

How to use the PTO Booking System



Springfield Lakes State School
The best we can be

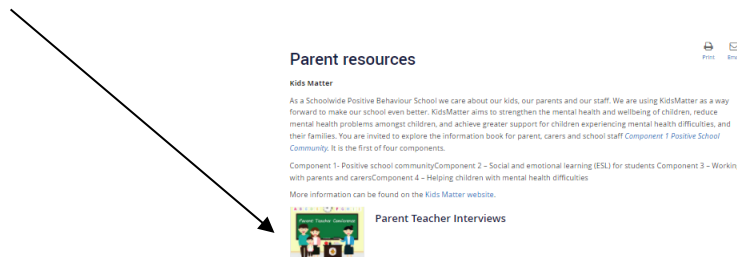
Part One: Register for Use

Browse to the Springfield Lakes State School Website to find the PTO online booking tool.

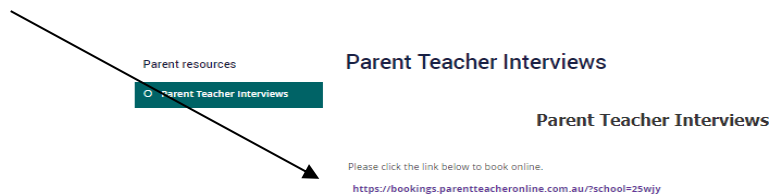
<https://springfieldlakesss.eq.edu.au/>



Go to 'Support and resources' then 'Parent resources' and select 'Parent Teacher Interviews'



click on the link to go to PTO online booking tool.



1. Select **Register** (top right side).

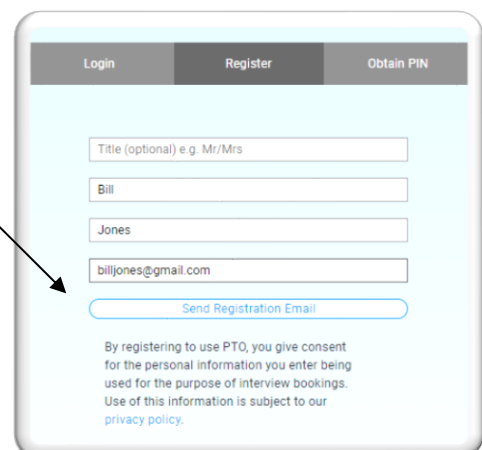
2. Enter your name and email details.

3. Select **Send Registration Email**.



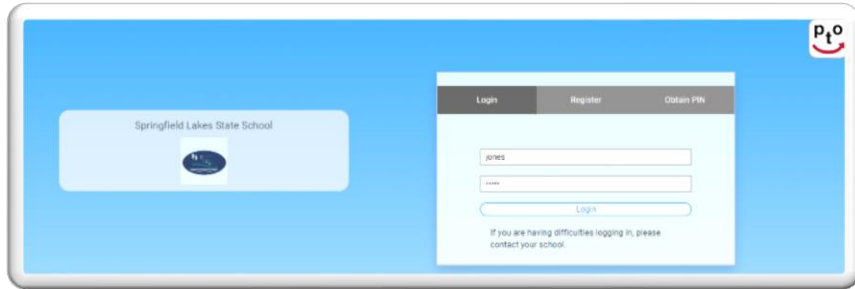
4. An automated reply with your login name and pin will be sent to the email address that you've entered.


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



Part Two: Login to add student details


1. Click on the **PTO Logo**.
2. Select **Login**.
3. Enter your **login name** (as shown on email).
4. Enter the **pin number** (as shown on email).
5. Click **Login**.



6. Enter your **child's MIS ID** (that was sent home with your child).
7. Press the  to continue.

Register your Student(s)

[More Information](#)

Search Student Id: 





8. **Edit the name** replace the word 'Student ID' and the 10 digit number with your child's **first and last name**.
9. Click the **Add** button.
10. Register any additional children if necessary.

You can enter the student name if you wish. 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.

[Add +](#) [Cancel X](#)

11. Click **Go to Bookings**.

Your Registered Student(s):

Student Id	First Name	Last Name		
1234567890A	Betty	Smith		
1234567890B	Bob	Smith		

By registering student(s), you give consent for the personal information you enter to be used for the purpose of making bookings.
Use of this information is subject to our [privacy policy](#).

[Go To Bookings >](#)

Part Three: Make the Booking

1. Select the time that you would like to visit your child's teacher (from the drop down menu on the right).

You do not have any bookings.

Betty Smith	6X	Bill Jones	Tue 26/4 3:10pm	+
Bob Smith	6X	Bill Jones	Tue 26/4 3:10pm	+

Student Registration

2. Press the 'add' button to confirm a selected time. Do the same for any other appointments you make.

BOOKED (2)

Betty Smith	6X	Bill Jones	Tue 26/4 3:10pm (10 min)	↻	✕
Bob Smith	6X	Bill Jones	Tue 26/4 3:20pm (10 min)	↻	✕

3. Select the 'Download / Email Bookings' to receive a copy of your bookings.

Springfield Lakes State School
Parent Teacher Online

Bill Jones Logout

PTO

Download / Email Bookings

4. Choose your preferred method of receipt and when finished, click 'Close'.

Report / Calendar Appointments:

PDF report Calendar appointments

Choose how you want to receive this:

Download Email

Download Close

Your booking has now been submitted.

Cancelling or Changing Appointments

If you wish to cancel an appointment or change the time of an appointment after having completed the process, follow the same steps from the beginning of Part Two (above). When the schedule of appointments appears, select **Change**. Make the changes and then download/email the new schedule.