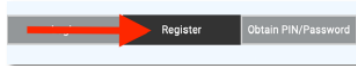


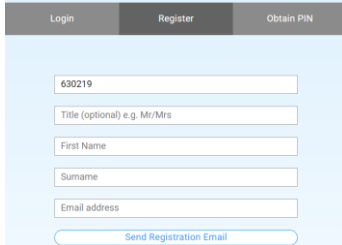
## Booking a Uniform Fitting with PTO at Tamborine Mountain SHS 2024

### Step 1: Click link below and select Register from the Login page



<https://bookings.parentteacheronline.com.au?school=bj79m>

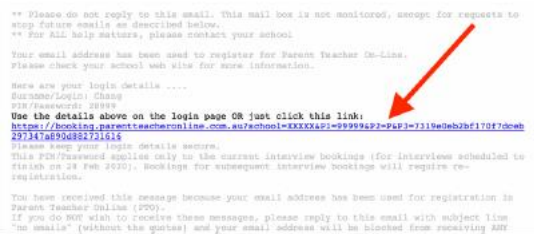
### Step 2: Create Parent Account on PTO

A screenshot of the registration form. The 'Registration Code' field contains '630219'. Other fields include 'Title (optional) e.g. Mr/Mrs', 'First Name', 'Surname', and 'Email address'. A 'Send Registration Email' button is at the bottom.

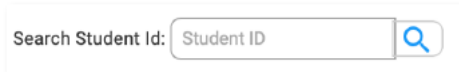
You will be prompted for a Registration Code. The Registration Code is **630219** for all TMSHS students. Complete the remaining cells on the form and click "Send Registration Email."

### Step 3: Activate account

Click the login link in the email sent to you

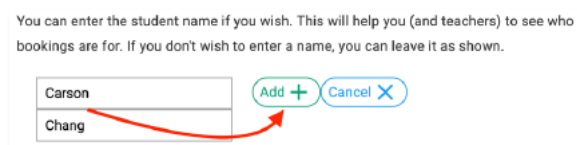


### Step 4: Enter Your Student's EQ ID in the "Search Student Id" box:

A screenshot of the 'Search Student Id' box. The text 'Student ID' is entered in the search field, and a magnifying glass icon is to the right.

Every Education Queensland student has an EQID. It consists of 10 numbers and one letter. You can find it on your child's student ID card (the numbers under the barcode), report cards, or school invoices, among other documents. They get this number when they are first enrolled in an Education Queensland school. It is the same number from Prep to Year 12. Please contact the school directly if you cannot find your student's EQID.

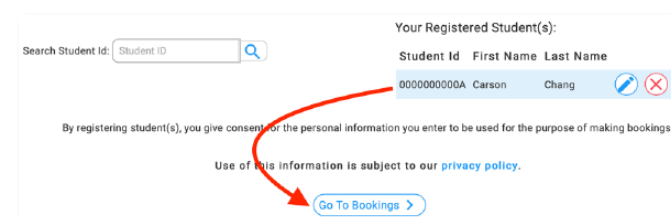
### Step 5: Replace Student ID with Student's Name in PTO System:

A screenshot of the PTO system. It shows a list of students: 'Carson' and 'Chang'. There are 'Add +' and 'Cancel X' buttons. A red arrow points from the 'Add +' button to the 'Carson' entry.

This is optional.

**Repeat Steps 4 & 5 to link additional students to your Parent Account**

### Step 6: Book a Uniform Fitting for Your Registered Students

A screenshot of the PTO system. It shows a search box with 'Student ID' and a magnifying glass icon. Below it, a table lists registered students: '000000000A Carson Chang'. There are 'Add' and 'Remove' icons for each student. A red arrow points from the 'Add' icon to the 'Go To Bookings' button. Below the table, there is a consent statement: '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.'

It is recommended that you use the Automatic Booking feature on the Booking Screen. For families with more than one student, please book consecutive slots (3-4 students will fit in 2 consecutive slots).