

## 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.



### Your organisation code:

Welcome to your time saving PTA Events App!

#fundraisingallunderoneroof

This quick start guide will help you to get started with your new PTA Events 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.



[Click here to download from Apple Store](#)



[Click here to download from Google Play](#)

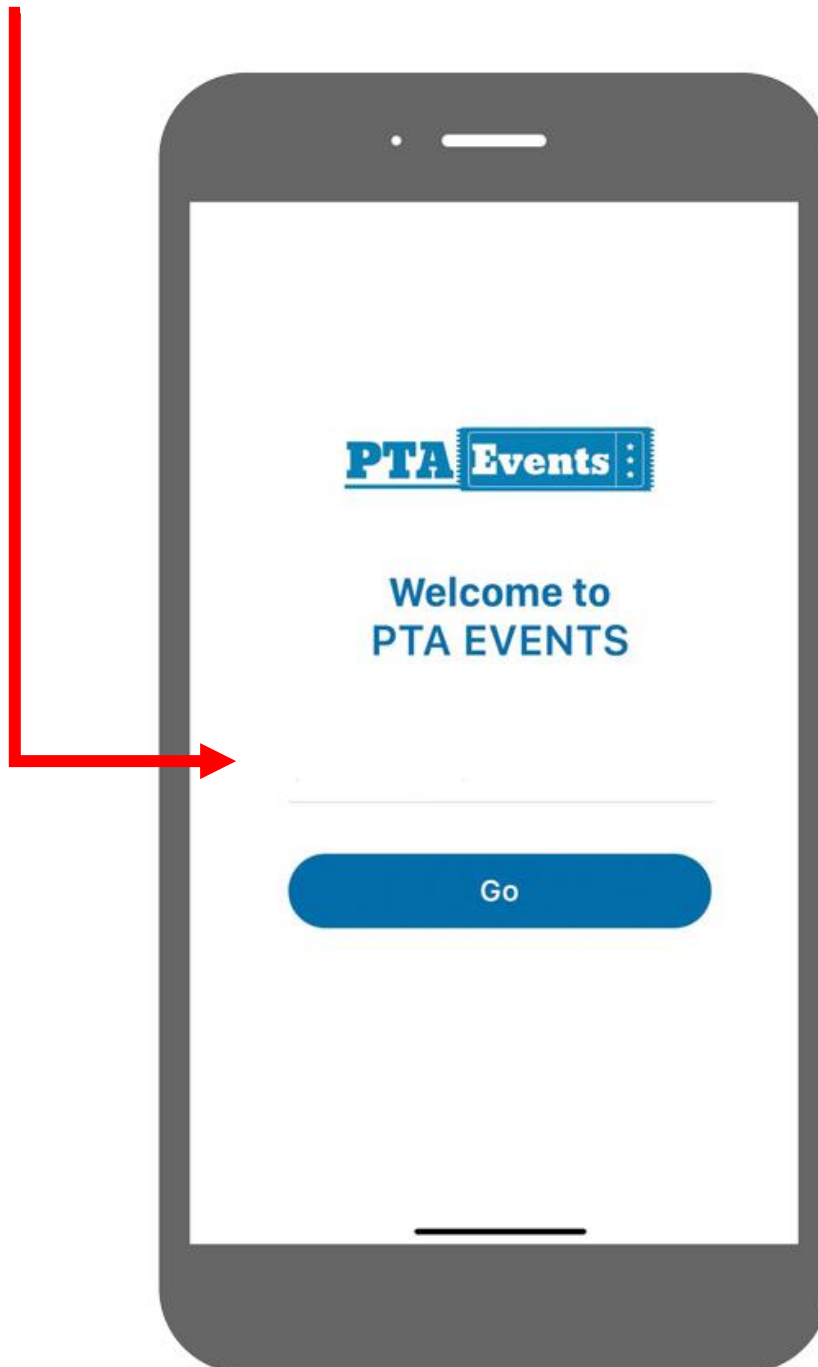
## 2. YOUR ORGANISATION CODE

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

