USER GUIDE:

Getting started with your NEW PTA Events mobile application

Downloading the PTA Events App:

The PTA Events App is available from both the Apple App Store and Google Play.

Download on the App Store

GET IT ON Google Play

Your organisation code:

cpaevents

Welcome to your time saving PTA Events App!

#fundraisingallunderoneroof

This quick start guide will help you to get started with your new PTA Evens mobile application.

1. DOWNLOADING YOUR PTA EVENTS APP

The PTA Events app is available from both the Apple App store and Google Play.

Click the relevant icon for your choice of mobile app.

Download on the App Store

Click here to download from Apple Store

GET IT ON Google Play

Click here to download from Google Play

2. YOUR ORGANISATION CODE

This is the code you will need to access your PTA Events activities via your new PTA Events mobile application.

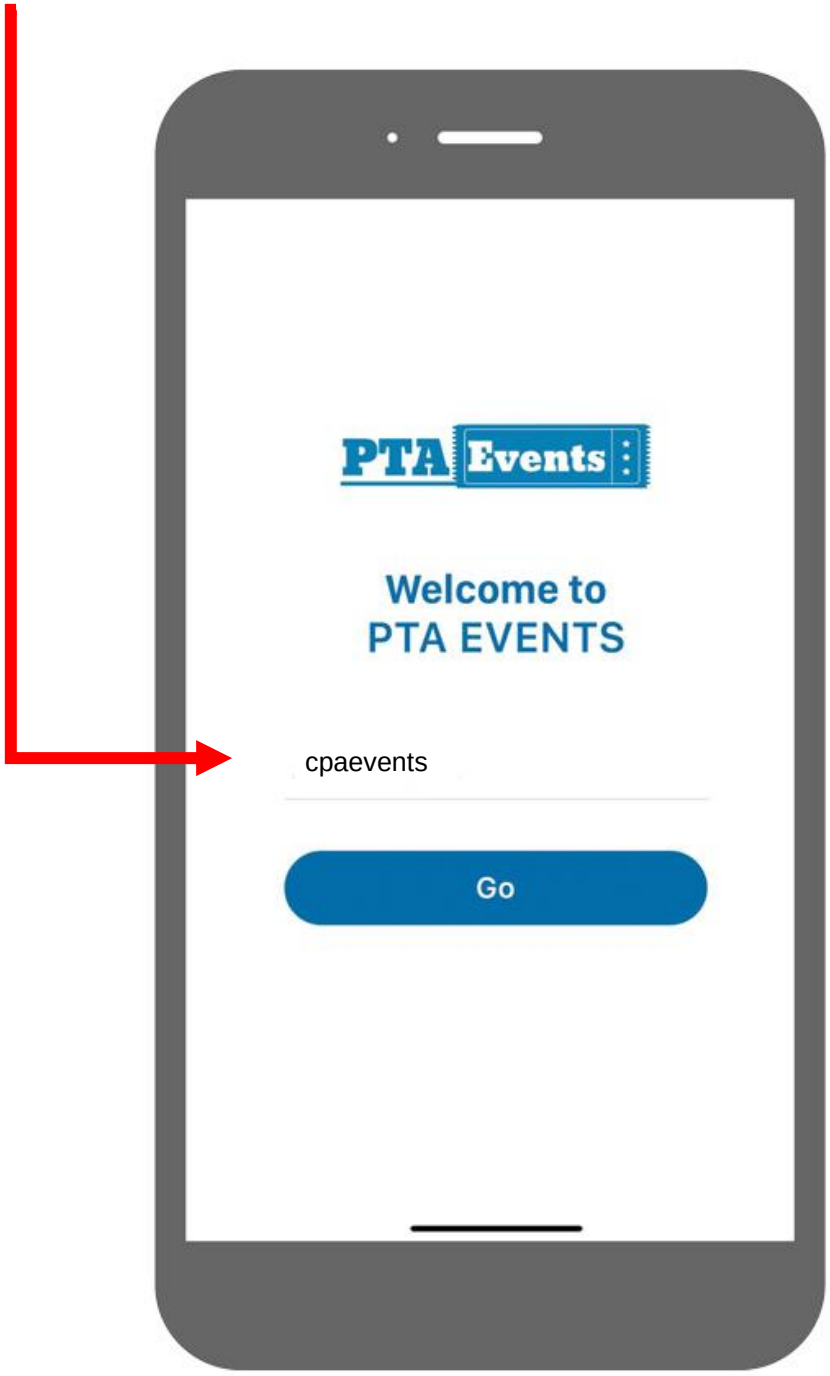
YOUR ORGANISATION CODE

cpaevents

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3. ENTERING IN YOUR ORGANISATION CODE

