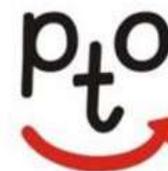
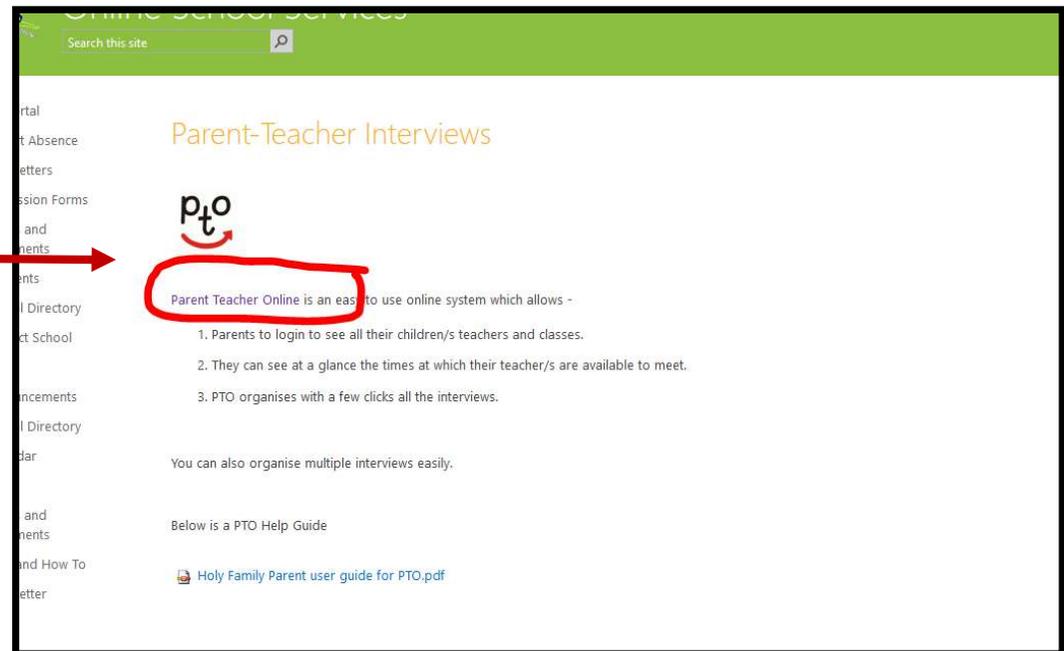
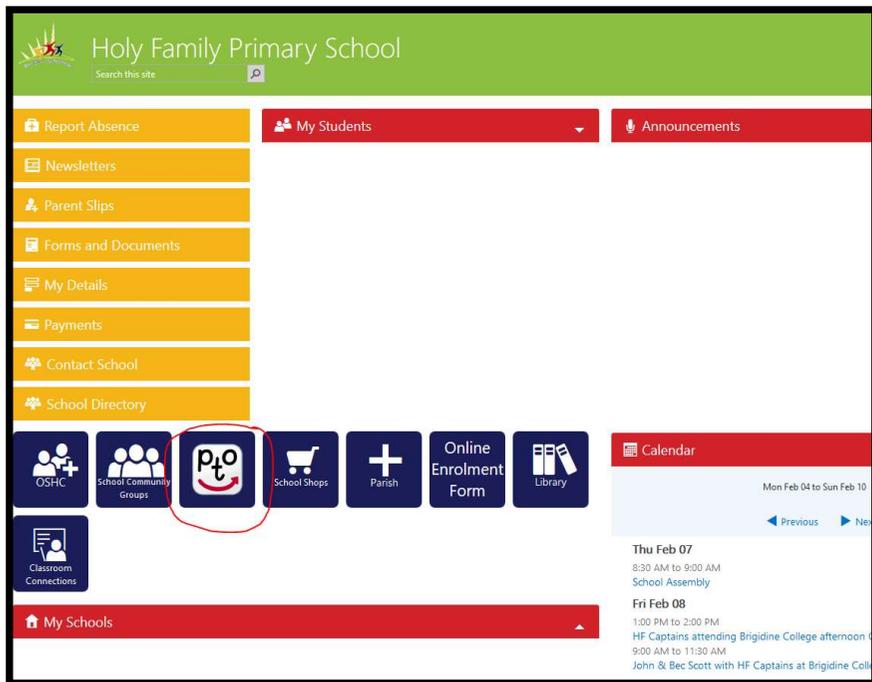