**YOUR ORGANISATION CODE**

### 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.



## 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

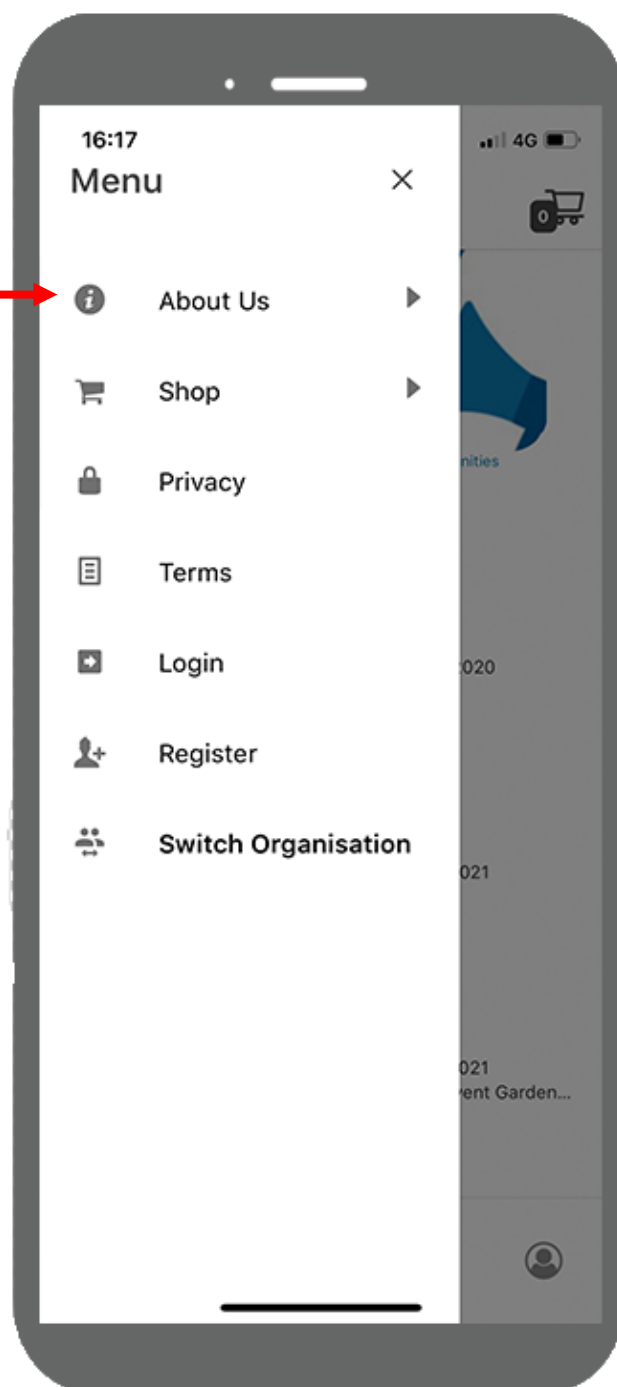
**Notifications:** Click here to see your notifications.

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

Event Name	Time	Date	Location	Sales End In	Capacity	Available
School Disco	18:00 - 20:00	11/02/2021	71-75 Shelton Street, Cove...	19 Days	400	24
Happy's Circus	12:00 - 15:00	08/05/2021	71-75 Shelton Street, Cove...	104 D...	600	600
Movie Night	18:00 - 20:00	15/06/2021	Fairfield Rd, , Havant	143 D...	-	-
Fireworks / Bonfire Night	18:00 - 20:00	08/11/2021	Fairfield Rd, , Havant	289 D...	1000	1000

