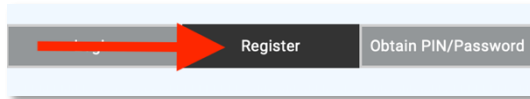
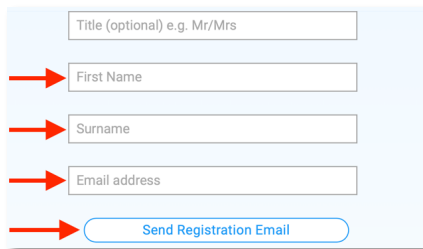


How to register for PTO

Step 1: Select **Register** from the login page

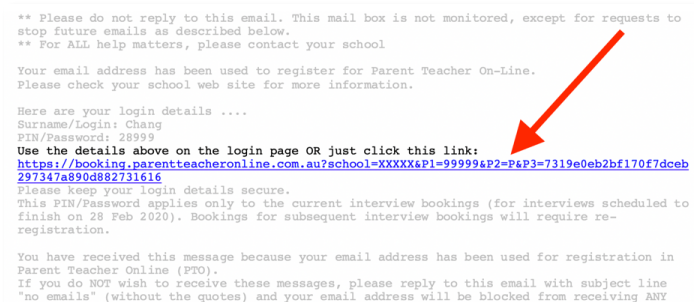


Step 2: Enter your details, then click **Send Registration Email**

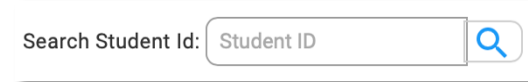


The image shows a registration form with the following fields: 'Title (optional) e.g. Mr/Mrs', 'First Name', 'Surname', and 'Email address'. Below these fields is a blue button labeled 'Send Registration Email'. Red arrows point to each of these elements.

Step 3: Click the login link in the email sent to you

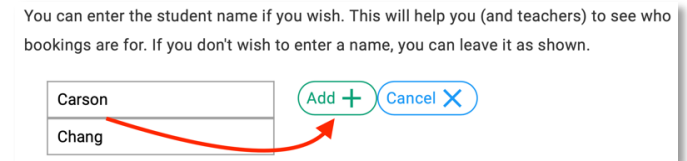


Step 4: Search for the student's EQID
Classes will display under this if a match is found



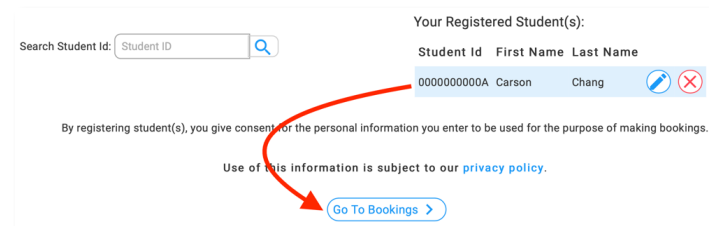
The image shows a search bar with the text 'Search Student Id:' followed by an input field containing 'Student ID' and a magnifying glass icon.

Step 5: Enter student's name (optional), then click Add



The image shows a form with two input fields containing the names 'Carson' and 'Chang'. To the right of the fields are two buttons: 'Add +' and 'Cancel X'. A red arrow points from the 'Add +' button to the 'Carson' field.

Step 6: Book for registered students by clicking **Go To Bookings**
OR
Repeat from Step 4 to add additional students



The image shows a table titled 'Your Registered Student(s):' with columns for 'Student Id', 'First Name', and 'Last Name'. The table contains one row: '000000000A Carson Chang'. To the right of the row are edit and delete icons. Below the table is a 'Go To Bookings >' button. A red arrow points from the 'Go To Bookings >' button to the 'Carson' name in the table.