



URSULA FRAYNE
CATHOLIC COLLEGE

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UNIFORM SHOP

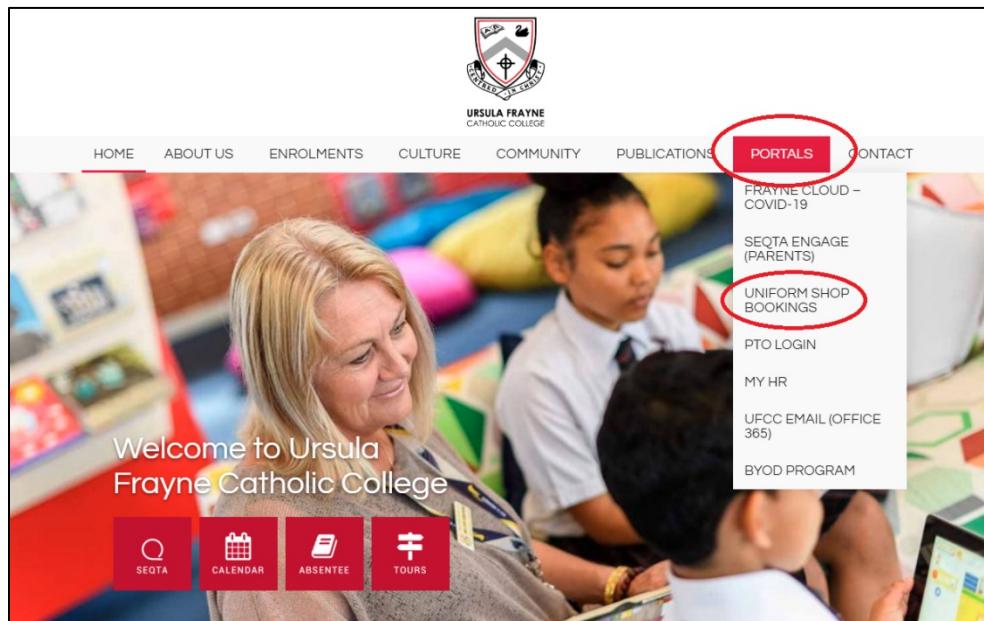
BOOKING INSTRUCTIONS

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.