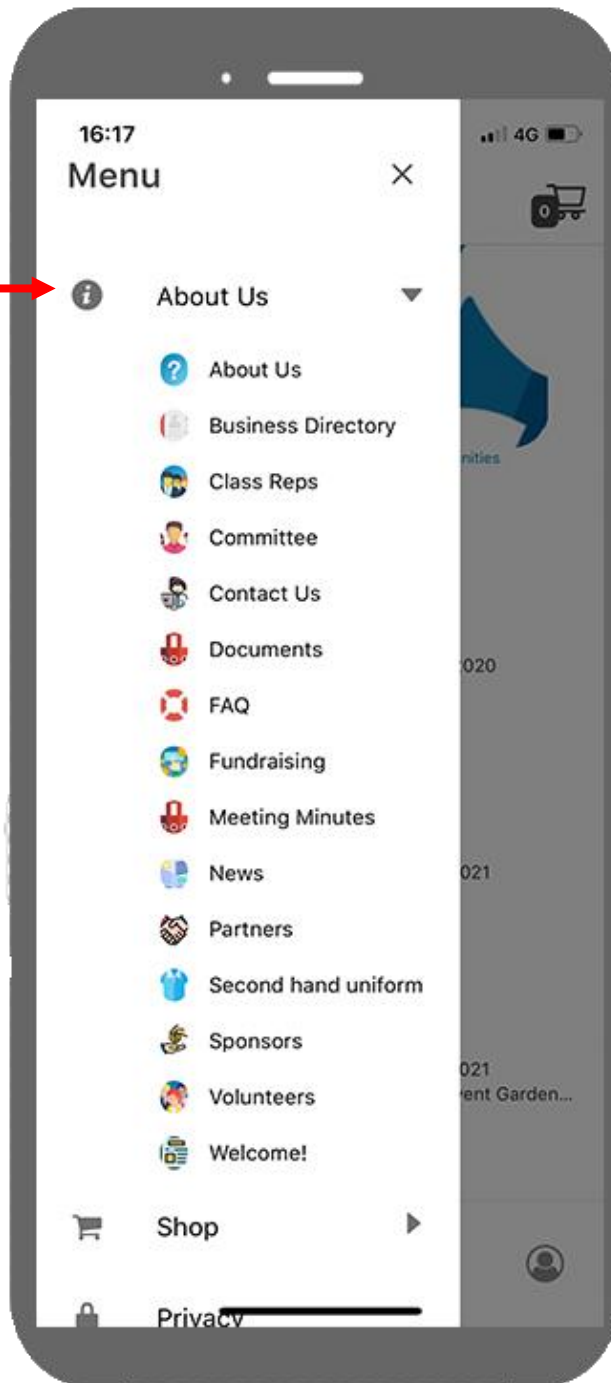
## 5. MAIN MENU BAR

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



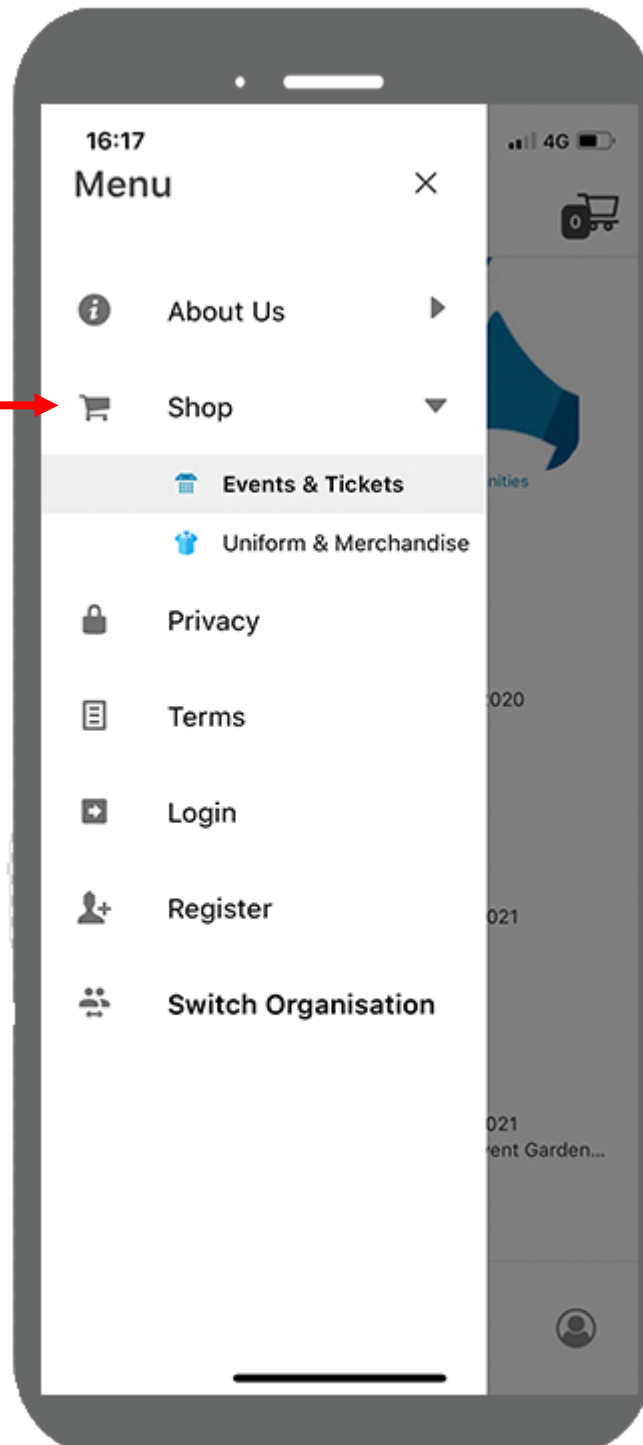
## 6. MAIN MENU BAR (EXPANDED)

