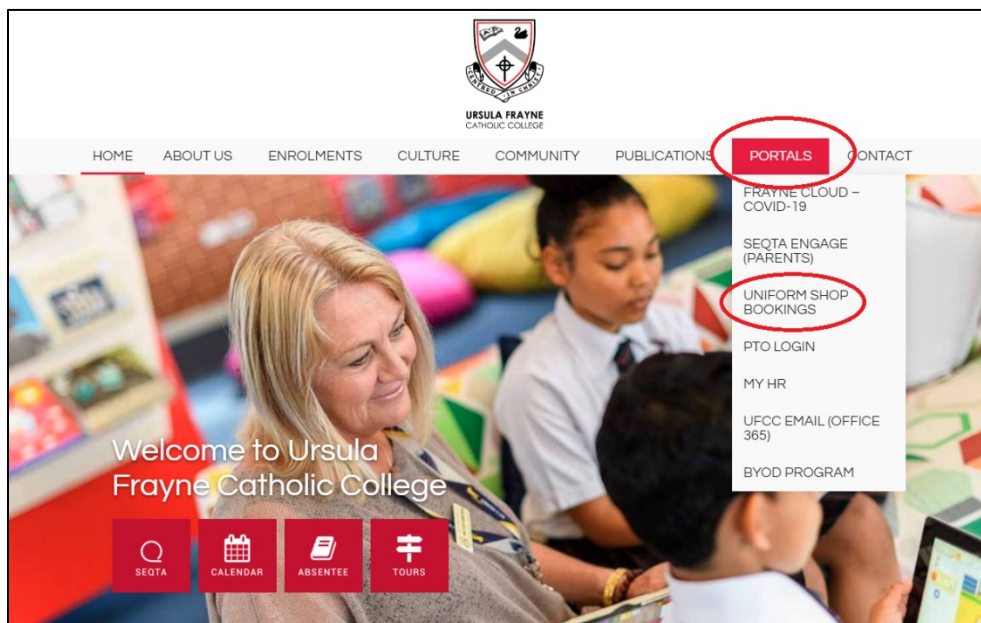


MAKING A BOOKING

To make an appointment for the Uniform Shop, families are asked to utilise the online Uniform Shop Booking system. Please follow the step-by-step instructions below.

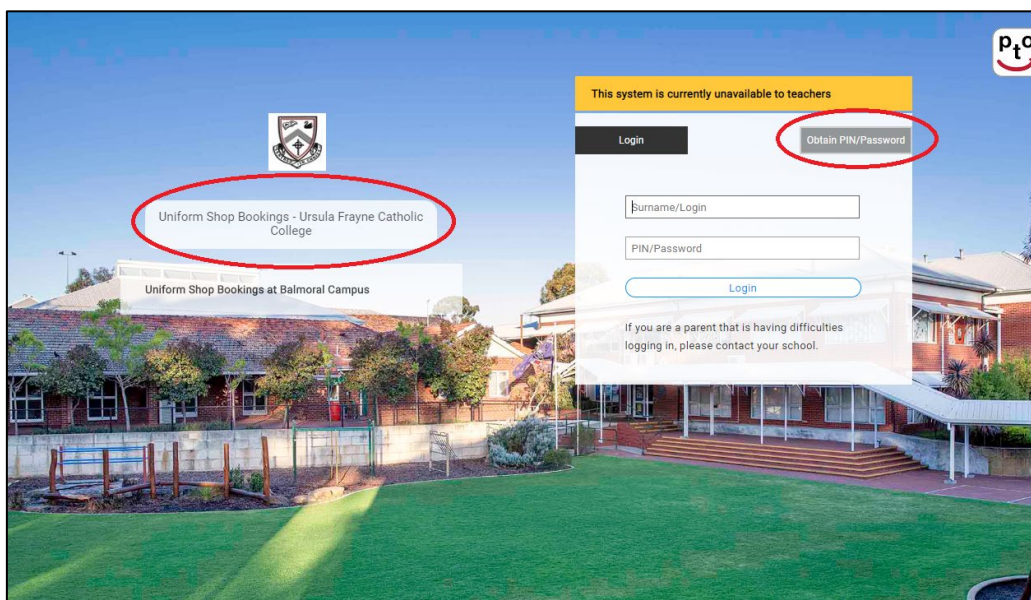
STEP 1

Visit the website: www.ufcc.wa.edu.au and choose Uniform Shop Bookings from the Portals drop-down menu.