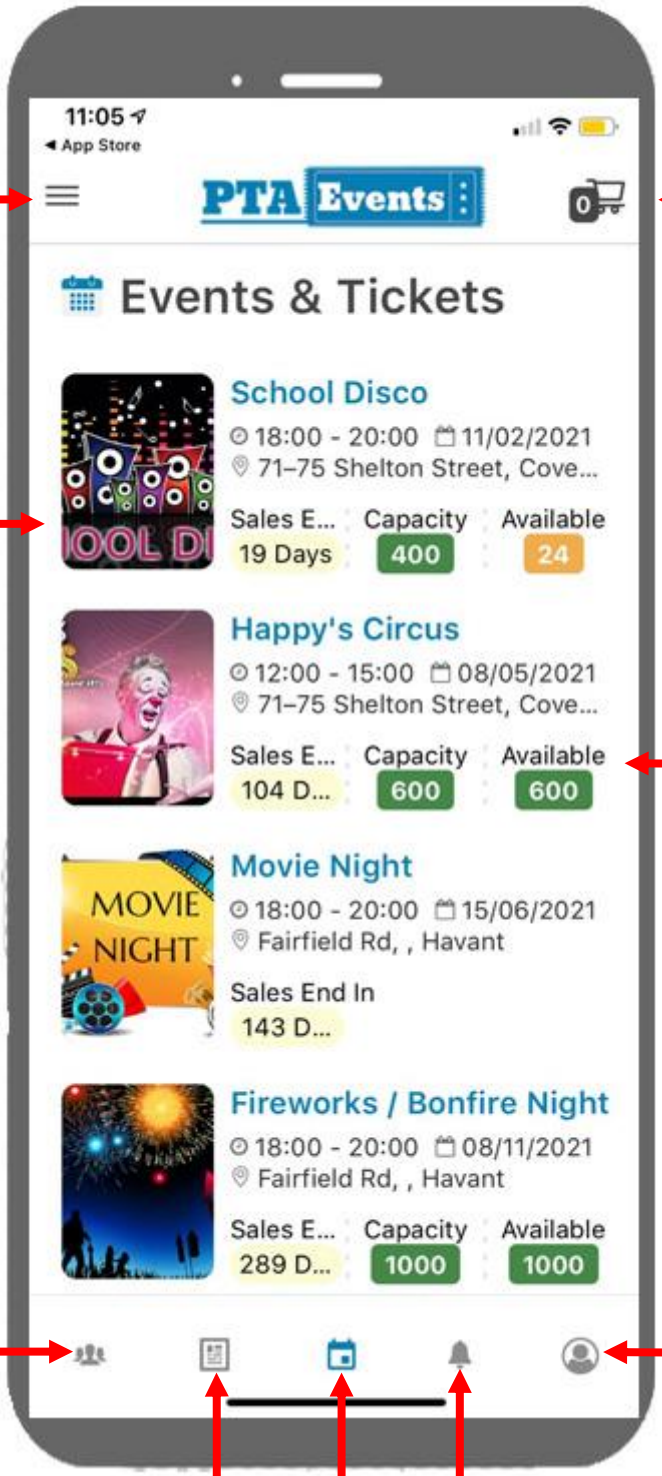
On the PTA Events mobile application home screen just enter in your organisation code. Enter the code exactly as you see it displayed here.



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4. QUICK GUIDE

The following is a quick start guide:



Clicking here will bring up main navigation (see next page for more information

Click here to access your basket

Your current events and activities will be displayed here in ascending date order.

Event details displayed here with dates, locations, sales end dates and capacity / availability (where applicable).

Volunteers:
Click here to see all the tasks we need help with.

News:
Click here to see the latest news and updates from your PTA.

Events & Tickets:
Click here to access all of your PTA's events & tickets

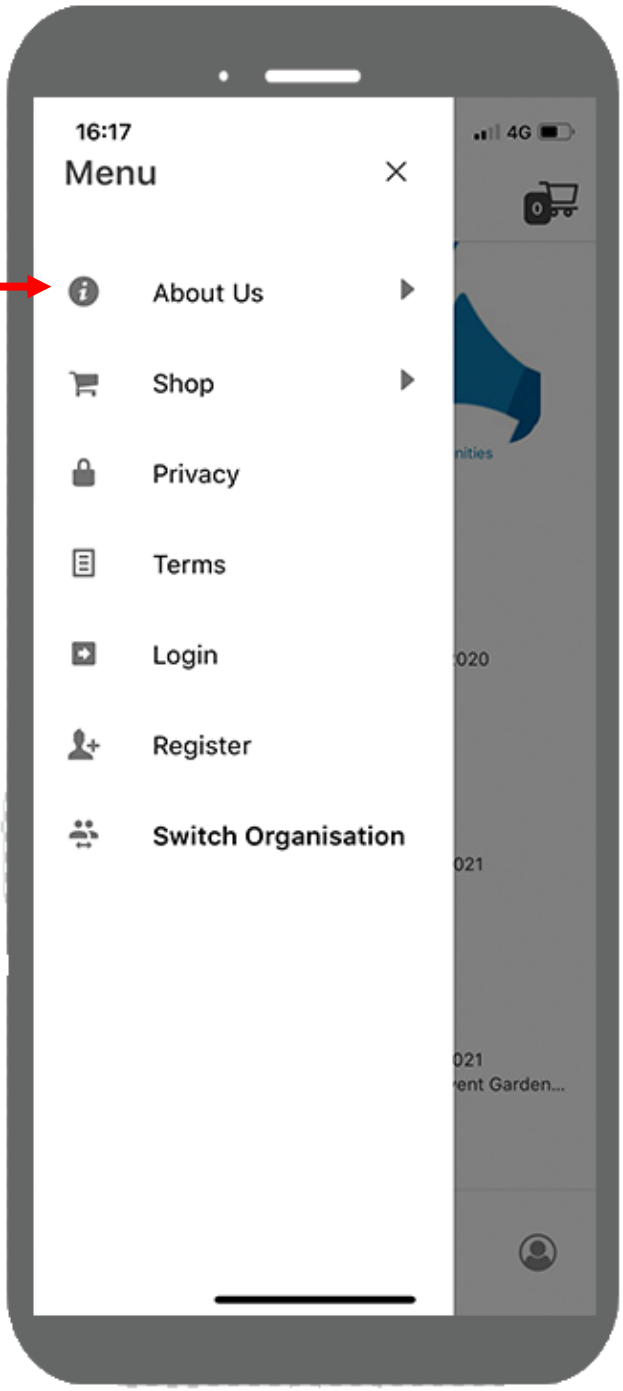
Notifications:
Click here to see your notifications.

Login:
Click here and login to see all your event, products & ticket purchases.