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

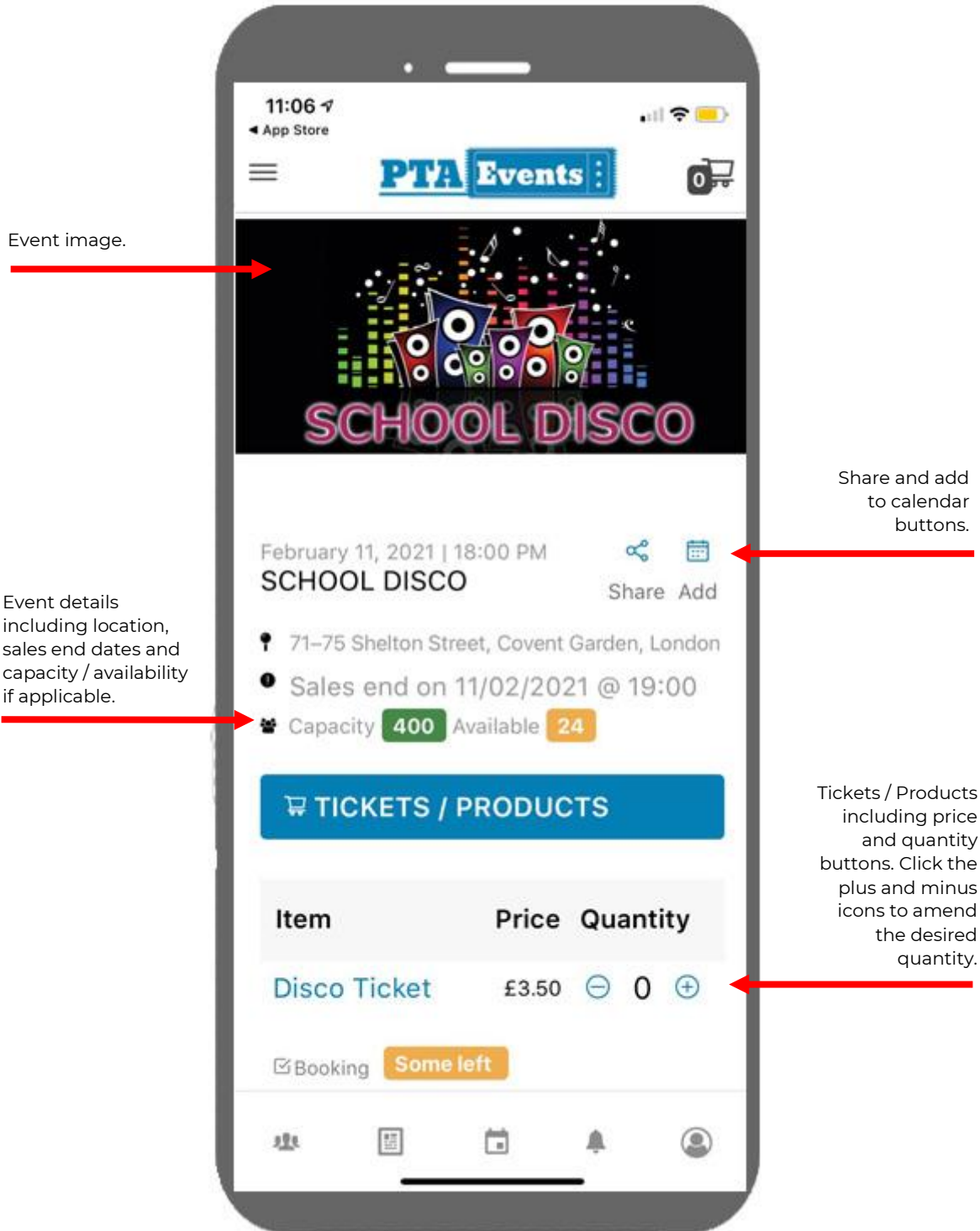


## 7. MAIN MENU BAR (EXPANDED - SHOP)

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

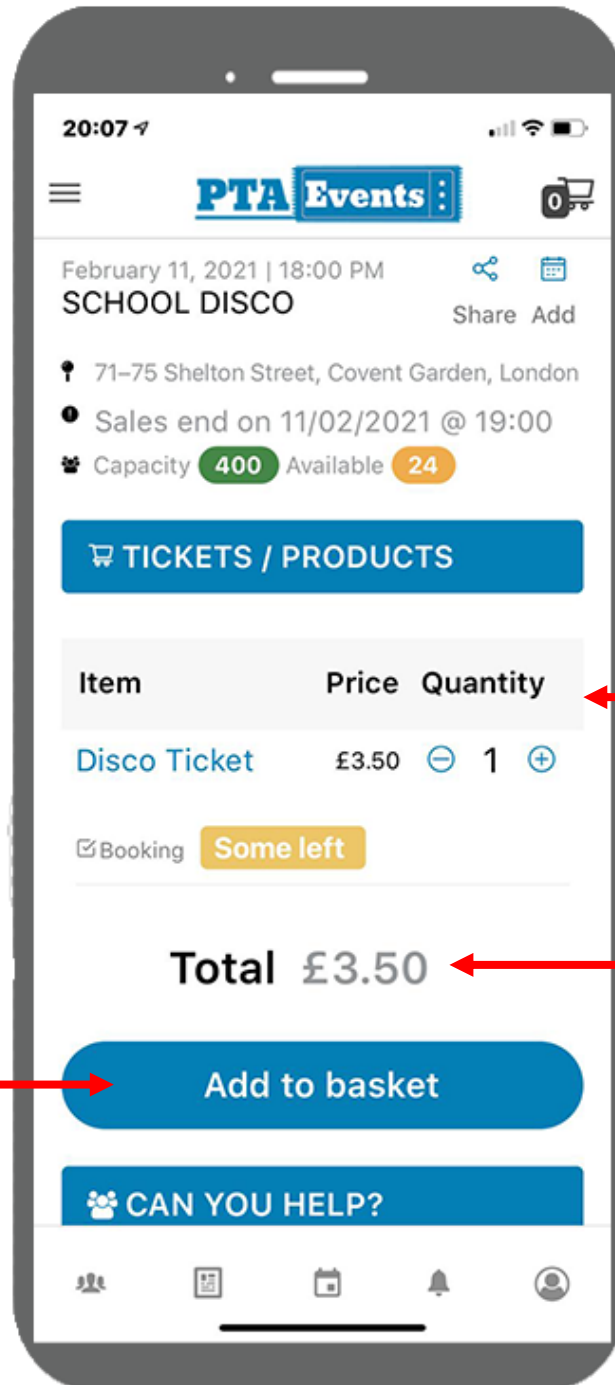