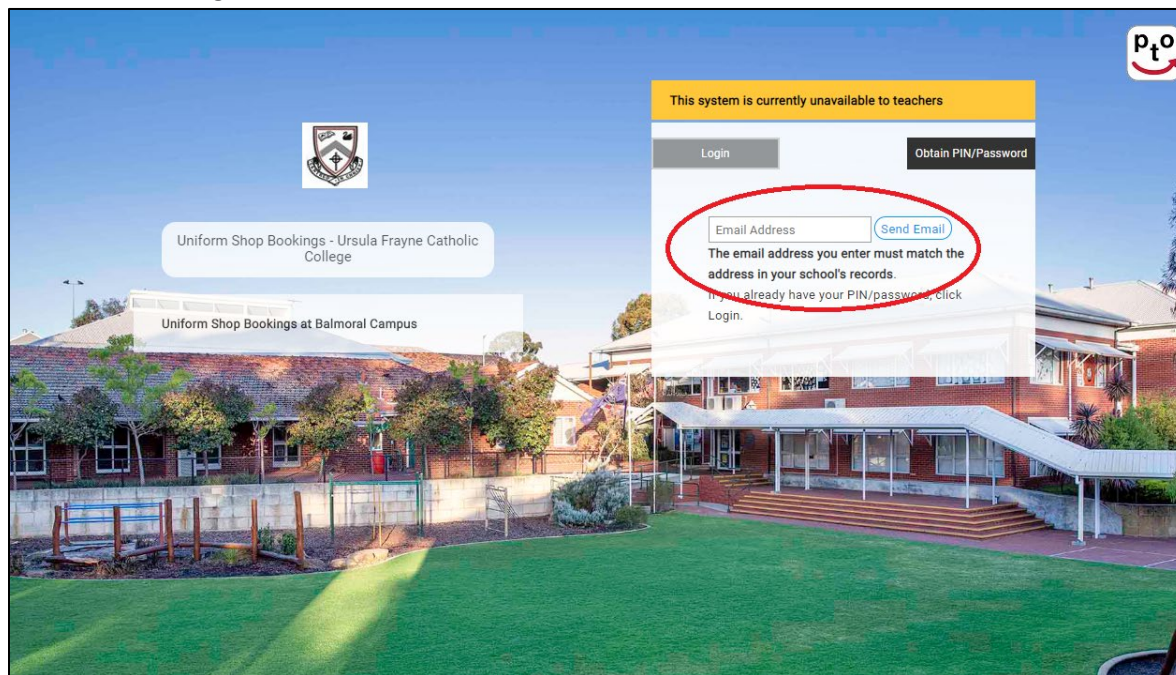
STEP 2

You will be taken to the PTO Login Screen specifically for Uniform Shop Bookings. Select "Obtain PIN/Password" in the right-hand corner.

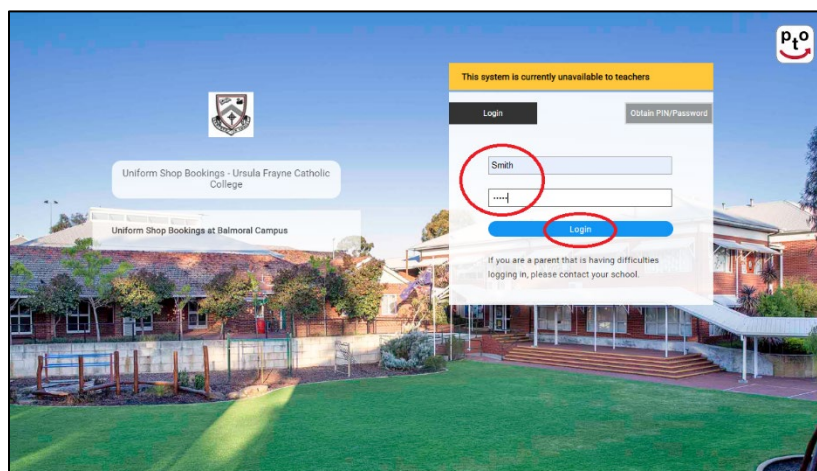
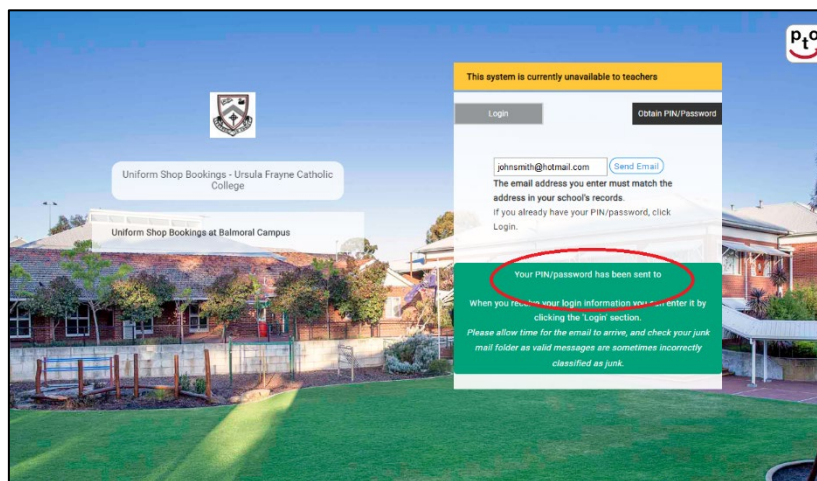