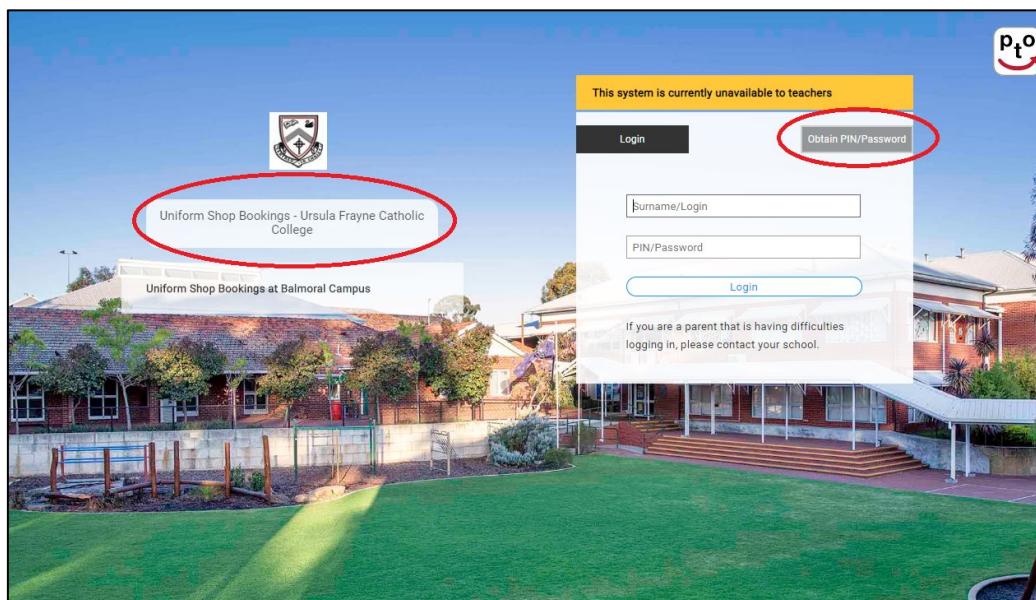
STEP 1

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



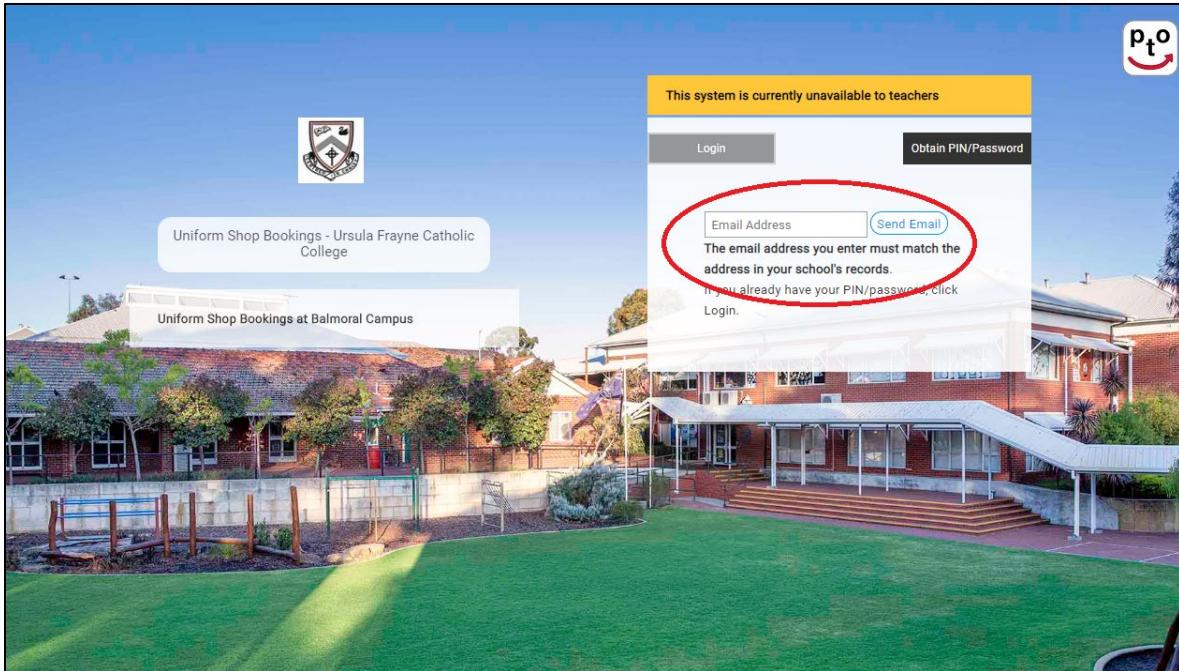
STEP 2

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

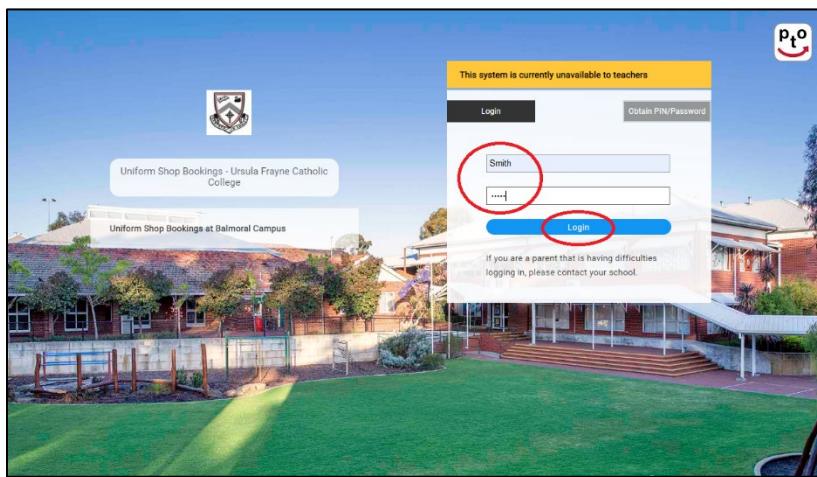
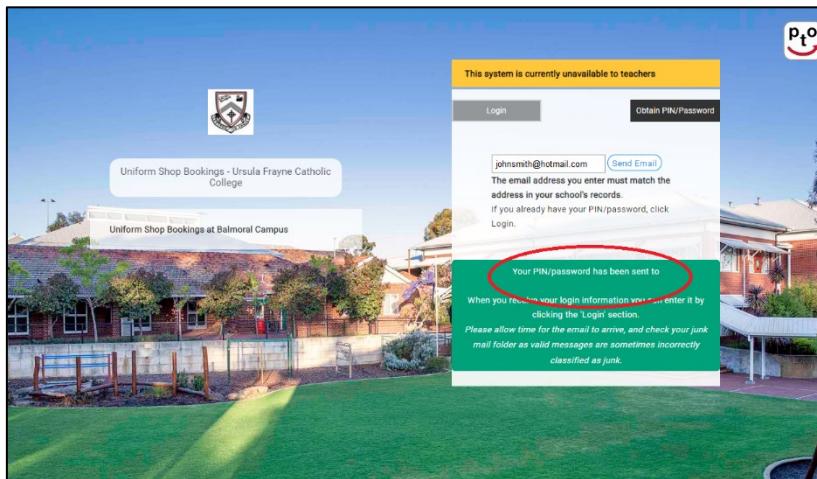