## 8. EVENT DETAIL PAGE





## 9. EVENT DETAIL PAGE (CONTINUED)

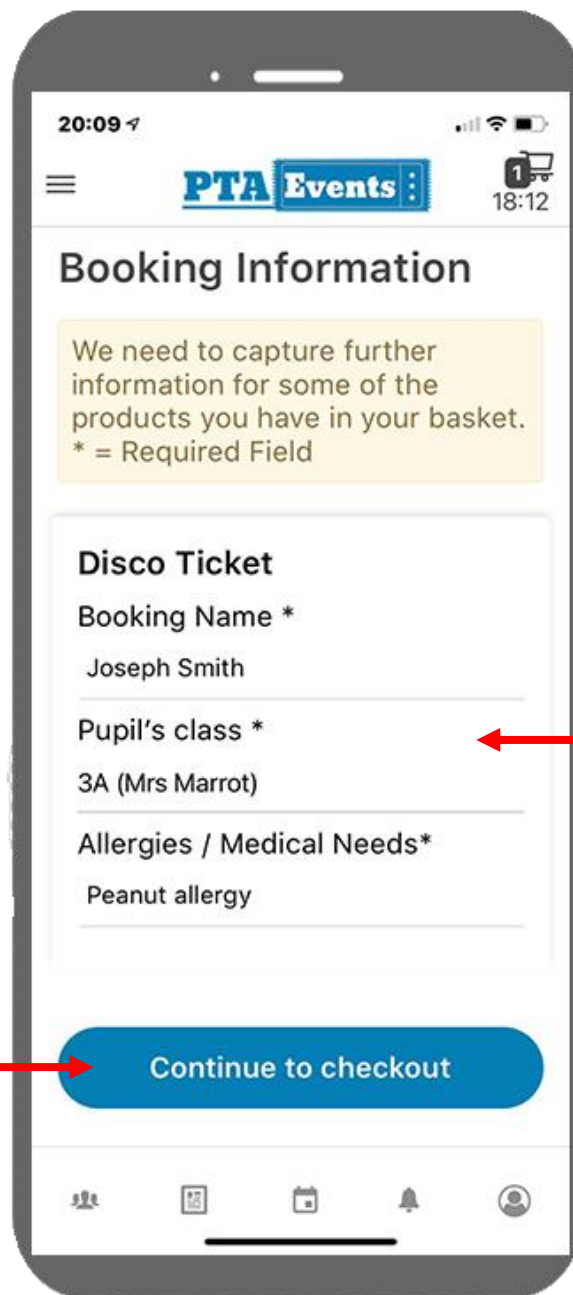


Select the number of tickets or products you require.

Your total will reflect the number of items selected.