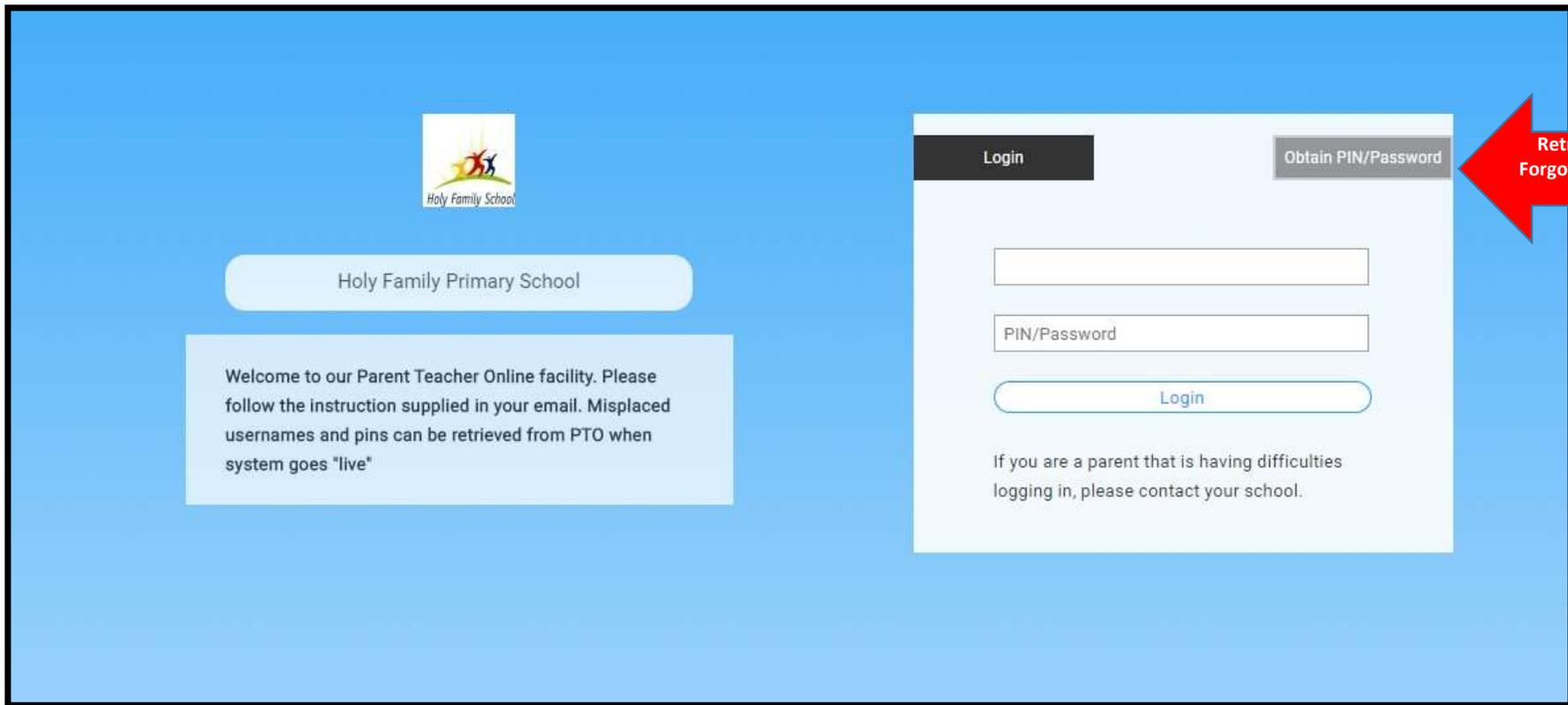
**Welcome to PTO (Parent Teacher Online)**

**How to make Parent Bookings  
In Manual Mode**





The Parent Teacher Online can be accessed through the Parent Portal as show above.



