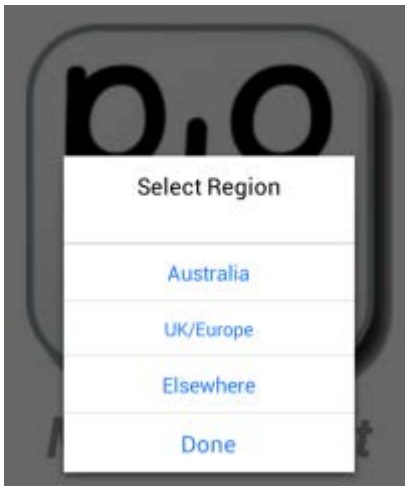
PTO Mobile App User Guide

About the PTO mobile app

You can find the free PTO app on the apple app store and the google play store.

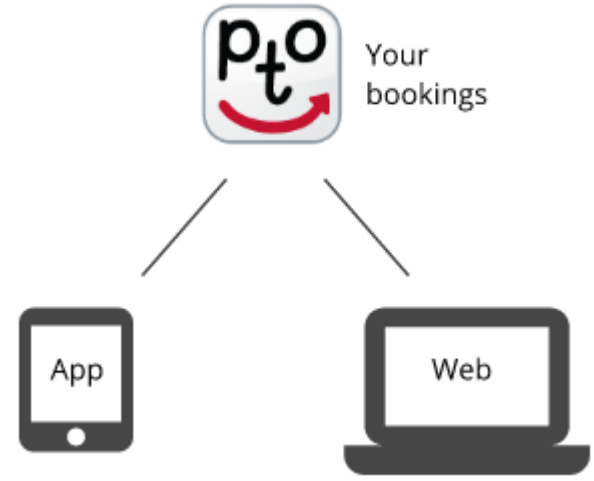
The app is only for parents to make, change and view bookings.

After installing the app and running it for the first time it will ask you to select your region. This helps the app find your school faster.



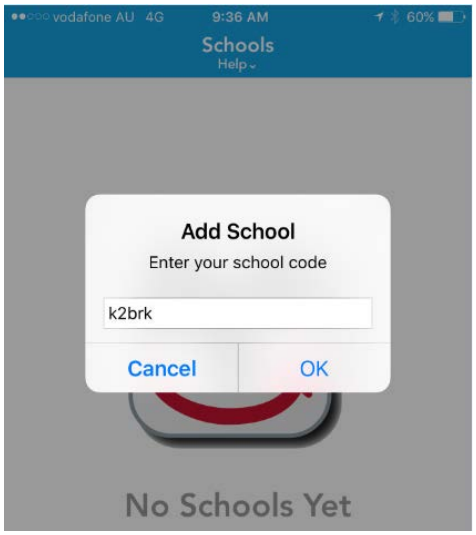
Most of the screens in the app have a help button at the top.

You can use the web version of PTO or the PTO app, or even both. Both connect to our secure central server where your bookings are stored. If you change bookings on one of these (e.g. web PTO), the other one (e.g. your phone with the PTO app) won't see the changes until you refresh. The only time you might see a difference is if your mobile device cannot connect to the server (because it has no wi-fi or data connection). In this case, the mobile device will display your bookings as it last saw them. This is a feature of the design that allows you to see your bookings on your phone even if it has no data connection.

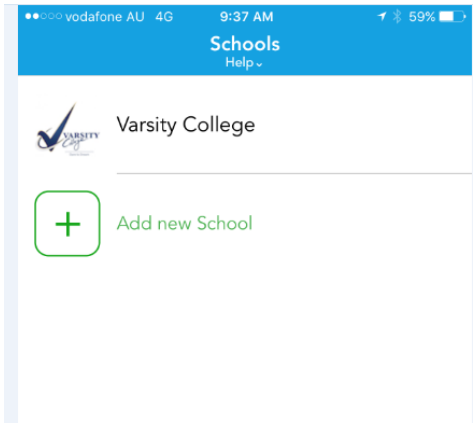


Adding your school

You need to add your school using its 5-character school code **k2brk** which you can find on your school's PTO login page on your web browser. The code is NOT case sensitive. Be careful that the code isn't changed by your device's autocorrect as you enter it.