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5. MAIN MENU BAR

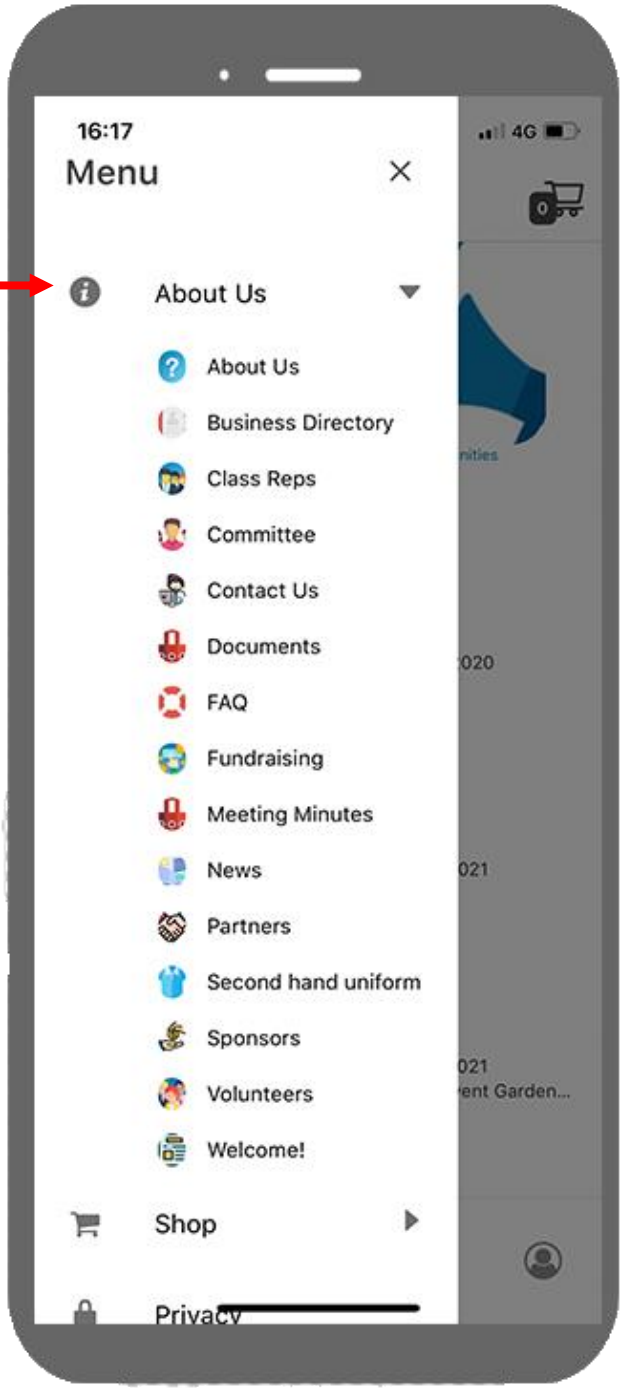
Select from your main menu to access all the different pages in your App.



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6. MAIN MENU BAR (EXPANDED)

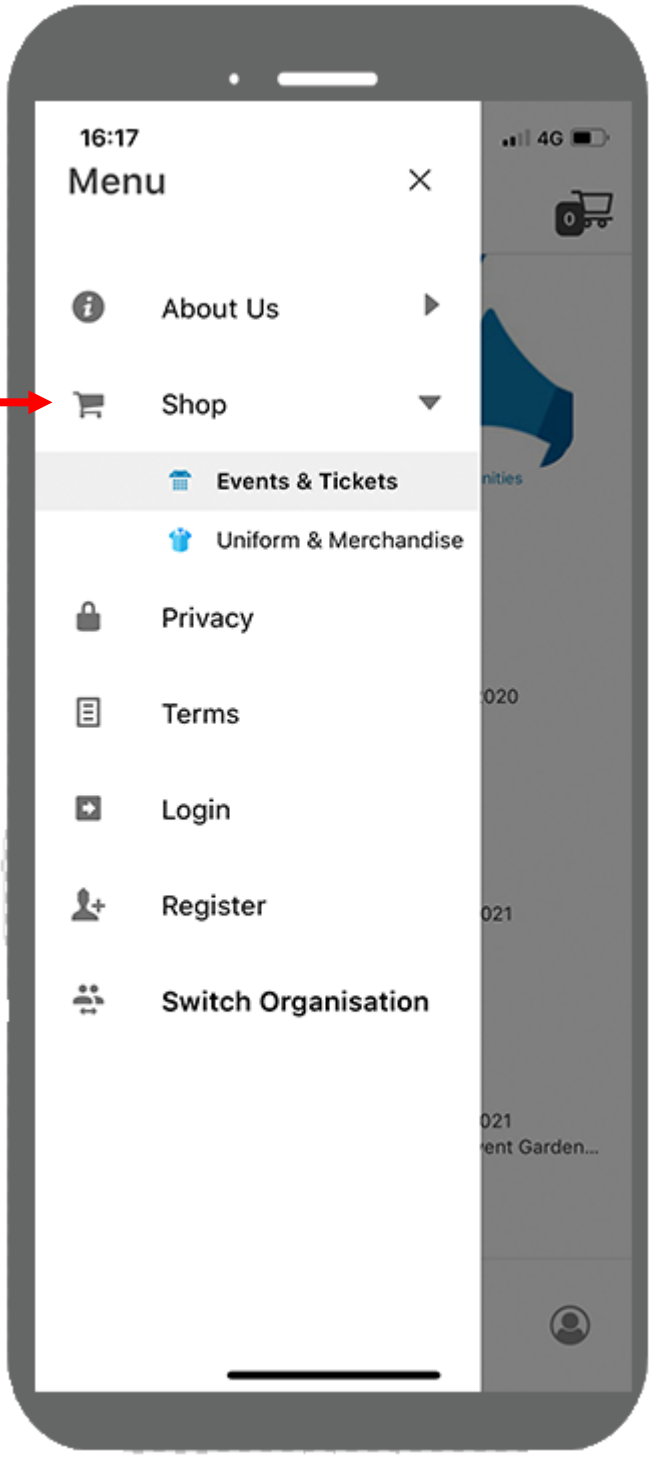
Clicking “About Us” drops down the full expanded list of features found on your PTA Events website.



