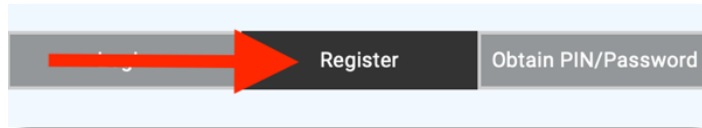


How to register for PTO

Step 1: Select **Register** from the login page

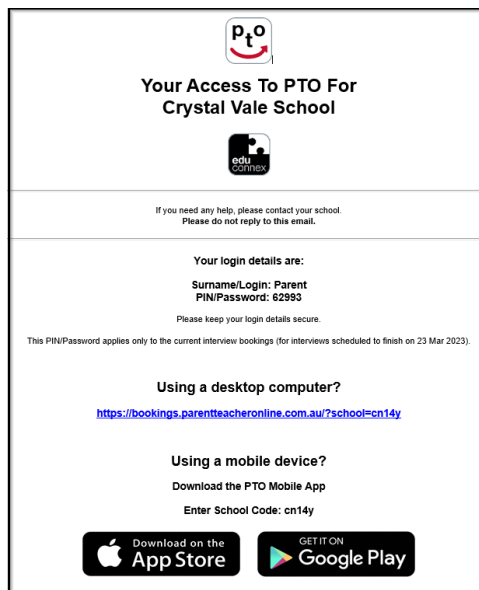


Step 2: Enter your details, then click **Send Registration Email**

Registration code
630219

A registration form with the following fields: 'Title (optional) e.g. Mr/Mrs', 'First Name', 'Surname', and 'Email address'. Below these fields is a blue button labeled 'Send Registration Email'. Red arrows point to each of the four input fields.

Step 3: Click the login link in the email sent to you



Step 4: Search for the student's EQID
Classes will display under this if a match is found

A search form with the label 'Search Student Id:' followed by a text input field containing 'Student ID' and a magnifying glass search button.

Step 5: Enter student's name (optional), then click Add

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.

A form showing a table with two rows: 'Carson' and 'Chang'. To the right of the table are two buttons: 'Add +' and 'Cancel X'. A red arrow points from the 'Chang' row to the 'Add +' button.

Step 6: Book for registered students by clicking **Go To Bookings**
OR
Repeat from Step 4 to add additional students

A screenshot of the 'Your Registered Student(s)' section. It shows a table with columns 'Student Id', 'First Name', and 'Last Name'. The first row contains '000000000A', 'Carson', and 'Chang'. To the right of the table are two icons: a pencil and a red X. Below the table is a 'Go To Bookings >' button. A red arrow points from the 'Go To Bookings >' button to the '000000000A' student ID.