

## 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](#)

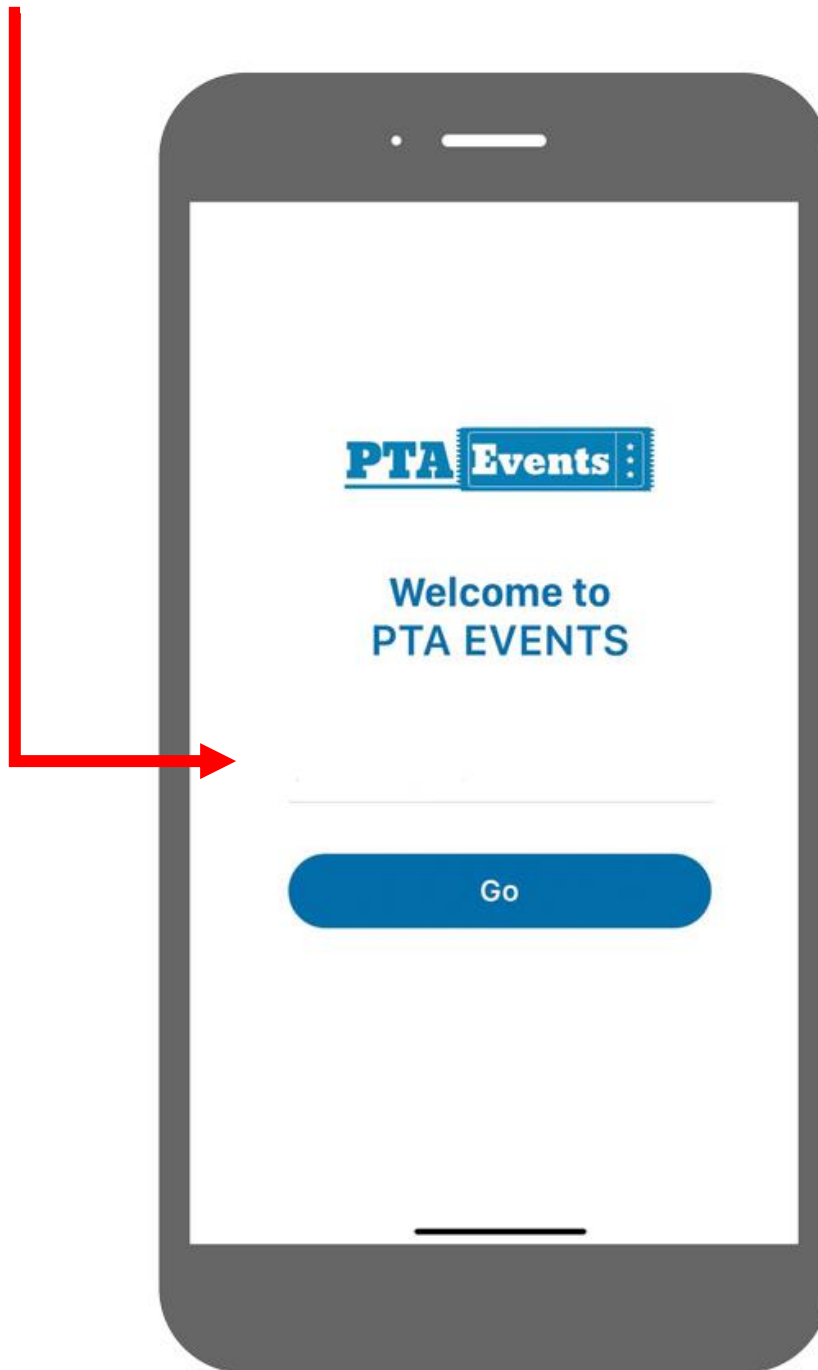
## 2. YOUR ORGANISATION CODE

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:

The screenshot shows the PTA Events mobile app interface. At the top, there's a status bar with the time 11:05 and a signal strength indicator. Below that is a navigation bar with a hamburger menu icon on the left, the PTA Events logo in the center, and a shopping cart icon on the right. The main content area is titled 'Events & Tickets' and lists four events: 'School Disco', 'Happy's Circus', 'Movie Night', and 'Fireworks / Bonfire Night'. Each event card includes a thumbnail image, the event title, time, date, location, and sales information. At the bottom, there's a tab bar with five icons: a group of people, a document, a calendar, a bell, and a user profile.

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.