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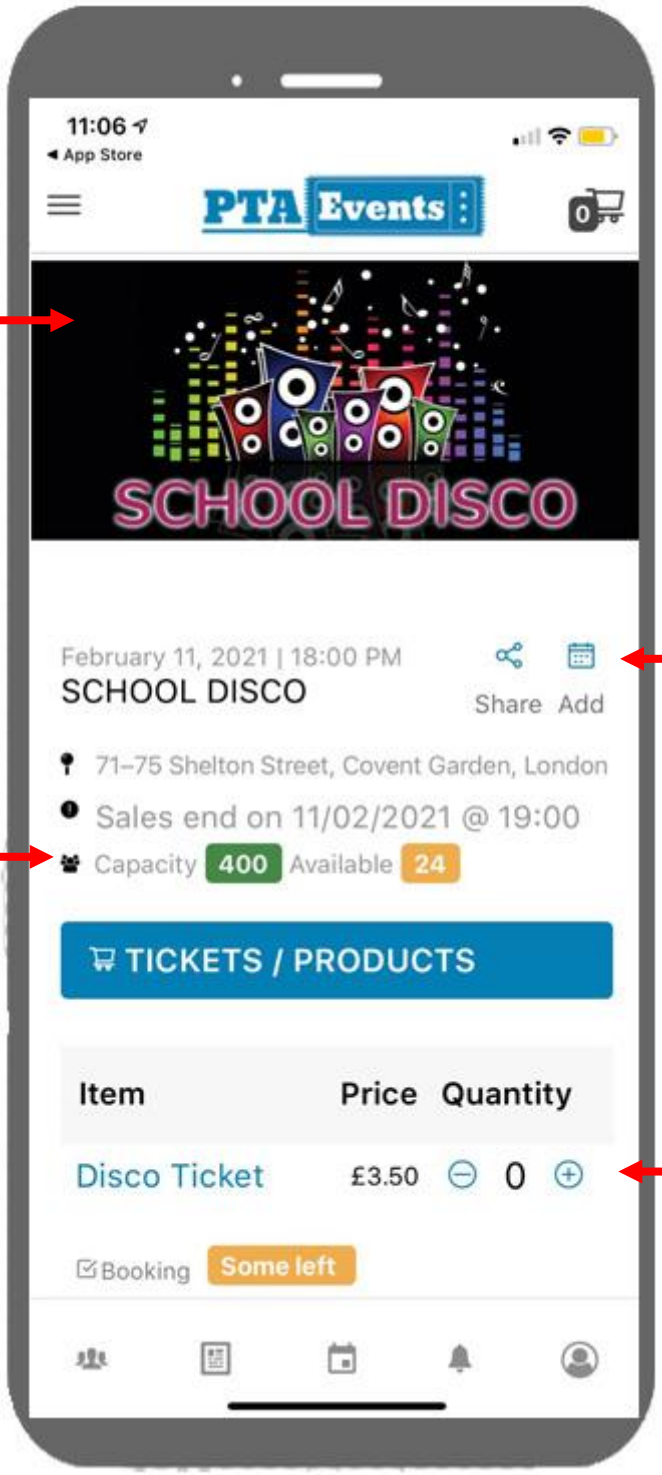
7. MAIN MENU BAR (EXPANDED - SHOP)

Clicking “Shop” drops down the full list of features found on your PTA Events shop if applicable.



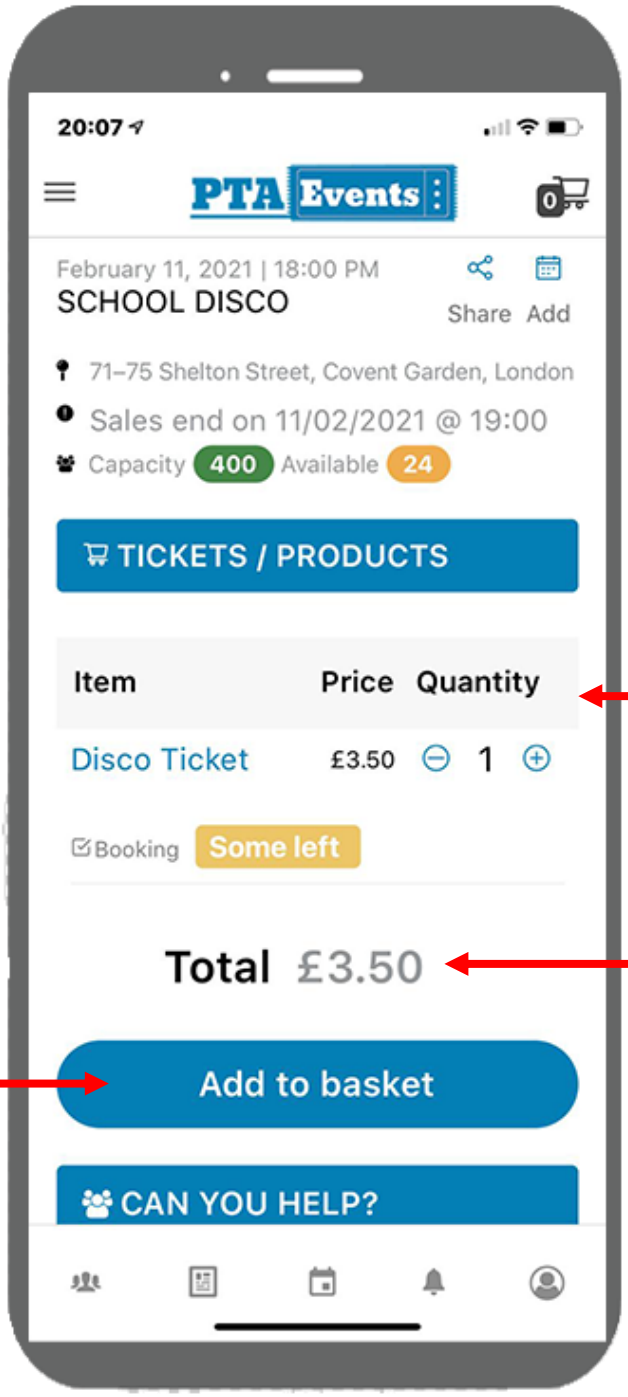
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8. EVENT DETAIL PAGE



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9. EVENT DETAIL PAGE (CONTINUED)



