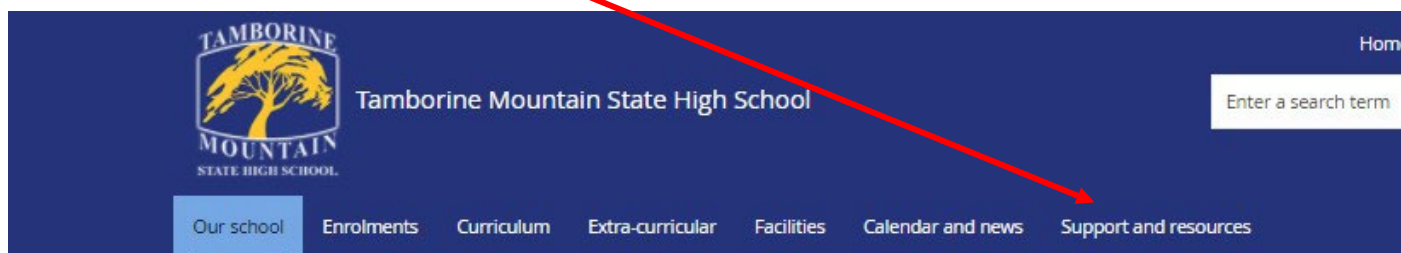


1. Log on to TMSHS Website at - [tamborinemtnshs.eq.edu.au/Pages/default.aspx](http://tamborinemtnshs.eq.edu.au/Pages/default.aspx)
2. Click on Support and resources



3. Click Parent resources
4. Click on the Related Links Parent Teacher Online



5. Click on Register for use

5. Type in Registration Code 630219. Fill out your details with your email. Click Send registration email
6. Your login name and personalised pin number will arrive by email. It could take a few minutes or a little longer under heavy traffic. Click on the link to go straight to the page.

Log in to PTO

7. Enter student Id.

8. Click search

Register your Student(s)

[More Information](#)

Search Student Id: 12345678G

Your Registered Student(s):

You do not have any students registered.  
Search for a Student and Select Add

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 >](#)

9. Click go to bookings

Register your Student(s)

[More Information](#)

Search Student Id: 987654E

Your Registered Student(s):

You do not have any students registered.  
Search for a Student and Select Add

Class	Year
English	12
Physics	12
Psychology	12

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.

Joe Bloggs	<a href="#">add</a>	<a href="#">Cancel X</a>
9876543E		

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 >](#)

10. Click add

11. If more than one child place new student Id and click search

12. Click go to bookings

13. Click Automatic Mode. This will change to Manual Booking Mode.

Automatic Booking Mode

Step 1 of 3 > When are you available from? Wed 11/5 Select time < Prev Next >

Filter Date: Hide Past Bookings

Student	Class	Teacher	Mrs Booking(s)
Joe Bloggs 12345688G	Diploma of Business	Michael O'Brien	<input type="checkbox"/>
	Essential Maths	Sarah Moreno	<input type="checkbox"/>
	Health and Physical Education	Louise Halfpenny	<input type="checkbox"/>

Student Registration

14. Click your manual times

15. Click +

15. Click Download / Email Bookings

Manual Booking Mode

Teacher	Mrs Booking(s)
You do not have any bookings.	
Michael O'Brien	Wed 11/5 9:10am +
Sarah Moreno	Wed 11/5 9:20am +
Louise Halfpenny	Wed 11/5 9:30am +

Download / Email Bookings

16. Click PDF

17. Click download or email. Close. Log-out.

Report / Calendar Appointments:

PDF report  Calendar appointments

Choose how you want to receive this:

Download  Email

Download Close

Download / Email Bookings

Mrs Booking(s)

Wed 11/5 9:10am + Wed 11/5 9:30am +