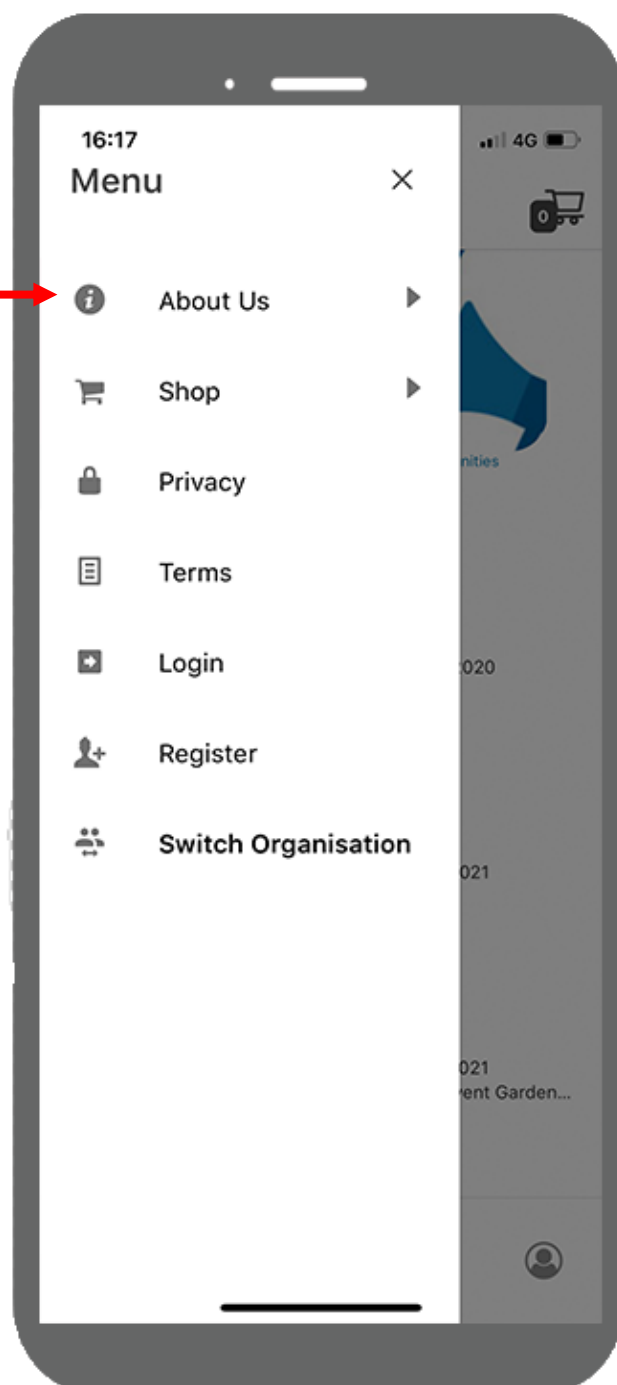
**Events & Tickets:**  
Click here to access all of your PTA's events & tickets