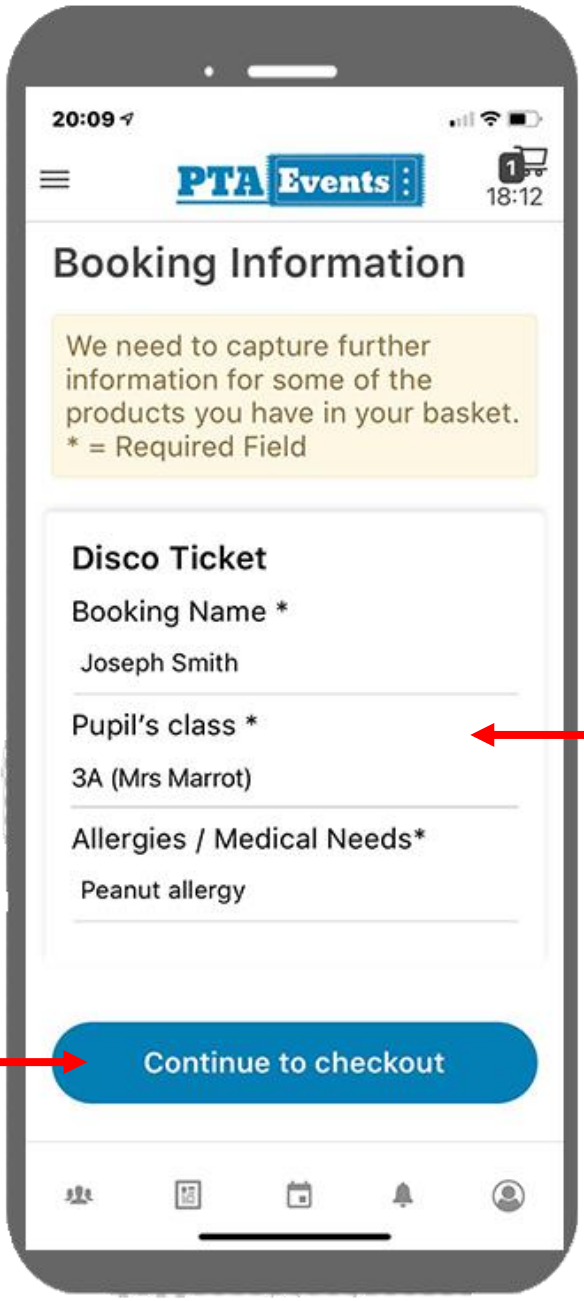
Select the number of tickets or products you require.

Your total will reflect the number of items selected.

When you have made your selection, click "Add to basket".

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10. CHECKOUT PROCESS (ADDITIONAL INFORMATION)



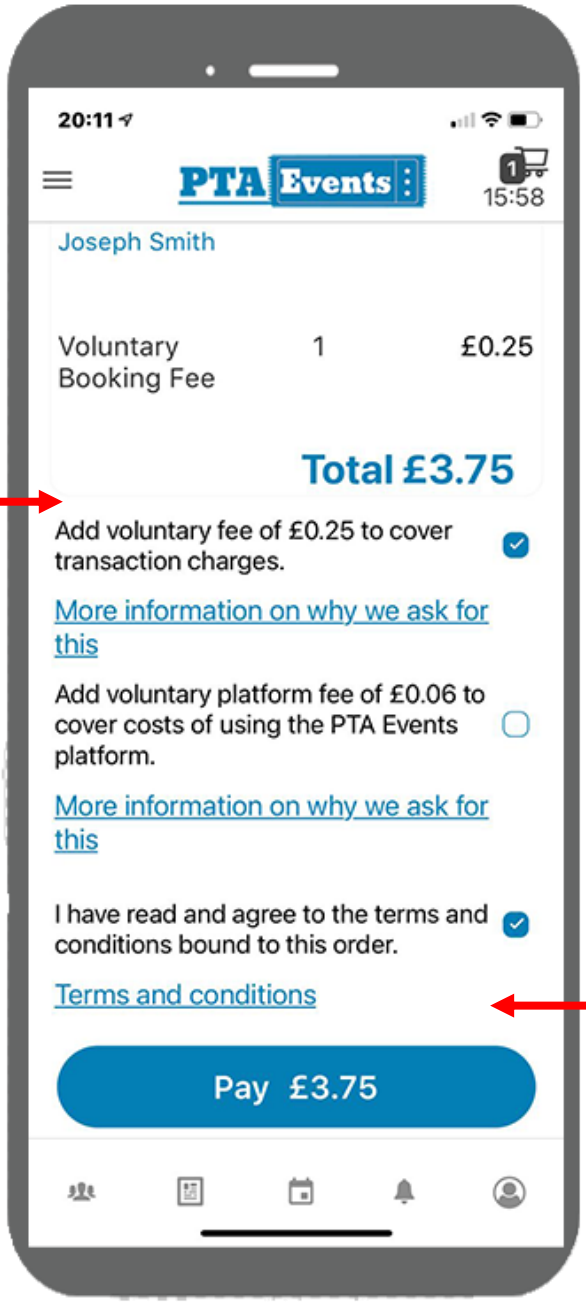
Provide any required booking information for the products in your basket.

Click "Continue to checkout".

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11. CHECKOUT PROCESS

Check and decide on transaction / platforms. Your PTA is a registered charity or non-profit and where applicable, would be grateful of you opting to cover fees.