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

## 10. CHECKOUT PROCESS (ADDITIONAL INFORMATION)

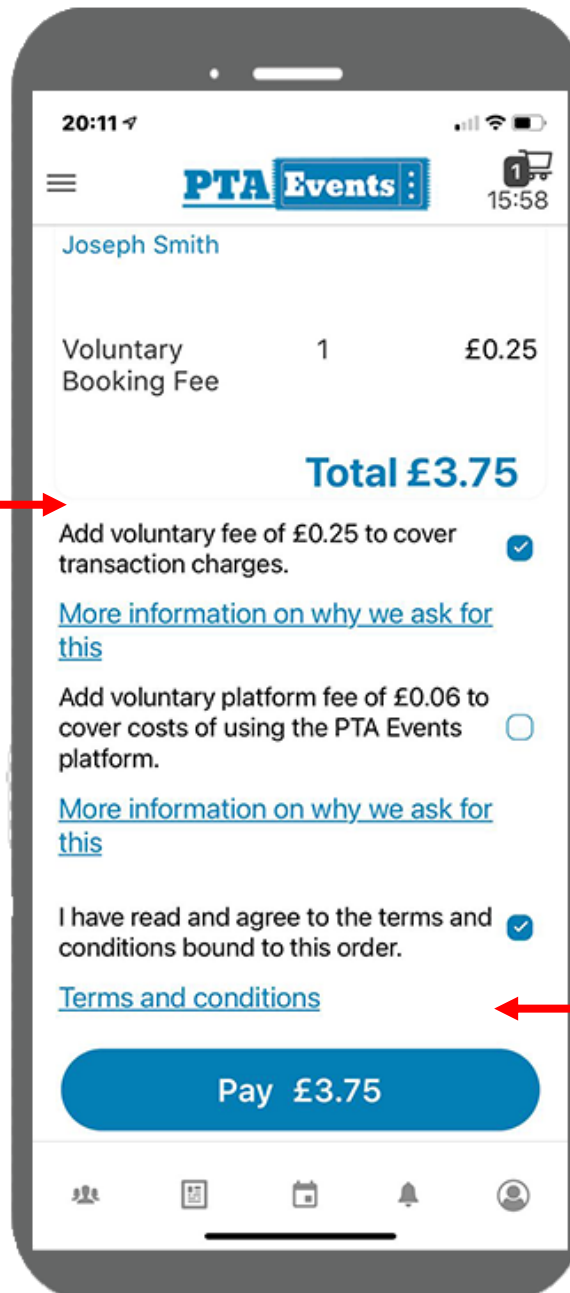


Provide any required booking information for the products in your basket.

Click "Continue to checkout".

## 11. CHECKOUT PROCESS

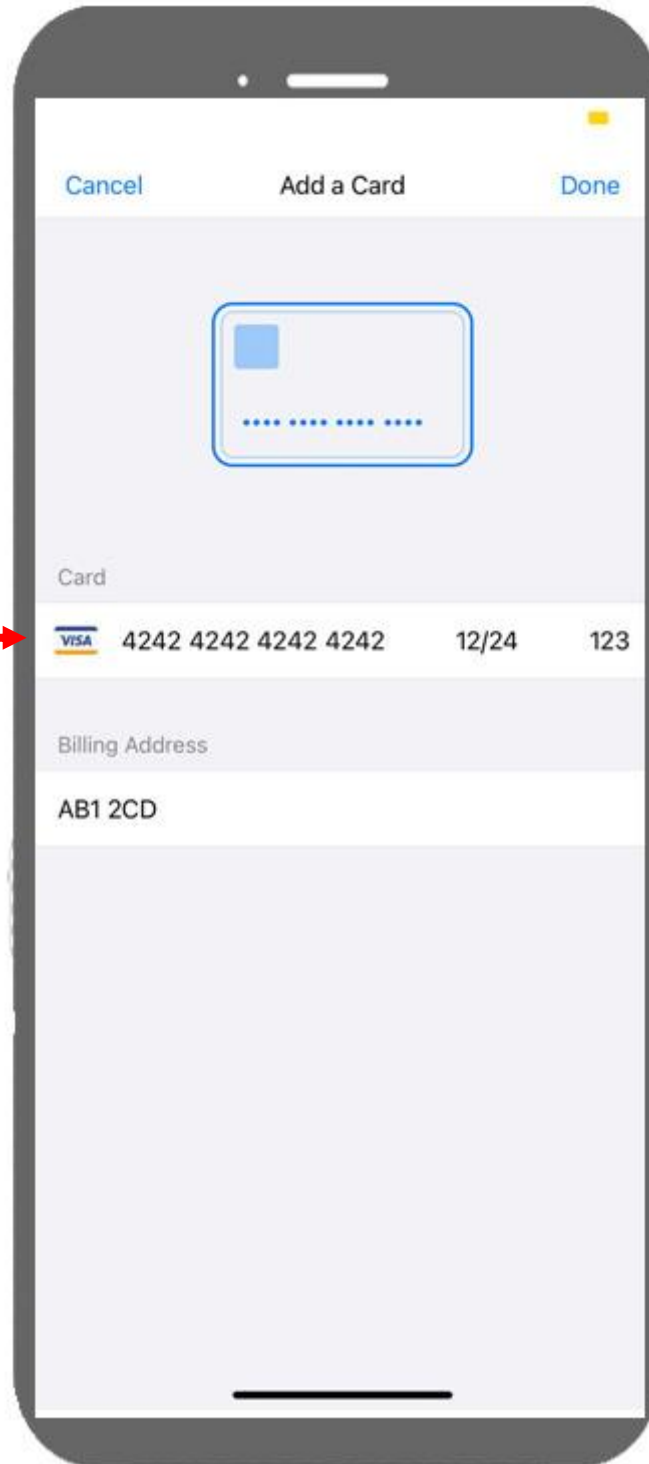
Check and decide on transaction / platforms. Your PTA is a registered charity or non-profit and where applicable, would be grateful of you opting to cover fees.



Accept the terms and conditions and click "Pay".