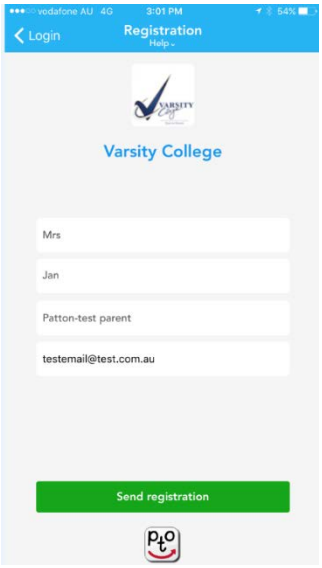


You can add more schools if you have children at more than one school and the schools use PTO.



Register for use

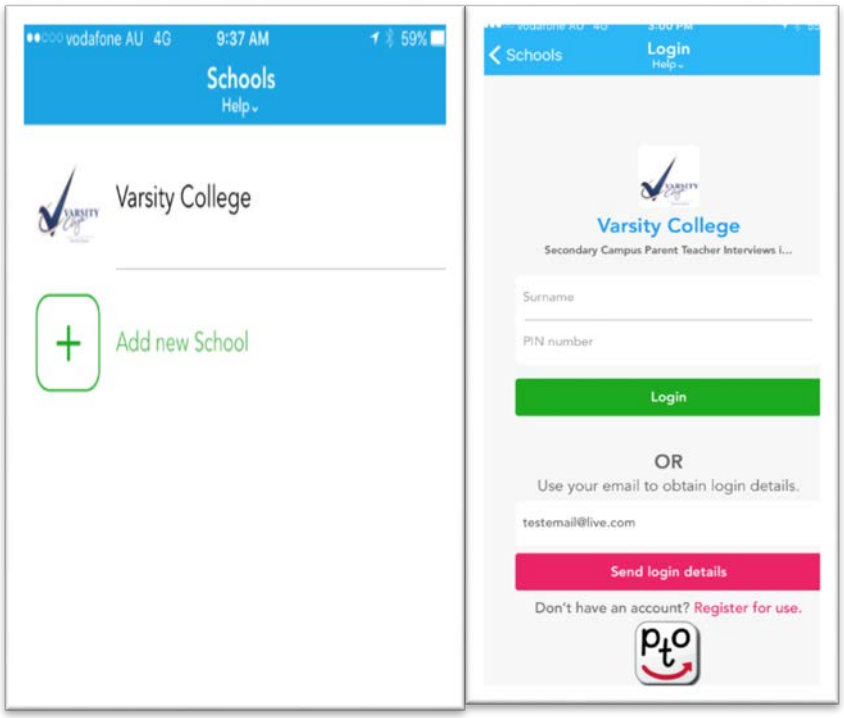
For Education Queensland (EQ) schools, you will need to register yourself, just as you do in the web version of PTO. This is a requirement of EQ and must be done for each new set of interviews held by your school. Click the “Register for use” link at the bottom to register.



Once you have filled in the details you will receive a confirmation email back from the Parent Teacher Online which will provide you with your login details.

Logging in

After adding your school, tap it to go to the login screen.



When entering your login details take care that your device's autocorrect doesn't change them.

When you run the app later, it will bypass the login screen for this school if your login details are still valid.

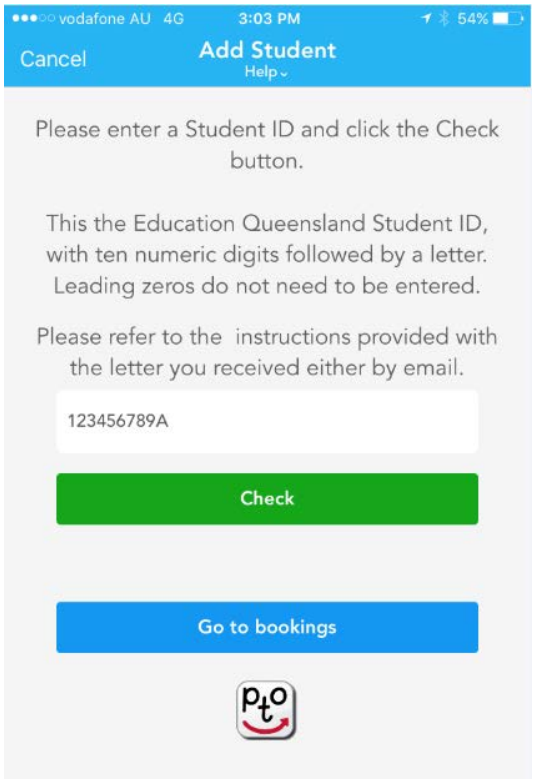
You will need your username and PIN or password provided by email to you after registering to log in.