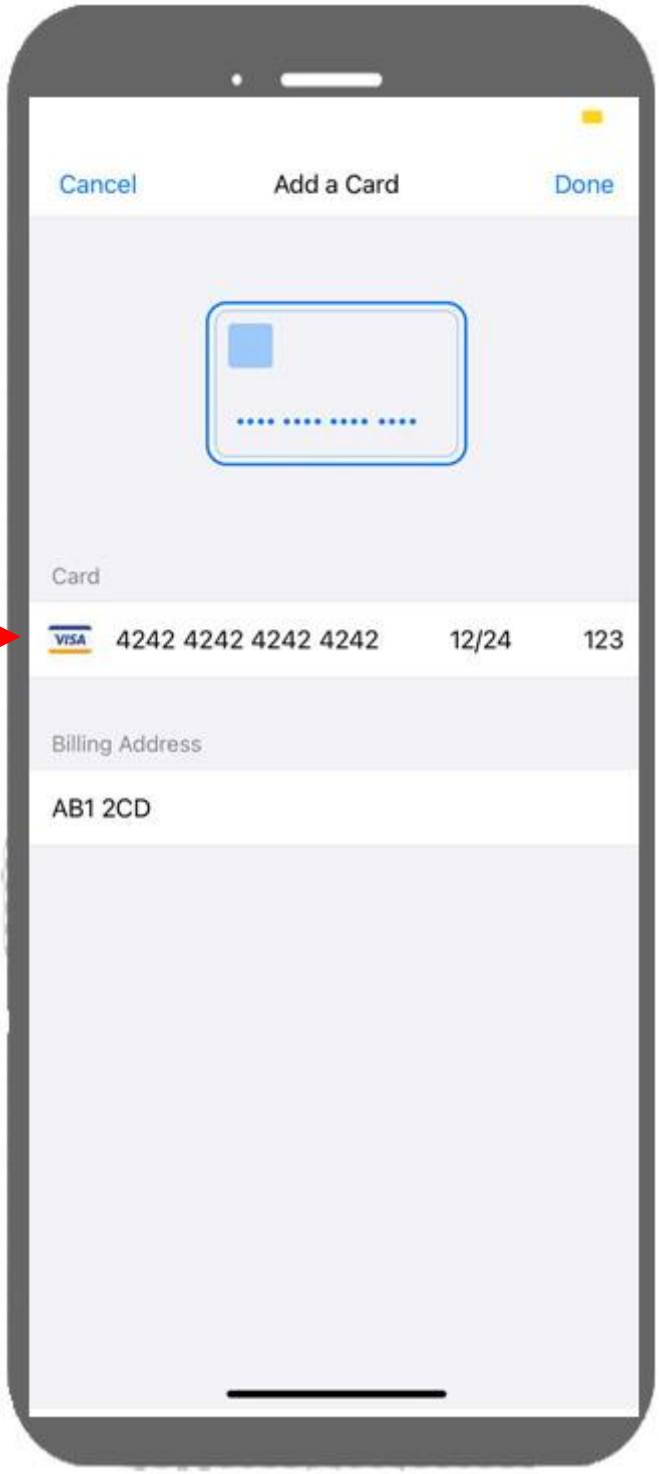


Accept the terms and conditions and click "Pay".

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12.CHECKOUT – ENTER PAYMENT DETAILS

Enter your credit / debit card details so we can securely process your order.



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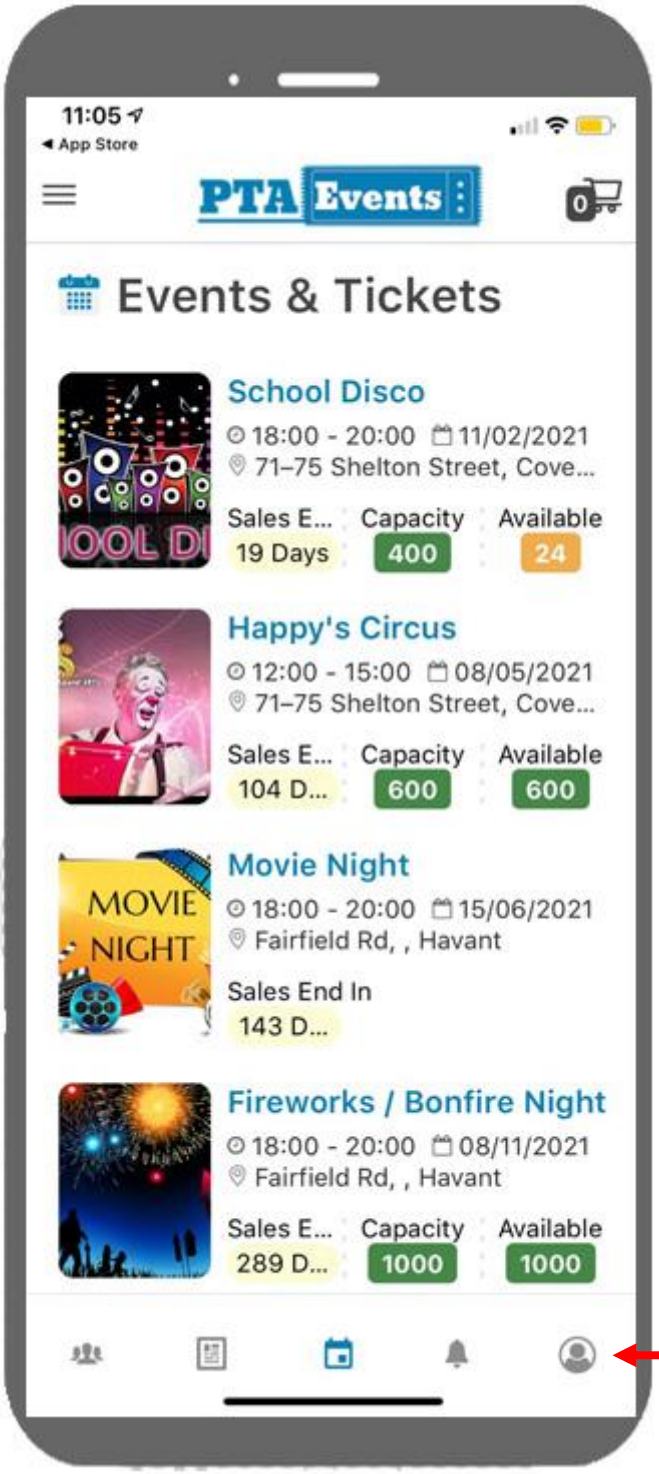
13.ORDER CONFIRMATION

Your payment details have been successfully confirmed and your order number will be displayed here. You can view your orders in “My Account” and should also receive email confirmation.