STEP 3

Enter your email address and click on “Send Email”. The email address you enter MUST be the same one you have registered with the College.



An email will be sent to your designated email address. Please ensure you check your junk mail folder if it does not arrive. The email will contain your log in information OR a link you can follow which will take you to the log in page.



Once you log in you may be asked to confirm your email address.

STEP 4

If there is more than one child in your family, you will see a list of their names on the left-hand side. If more than one student requires an appointment, please ensure you choose a time for each of them as bookings are made individually and not for families. Choose a time from the drop-down menu. 20mins is allocated for each booking.

The screenshot shows the 'Uniform Shop Bookings - Ursula Frayne Catholic College' interface. At the top, it says 'Parent Teacher Online' and 'John Smith'. There is a 'Manual Booking Mode' button. Below that, there are filters: 'Filter Date:' and 'Hide Past Bookings' (checked). The main table has columns: Student, Class, Teacher, and John Smith Booking(s). The table is currently empty, showing 'You do not have any bookings.' A red circle highlights the 'Student One' row. A dropdown menu is open for the 'Student One' row, showing a list of dates and times from Tuesday 4/8 11:00am to Thursday 6/8 10:40am. The dropdown menu is also circled in red.

Student	Class	Teacher	John Smith Booking(s)
You do not have any bookings.			
Student One	Uniform Shop	Attendant One	Select time ...
	Uniform Shop	Attendant Two	Select time ...
Student Two	Uniform Shop	Attendant One	
	Uniform Shop	Attendant Two	

Once you have selected a date and time, click on the green “+” symbol to add the booking.

The screenshot shows the same 'Uniform Shop Bookings' interface. The 'Student One' row now has a date and time selected: 'Wed 5/8 11:00am'. A green '+' button is next to the selected time. A red circle highlights the '+' button and the 'Add this booking' button. The 'Add this booking' button is a small button with the text 'Add this booking'.

Student	Class	Teacher	John Smith Booking(s)
Student One	Uniform Shop	Attendant One	Wed 5/8 11:00am + Add this booking
	Uniform Shop	Attendant Two	Select time ...
Student Two	Uniform Shop	Attendant One	Select time ...
	Uniform Shop	Attendant Two	Select time ...

Your booking will be confirmed. Click OK.

The screenshot shows the 'Uniform Shop Bookings - Ursula Frayne Catholic College' interface. A modal dialog box is centered on the screen with the text 'Your booking has been made.' and a checkbox labeled 'Don't show this message again'. An 'OK' button is at the bottom of the dialog. The background interface includes a 'Manual Booking Mode' toggle, a 'Filter Date' dropdown, a 'Hide Past Bookings' checkbox, and a table with columns for Student, Class, Teacher, and John Smith Booking(s). The table shows one booked slot for 'Student One' on 'Wed 5/8 11:00am (20 min)'.

STEP 5

Once your booking has been made you can either Download the Appointment to your Calendar or Email yourself a copy. Click on the Blue cloud icon.

This screenshot shows the same interface as the previous one, but the modal dialog is gone. A blue cloud icon is highlighted with a red circle. Below the icon is a button labeled 'Download or Email your bookings, PDF or iCalendar format'. The table below shows the booking for 'Student One' and two 'NOT BOOKED' slots for 'Student One' and 'Student Two'.

You will be given options to receive the booking as a PDF Report or Calendar Appointment which you can either Download or Email. Please choose your preferences.

This screenshot shows the interface with a dialog box open for 'Report / Calendar Appointments'. The dialog has two sections: 'Report / Calendar Appointments' with radio buttons for 'PDF report' (selected) and 'Calendar appointments', and 'Choose how you want to receive this:' with radio buttons for 'Download' (selected) and 'Email'. There are 'Download' and 'Close' buttons at the bottom of the dialog. The background interface remains the same, showing the booking details and the 'NOT BOOKED' slots.