## 12.CHECKOUT – ENTER PAYMENT DETAILS

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

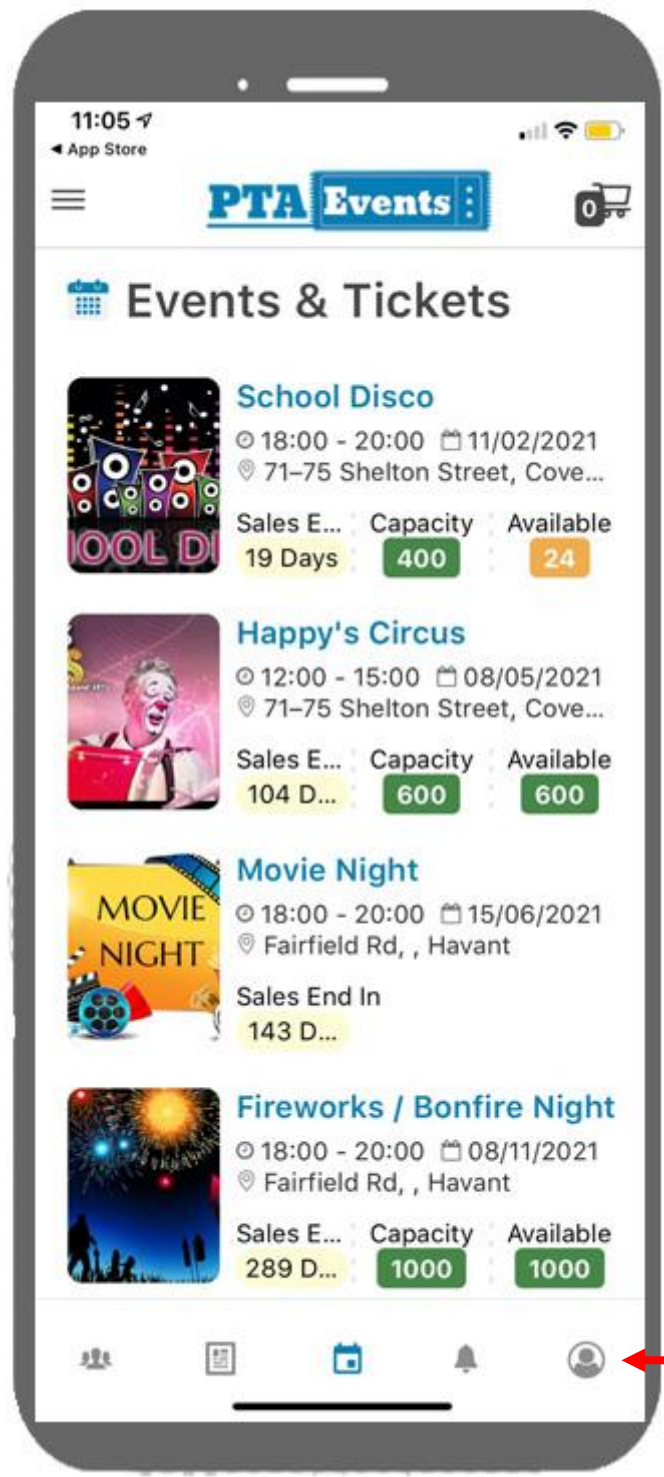


## 13.ORDER CONFIRMATION

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.



## 14. ACCESSING “MY ACCOUNT”



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

## 15.LOGIN SCREEN

The screenshot shows the login screen of the PTA Events mobile app. At the top, the time is 20:10 and there are signal, Wi-Fi, and battery icons. The PTA Events logo is centered in a white circle. Below it, the word "Login" is displayed in a large font, followed by the instruction "Please fill in the form below to login." There are two input fields: the first contains "test@email.com" and the second is empty. Below the input fields are three buttons: a green "Sign in" button, an orange "Forgot password?" button, and a blue "Register" button. A back arrow is visible at the bottom center of the screen. Red arrows point from external text boxes to the email input field, the "Sign in" button, the "Forgot password?" button, and the "Register" button.

20:10

PTA Events

### Login

Please fill in the form below to login.

test@email.com

Sign in

Forgot password?