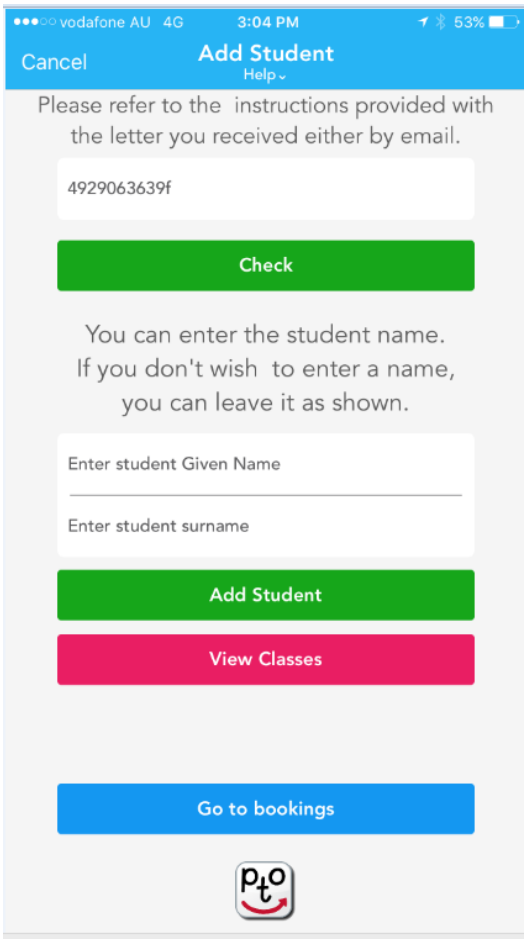
Adding you Students

You have been provided with your students ID Number on the email sent notifying you of this Parent teacher Interview session.

Enter in the Student ID Number and then select Check.

In the next screen please fill in your student Given and Surname details, then go to Bookings