STEP 3

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' page. At the top right, it says 'John Smith' with a blue edit icon and a 'p t o' logo. Below that is a blue download icon and a 'Manual Booking Mode' button. A 'Filter Date:' dropdown and a 'Hide Past Bookings' checkbox are also present. The main area has columns for 'Student', 'Class', 'Teacher', and 'Booking(s)'. Under 'Booking(s)', it says 'You do not have any bookings.' A dropdown menu for 'Select time ...' is open, showing a list of times from Tuesday 4/8 at 11:00am to Thursday 6/8 at 10:40am. The entry for 'Student One' is highlighted with a red circle, and the 'Select time ...' dropdown is also circled in red.

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 - Ursula Frayne Catholic College' page. The 'Select time ...' dropdown for 'Student One' now shows 'Wed 5/8 11:00am' with a green '+' icon next to it. This entry is circled in red. To the right of the dropdown, there is a 'Select time ...' dropdown and a 'Add this booking' button, which is also circled in red. The other students ('Student Two') still have their respective 'Select time ...' dropdowns open. A 'Manual Booking Mode' button and a 'Add a second login' link are visible at the bottom.

Your booking will be confirmed. Click OK.

The screenshot shows a booking confirmation message: "Your booking has been made." with an "OK" button. A red oval highlights this message. The booking details are listed: Student One, Uniform Shop, Attendant One, and the date and time: Wed 5/8 11:00am (20 min). There are download and delete icons next to the booking entry.

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.

A red oval highlights the blue cloud icon labeled "Download or Email your bookings, PDF or iCalendar format". The booking list shows one entry: Student One, Uniform Shop, Attendant One, and the date and time: Wed 5/8 11:00am (20 min). There are download and delete icons next to the booking entry.

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.

A red oval highlights the "Report / Calendar Appointments" dropdown menu. It shows two options: "PDF report" (selected) and "Calendar appointments". Below it, another dropdown menu shows "Choose how you want to receive this:" with "Download" selected. There are "Download" and "Close" buttons at the bottom of the modal. The booking list shows one entry: Student One, Uniform Shop, Attendant One, and the date and time: Wed 5/8 11:00am (20 min). There are download and delete icons next to the booking entry.

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' page. At the top right, there is a user profile for 'John Smith' with a red circle around the 'Exit' icon. Below the profile is a 'p_t_o' logo with a red circle around it. A blue button with a download icon is also present. A 'Manual Booking Mode' button is at the bottom left. A 'Filter Date:' dropdown and a 'Hide Past Bookings' checkbox are at the top left. The main area displays a table with columns: Student, Class, Teacher, and 'John Smith Booking(s)'. The table shows two rows for 'Student One' and 'Student Two', each with four columns: Class (Uniform Shop), Teacher (Attendant One or Attendant Two), and a 'Select time ...' dropdown. A message 'You do not have any bookings.' is displayed above the table. At the bottom right of the table area is a 'Add a second login' button.

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 same 'Uniform Shop Bookings - Ursula Frayne Catholic College' page. The 'John Smith' user profile and 'p_t_o' logo are visible at the top right. A blue button with a download icon is at the top right. A 'Manual Booking Mode' button is at the bottom left. A 'Filter Date:' dropdown and a 'Hide Past Bookings' checkbox are at the top left. The main area displays a table with columns: Student, Class, Teacher, and 'John Smith Booking(s)'. A green header bar indicates 'BOOKED (1)'. The first row for 'Student One' is highlighted in light green and shows a booking for 'Wed 5/8 11:00am (20 min)' with a blue circular arrow icon and a red 'X' icon. A 'Change this booking' button is located below the booking details. The table then transitions to a grey header bar labeled 'NOT BOOKED'. It shows two more rows for 'Student One' and 'Student Two', each with four columns: Class (Uniform Shop), Teacher (Attendant Two or Attendant One), and a 'Select time ...' dropdown. A 'Select time ...' dropdown is also shown for the 'Student Two' row. A 'Add a second login' button is at the bottom right.

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".

Uniform Shop Bookings - Ursula Frayne Catholic College
Parent Teacher Online

John Smith

[Manual Booking Mode](#)

Filter Date: Hide Past Bookings

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

[Add a second login](#)

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.

Uniform Shop Bookings - Ursula Frayne Catholic College
Parent Teacher Online

John Smith

[Manual Booking Mode](#)

Filter Date: Hide Past Bookings

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

Your booking has been cancelled.

Don't show this message again

[Add a second login](#)

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.