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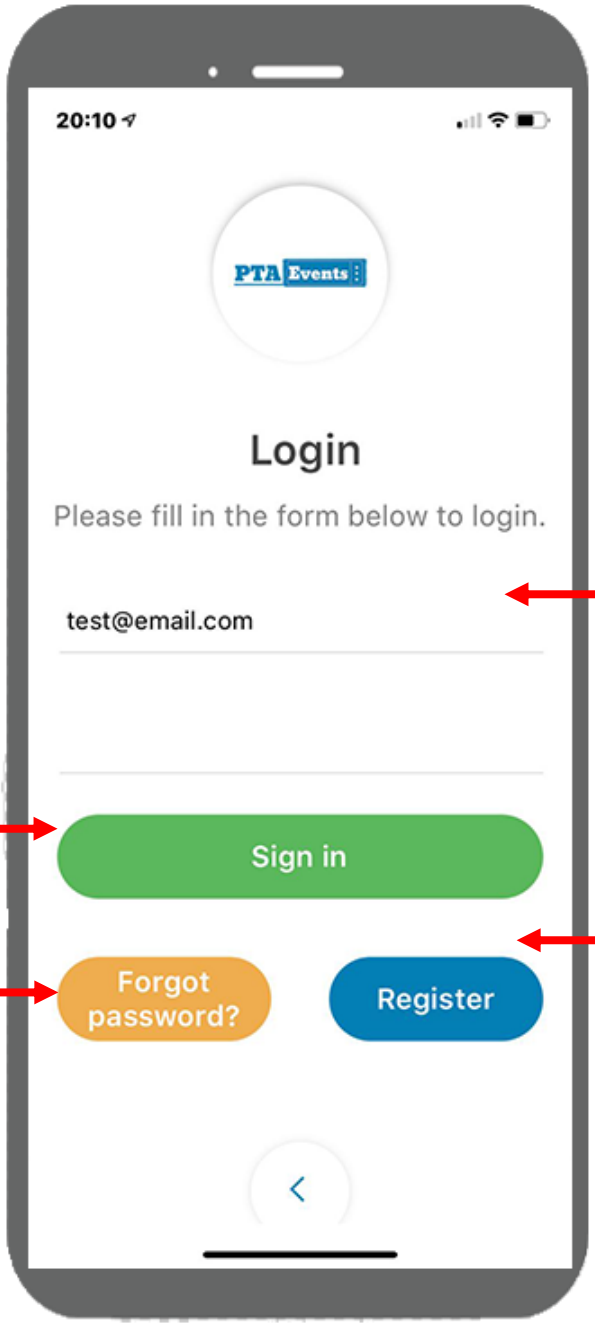
14. ACCESSING “MY ACCOUNT”



From anywhere in the app click here to access “My Account”.

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15.LOGIN SCREEN



Login with your email address and password to access your account including orders, tickets and notifications.

Click the "Sign in" button to login to your account

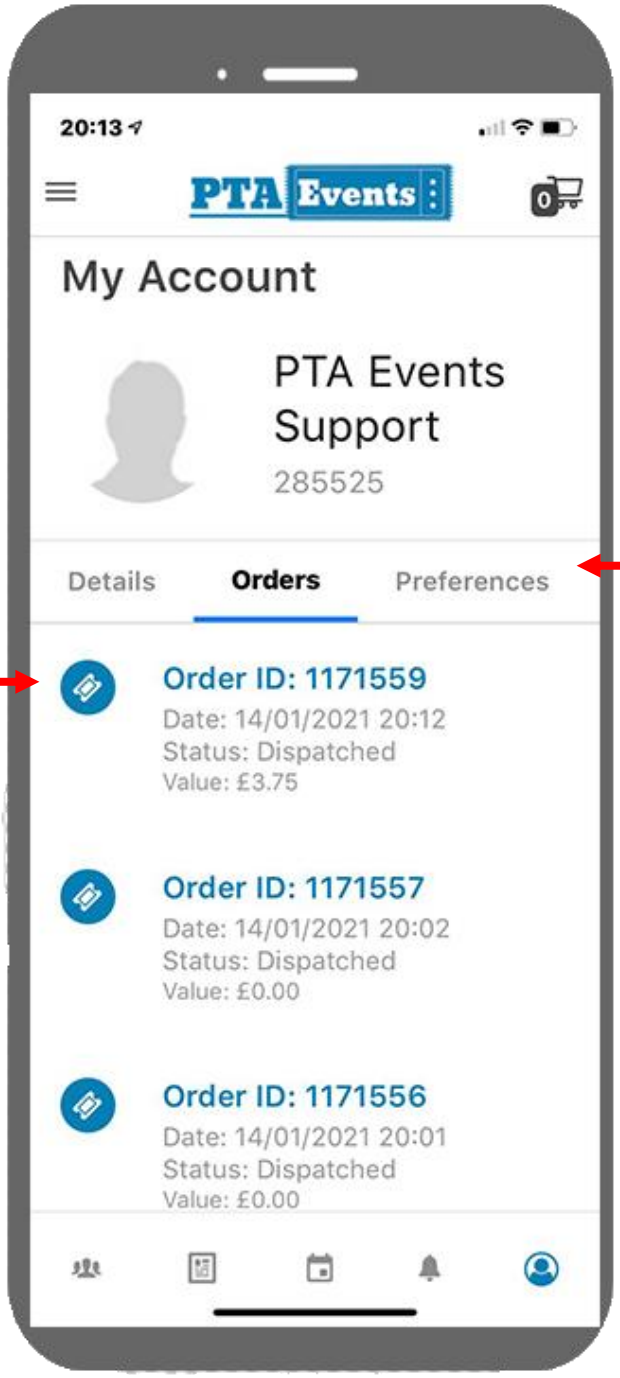
If you haven't already registered – click here to register.

Forgot your password?

No problem! Click the "Forgot password?" button and then enter your email address to request a password reset email.

