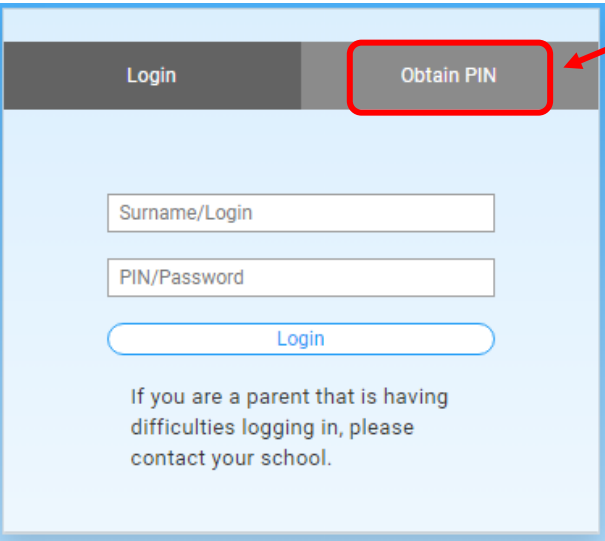


The system will be available from 4:00pm on Thursday 1 July

APPOINTMENTS FOR LEARNING CONVERSATIONS – VIA THE INTERNET

The internet-based booking system, Parent Teacher On-Line (PTO) is to be used to make appointments for the Learning Conversations. Using this system on any internet-connected computer, you can select interview times that best suit your needs.

STEP 1	Click on the link below or copy into your browser: https://bookings.parentteacheronline.com.au?school=d7cch
STEP 2	<p>Click on 'Obtain PIN'</p>  <p>Enter your email address and you will be emailed a link.</p>
STEP 3	Follow the prompts to make your booking.

APPOINTMENTS FOR LEARNING CONVERSATIONS VIA THE PTO APP

1. Download the App: *PTO – Parent Teacher Online*
2. Select 'Australia' and click on DONE
3. Click on 'Add School'
4. Enter school code: d7cch
5. Select Holy Cross College
6. Enter your email address (you will be emailed a link)
7. Follow the prompts to make your booking/s

2021 LEARNING CONVERSATIONS



Please note the following points:

- When you log on, the system displays only your own child/children and only one parent/guardian, however both parents are encouraged to attend the interview.
- You will only see time slots which are *available* at the time you are using the system. As time slots are booked for teachers, those timeslots are no longer displayed as available. PTO prevents double-booking of teachers or parents/guardians.
- When you have made all the bookings you require, you can print a *report* of your bookings in time order. You can log in and *change bookings* any time up to the day before the interviews.
- Other parents may be making bookings at the same time that you are using the system. It is possible, though unlikely, that a timeslot is displayed to you as available, but is then booked by another parent shortly afterwards. If you then attempt to book this timeslot it will not be available and a message will be displayed to indicate this.

If you encounter any problems using PTO please contact the College Office.