



Elizabeth College – Parent/Teacher Evening – Thursday 25 August

Parent/Teacher Evening will be held in the Elizabeth College Library on Thursday evening, **25 August, 4.30pm – 7.00pm**. Interviews will be of 10 minutes duration.

For these interviews we will be using the internet-based booking system called Parent Teacher On-Line (PTO).

This system will be active from **9.00am Thursday 18 August** and will close at **1.00pm Wednesday 24 August**. You will be able to book the interview times that suit you best from any computer with internet access. Please access the system as follows:

- Go to the school's home page <http://www.elizabethcollege.tas.edu.au/>
- Under the **For Parents and Community** tab, click on the **Parent-Teacher Online** link.
- Enter your Login name and PIN which has been mailed to you previously. If you have lost these details please phone the office on 6235 6555
- Full instructions are provided for you after you log in
- We have elected to post all login details for these interviews. However, we are requesting a parent email address once you have logged in, so that in future, we can send your PTO login to you electronically.

Please note the following points:

- When you log on, the system displays only your own child/children. If two parents/guardians wish to attend a single interview time slot, one parent/guardian should make the booking then both can attend.
- You will only see time slots that are **available** at the time you are using the system. As time slots are booked, those time slots are no longer displayed as available. PTO prevents double-booking of teachers.
- Other parents may be making bookings at the same time that you are using the system. It is possible, though unlikely, that a time slot is displayed to you as available, but is then secured by another parent. A message will be displayed to indicate this.
- When you have made all the bookings you require, you can download or email a report of your bookings in time order for printing.
- If you do not have access to a computer to make your booking, or if you encounter any problems using PTO, please contact the College office by phone on 6235 6555.