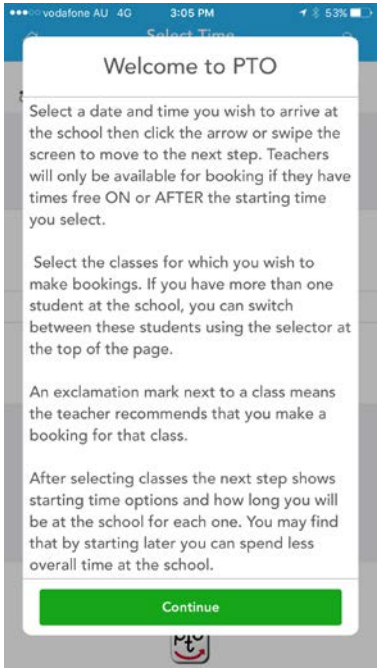


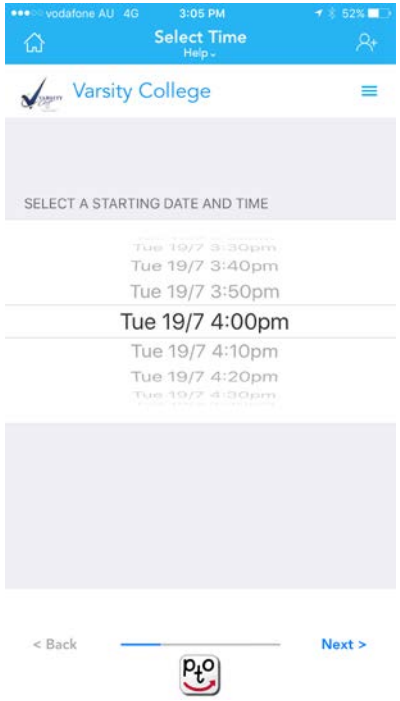


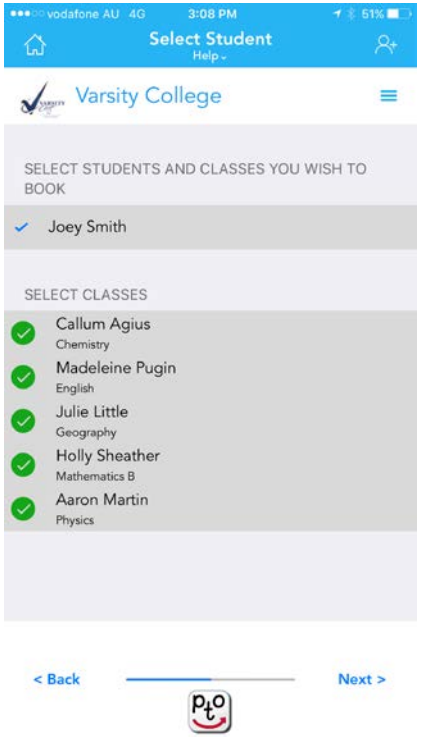
Making Bookings – A maximum of only 1 booking can be made per teacher

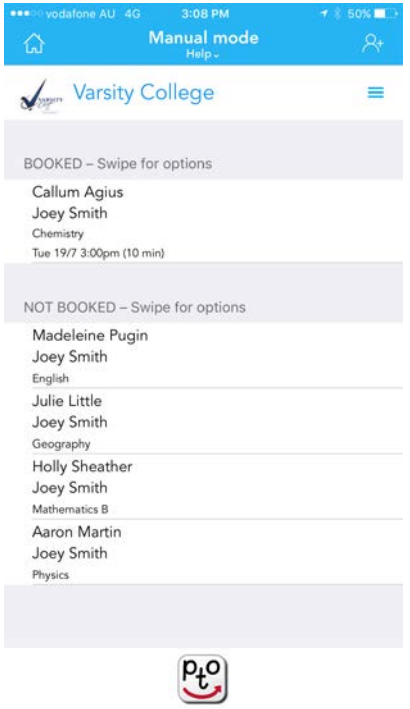
After entering your login details correctly, if you don't have any bookings you will see the "automatic mode" booking screen. This allows you to make bookings using a simple 3-step process where you select your starting time, the classes you wish to book, and then confirm the bookings.

I have included screen captures of how it should look when you are going through the booking process





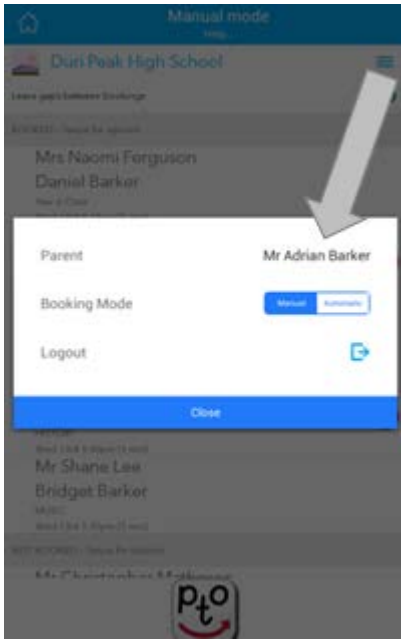




If you already have bookings when you log in using the app, you will see those bookings on the screen in "manual mode". Any classes NOT booked will also be shown underneath your booked classes. You can swipe bookings left or right to cancel, change or set a reminder. You can swipe unbooked classed to make a new booking.

In both manual and automatic modes you might see an exclamation mark next to some classes. This means that the teacher has recommended that you make a booking for that class.

You can switch between manual and automatic modes using the menu button near the top right of the screen.



Coming back to the app (after the event has been held)

At Varsity College you will be required to re-register for EVERY instance of Parent Teacher Interviews. At the time of a new Parent Interview session you will be required to remove Varsity College from your app and re-add. The school code for the APP will be provided in the email sent directly to parents notifying them of the upcoming event.

Logging out

You can log out of your school in the PTO app by clicking the menu near the top right of the screen and clicking the logout button. This removes your stored login details and your bookings for that school, if any, from the app. If you do this, you will need to log in again if you want to view or change your bookings.

Removing a school from the school list

If you want to remove a school from the school list, simply swipe it to the left and confirm by clicking the delete button.