STEP 6

Once you have completed all required bookings you can log-out by clicking on the Exit icon in the top right-hand corner.

The screenshot shows the 'Uniform Shop Bookings - Ursula Frayne Catholic College' interface. At the top right, the user 'John Smith' is logged in, with an exit icon circled in red. Below the header, there is a 'Manual Booking Mode' button with a circular arrow icon. A 'Filter Date' dropdown and a 'Hide Past Bookings' checkbox are visible. The main table has columns for 'Student', 'Class', 'Teacher', and 'John Smith Booking(s)'. The table is currently empty, displaying the message 'You do not have any bookings.' at the top. At the bottom right, there is an 'Add a second login' button.

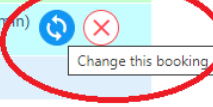
Student	Class	Teacher	John Smith Booking(s)
You do not have any bookings.			

CHANGING A BOOKING

If you would like to change a booking you have already made please follow Steps 1-3 to log in to the system.

To change the booking, select the button with the circular arrows.

The screenshot shows the 'Uniform Shop Bookings - Ursula Frayne Catholic College' interface. At the top right, the user 'John Smith' is logged in, with an exit icon circled in red. Below the header, there is a 'Manual Booking Mode' button with a circular arrow icon. A 'Filter Date' dropdown and a 'Hide Past Bookings' checkbox are visible. The main table has columns for 'Student', 'Class', 'Teacher', and 'John Smith Booking(s)'. The table is divided into two sections: 'BOOKED (1)' and 'NOT BOOKED'. The 'BOOKED (1)' section shows a booking for 'Student One' in 'Uniform Shop' by 'Attendant One' for 'Wed 5/8 11:00am (20 min)'. This booking is highlighted in light blue, and a red circle highlights a button with a circular arrow icon and a red 'X' icon, with a tooltip that says 'Change this booking'. The 'NOT BOOKED' section shows two more bookings for 'Student One' and 'Student Two' in 'Uniform Shop' by 'Attendant Two' and 'Attendant One' respectively, each with a 'Select time ...' dropdown. At the bottom right, there is an 'Add a second login' button.

Student	Class	Teacher	John Smith Booking(s)
BOOKED (1)			
Student One	Uniform Shop	Attendant One	Wed 5/8 11:00am (20 min) 
NOT BOOKED			
Student One	Uniform Shop	Attendant Two	Select time ...
Student Two	Uniform Shop	Attendant One	Select time ...
	Uniform Shop	Attendant Two	Select time ...

Go through and make changes as required. Follow all other Steps as per "Making a Booking" to complete the booking process again.

CANCELLING A BOOKING

If you can no longer use a booking you have made, please ensure you follow the cancellation process. Follow Steps 1-3 to log in to the system.

To cancel the booking, click on the “X”.

The screenshot shows the 'Uniform Shop Bookings - Ursula Frayne Catholic College' interface. At the top, it says 'Parent Teacher Online' and 'John Smith'. There is a 'Manual Booking Mode' button. Below this, there are filters: 'Filter Date:' and 'Hide Past Bookings' (checked). The main table has columns: Student, Class, Teacher, and John Smith Booking(s). The table is divided into 'BOOKED (1)' and 'NOT BOOKED' sections. In the 'BOOKED (1)' section, there is one booking for 'Student One' in 'Uniform Shop' by 'Attendant One' on 'Wed 5/8 11:00am (20 min)'. A red 'X' icon is next to this booking, and a red circle highlights a 'Cancel this booking' button. In the 'NOT BOOKED' section, there are two rows for 'Student One' and 'Student Two', each with 'Uniform Shop' and 'Attendant One' or 'Attendant Two', and a 'Select time ...' dropdown menu. At the bottom right, there is an 'Add a second login' button.

You will receive a message to confirm that the booking has been cancelled. Please ensure this is done for each booking you wish to cancel. Click OK.

The screenshot shows the same 'Uniform Shop Bookings' interface, but now the booking has been cancelled. A message box is displayed in the center: 'Your booking has been cancelled.' with a checkbox for 'Don't show this message again' and an 'OK' button circled in red. The background table now shows 'You do not have any bookings.' and the 'NOT BOOKED' section is empty.

Once you have cancelled the bookings you no longer require you can log out as per the process above.

If you encounter any issues while using the system please contact Administration on 9470 0400 (Balmoral Campus) or 9470 0900 (Duncan Campus) or email admin@ufcc.wa.edu.au.