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16. MY ACCOUNT

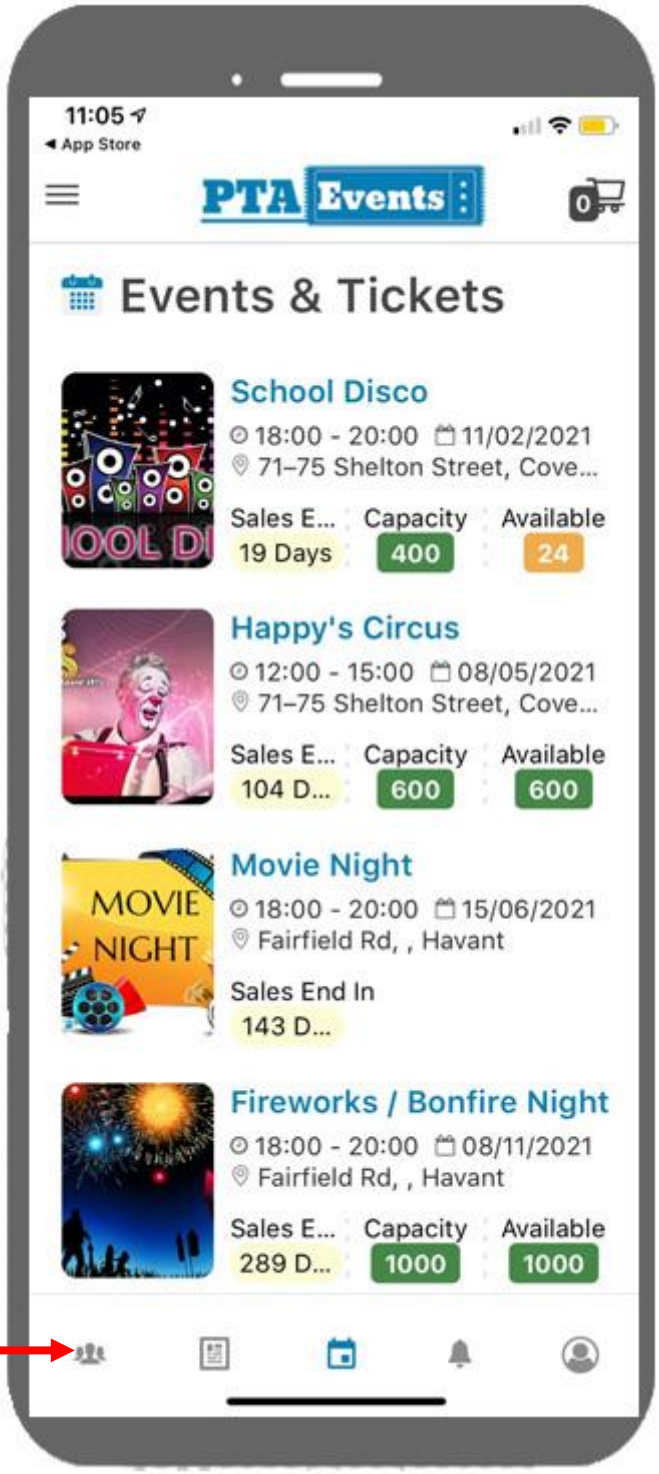


Once logged in you will see all your orders here.

You can also see an amend your basic account details and change any preferences, view tasks to volunteer for and update your password.

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17.VOLUNTEERING

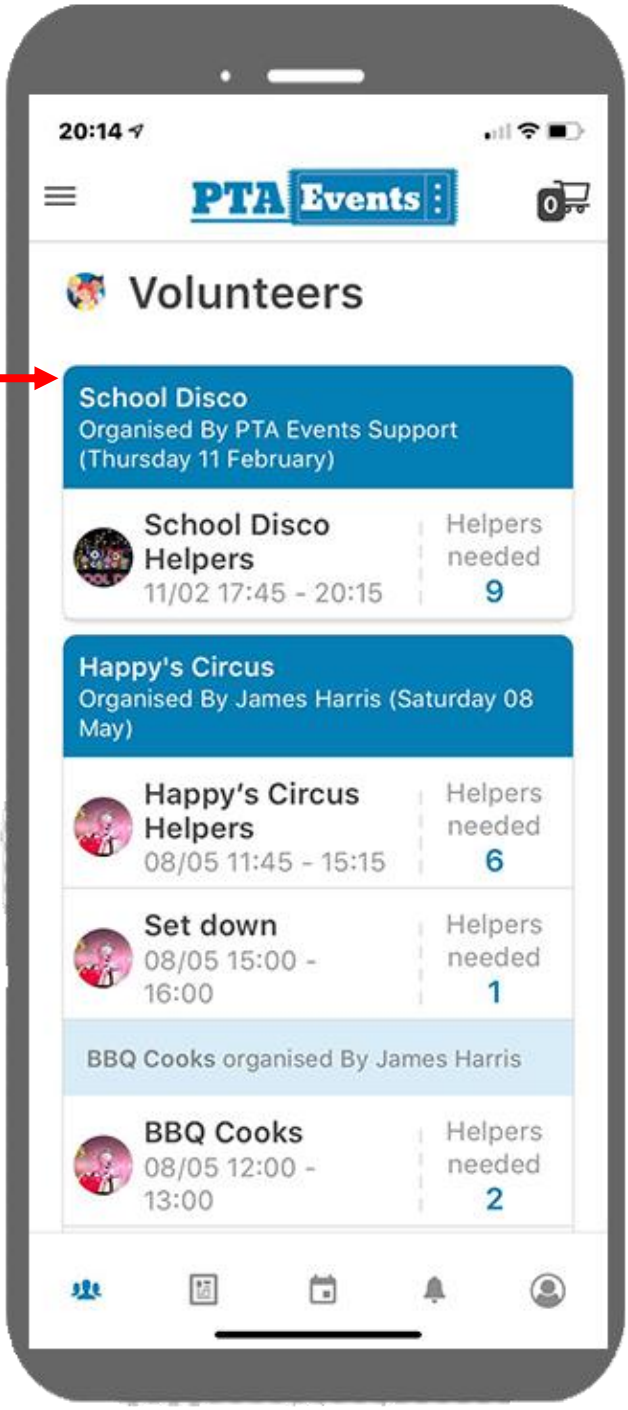


From anywhere in the app click here.

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18. VOLUNTEERING

Select the task you wish to volunteer for. Then click the "I want to volunteer" button



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