	<input type="checkbox"/>
	Mathematics	Damon Giles	<input type="checkbox"/>
	Science	Damon Giles	<input type="checkbox"/>
Student registration			

2. Confirm the time for your first interview

Click **Next**

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	<input checked="" type="checkbox"/>
	Aspire Humanities	Michelle Goan	<input checked="" type="checkbox"/>
	Design Technology	Edward Benn	<input checked="" type="checkbox"/>
	Italian	Naomi Young	<input checked="" type="checkbox"/>
	Mathematics	Damon Giles	<input checked="" type="checkbox"/>
	Science	Damon Giles	<input checked="" type="checkbox"/>
<u>Student registration</u>			

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**

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	Bookings for Parent, Sample
Practice Student	Aspire English	Michelle Goan	<input checked="" type="checkbox"/> Thu 14/4 4:40pm (5 min)
	Aspire Humanities	Michelle Goan	<input checked="" type="checkbox"/> Thu 14/4 4:50pm (5 min)
	Design Technology	Edward Benn	<input checked="" type="checkbox"/> Thu 14/4 4:10pm (5 min)
	Italian	Naomi Young	<input checked="" type="checkbox"/> Thu 14/4 4:20pm (5 min)
	Mathematics	Damon Giles	<input checked="" type="checkbox"/> Thu 14/4 4:00pm (5 min)
	Science	Damon Giles	<input checked="" type="checkbox"/> Thu 14/4 4:30pm (5 min)
<u>Student registration</u>			

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	Bookings for Parent, Sample
Practice Student	Aspire English	Michelle Goan	Thu 14/4 4:40pm (5 min)
	Aspire Humanities	Michelle Goan	Thu 14/4 4:50pm (5 min)
	Design Technology	Edward Benn	Thu 14/4 4:10pm (5 min)
	Italian	Naomi Young	Thu 14/4 4:20pm (5 min)
			m (5 min)
			m (5 min)
<u>Student</u>			

6 bookings were made successfully.

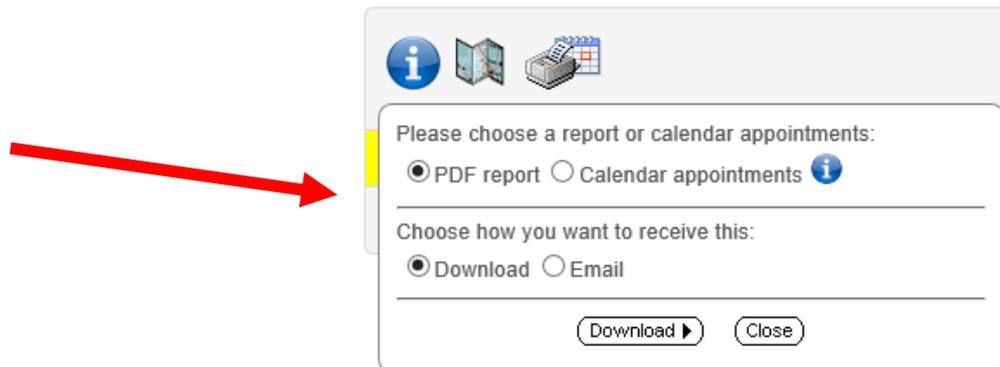
OK

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



Logout (top right of screen)



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 (Mrs. Narelle Fletcher) by email 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.