Enter your login and PIN given to you by your school via email. Then press login. If you have lost or forgotten your PIN, this can be retrieved from the grey box in the right corner of the login.



## Holy Family Primary School

Parent Teacher Online

Logout



Confirm your details:

Email

xyz@ZYZ.com.au



The contact details provided here are for your school's records, and may be used by your school for PTO and other purposes.

PTO will only use the contact details provided for the purposes of interview bookings and in accordance with our [privacy policy](#).

Once your details are correct:

Continue >

**Please make changes to email address if needed. Then press continue.**

 **Holy Family Primary School**  
Parent Teacher Online

Parent's name 

Please be aware the interview times are strictly booked at 15 minute intervals, this also allows a few minutes transition time for the teacher in preparation for the next interview.

[Download / Email Bookings](#)

[Manual Booking Mode](#)

Filter Date:   Hide Past Bookings

Student	Class	Teacher	Booking(s)
You do not have any bookings.			
Student's name	6-Blue	Katie Marsh	Select time ... 

[Add a second login](#)

You will see your child/children's names, class and teacher/s name along with a dropdown box to 'select time' for your interview.

 **Holy Family Primary School**  
Parent Teacher Online

[Logout](#) 

Please be aware the interview times are strictly booked at 15 minute intervals, this also allows a few minutes transition time for the teacher in preparation for the next interview.

[Download / Email Bookings](#)

[Manual Booking Mode](#)

Filter Date:   Hide Past Bookings

Student	Class	Teacher	Booking(s)
			<i>You do not have any bookings.</i>
	6-Blue	Katie Marsh	Mon 27/7 7:40am <input type="button" value="+"/>

[Add a second login](#)

**Click on Green Cross to confirm your time**

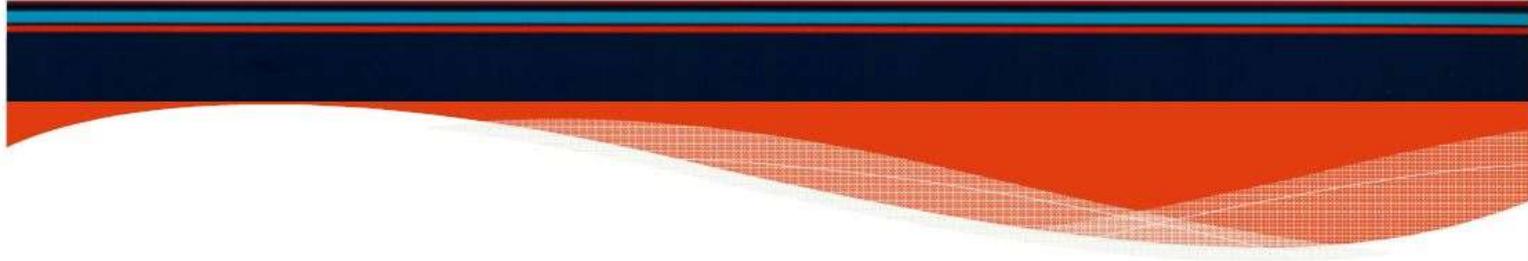
Once you have selected a time, click on the circled green cross to confirm. You can download to a PDF, iCalendar or receive email with your bookings, if required.

Your bookings are now complete and you can logout.

If you need to reschedule or cancel your booking, please follow the steps above. Bookings can only be cancelled or rescheduled no less than 48 hours prior to original interview time.

Please contact your teacher if you have an last minute cancellations.

If you have difficulty logging in, please don't hesitate to contact the school office.



**How easy is that?**

