Part One: Register for Use
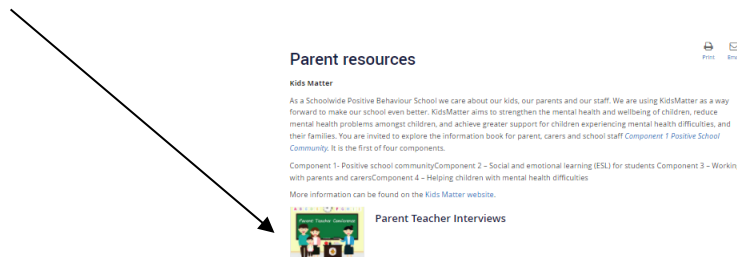
Browse to the Springfield Lakes State School Website to find the PTO online booking tool.
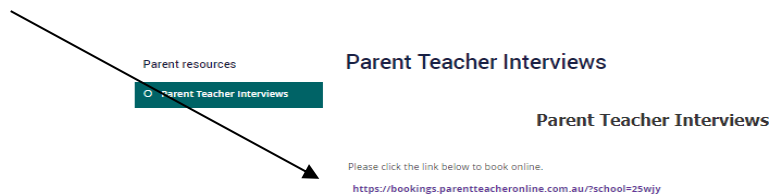
https://springfieldlakesss.eq.edu.au/

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

Click on the link to go to PTO online booking tool.
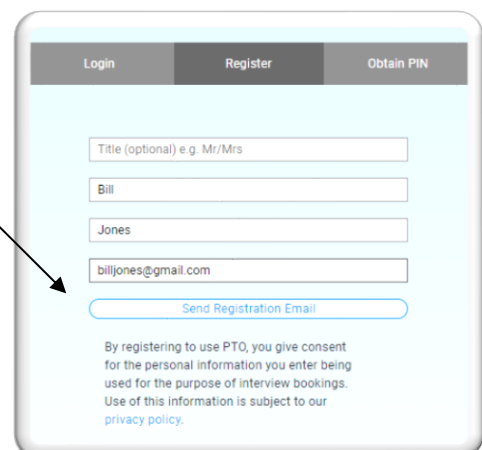
1. Select **Register** (top right side).

2. Enter your name and email details.

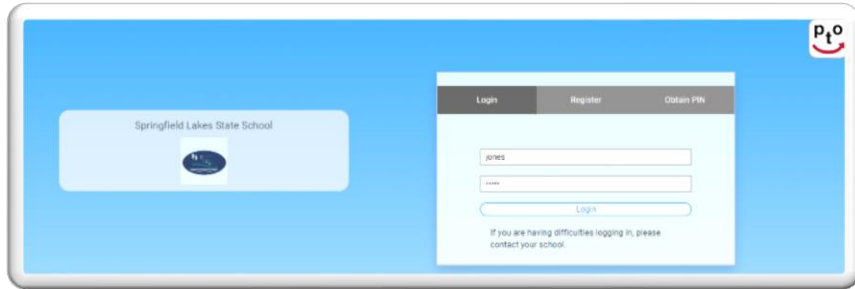3. Select **Send Registration Email**.

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.

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.

11. Click *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).

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

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

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