Register

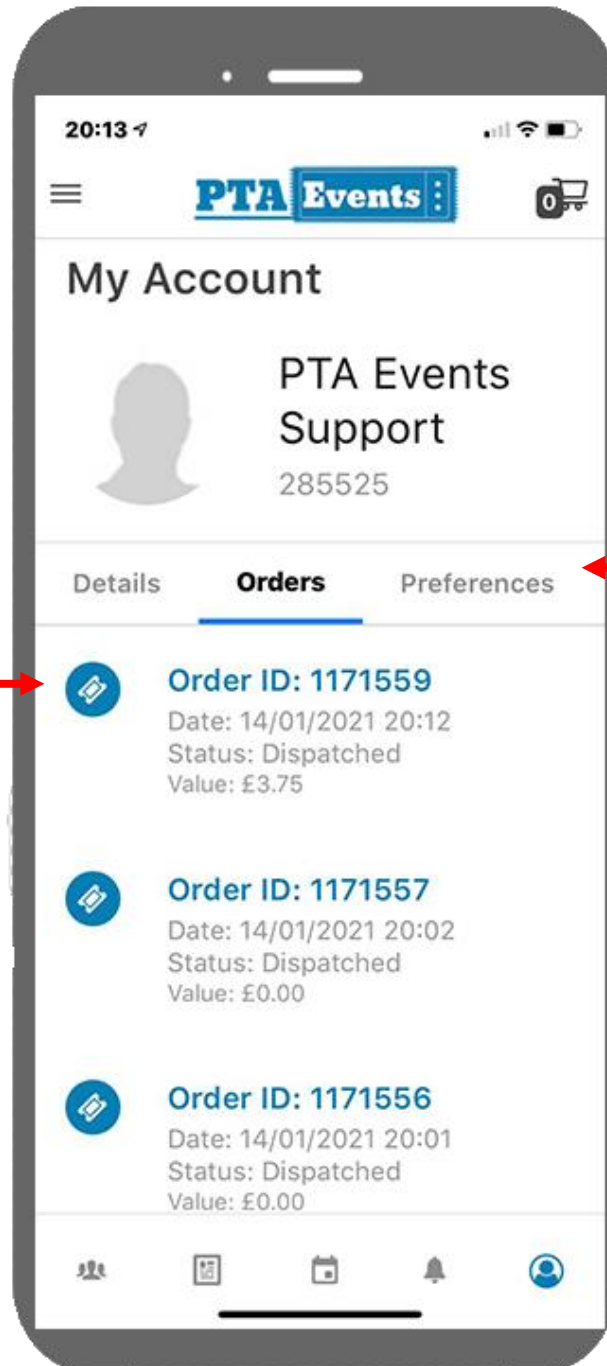
Click the "Sign in" button to login to your account

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

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

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

## 16. MY ACCOUNT

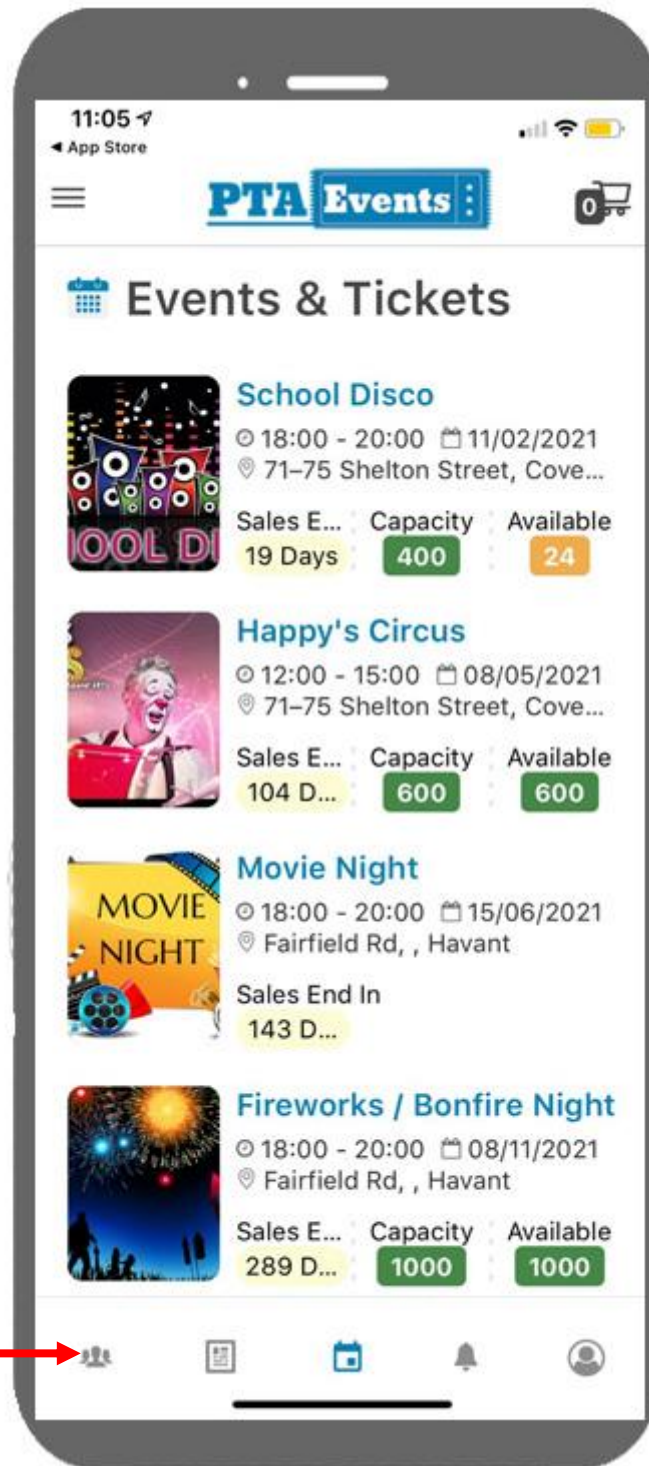


Once logged in you will see all your orders here.

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



## 17.VOLUNTEERING



From anywhere in the app click here.

## 18. VOLUNTEERING

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