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

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

## 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.

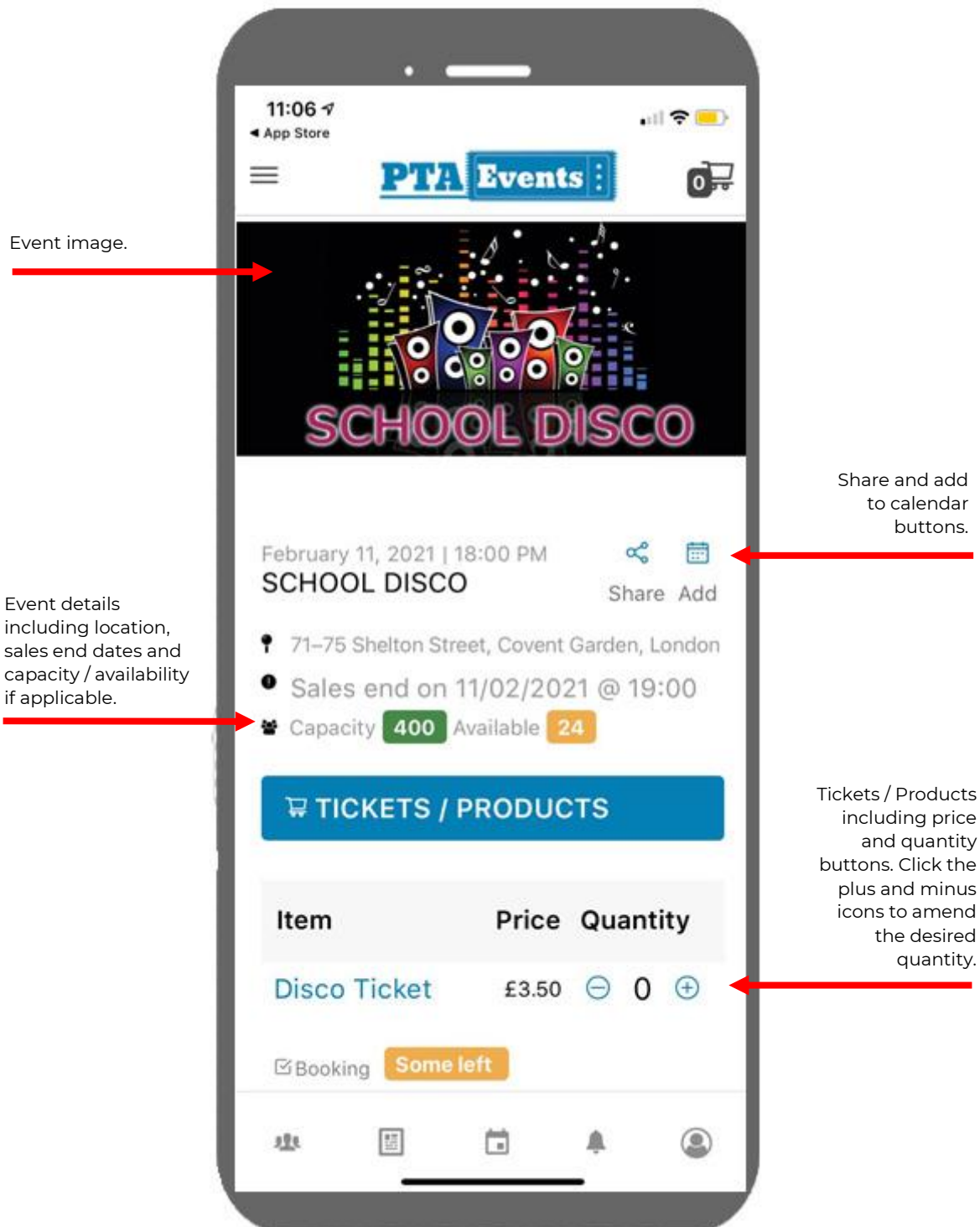


## 7. MAIN MENU BAR (EXPANDED - SHOP)

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)

20:07

**PTA Events**

February 11, 2021 | 18:00 PM  
**SCHOOL DISCO**

71-75 Shelton Street, Covent Garden, London

Sales end on 11/02/2021 @ 19:00

Capacity **400** Available **24**

**TICKETS / PRODUCTS**

Item	Price	Quantity
Disco Ticket	£3.50	1

Booking **Some left**

**Total £3.50**

**Add to basket**

**CAN YOU HELP?**

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

Select the number of tickets or products you require.

Your total will reflect the number of items selected.

## 10. CHECKOUT PROCESS (ADDITIONAL INFORMATION)

The screenshot shows the 'Booking Information' screen in the PTA Events mobile app. At the top, the status bar shows the time 20:09 and battery level. The app header includes the PTA Events logo and a shopping cart icon with a '1' indicating one item in the basket. Below the header, a yellow box contains the message: 'We need to capture further information for some of the products you have in your basket. \* = Required Field'. The main section is titled 'Disco Ticket' and contains three required fields: 'Booking Name \*' with the value 'Joseph Smith', 'Pupil's class \*' with the value '3A (Mrs Marrot)', and 'Allergies / Medical Needs\*' with the value 'Peanut allergy'. A red arrow points from the text 'Provide any required booking information for the products in your basket.' to the 'Pupil's class \*' field. At the bottom of the form is a blue button labeled 'Continue to checkout'. A red arrow points from the text 'Click "Continue to checkout".' to this button. The bottom of the screen features a navigation bar with icons for home, search, calendar, notifications, and profile.

20:09

PTA Events

18:12

### Booking Information

We need to capture further information for some of the products you have in your basket.  
\* = Required Field

#### Disco Ticket

Booking Name \*  
Joseph Smith

Pupil's class \*  
3A (Mrs Marrot)

Allergies / Medical Needs\*  
Peanut allergy

Continue to checkout

Click "Continue to checkout".

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

## 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.

20:11

PTA Events

15:58

Joseph Smith

Voluntary Booking Fee	1	£0.25
-----------------------	---	-------

**Total £3.75**

Add voluntary fee of £0.25 to cover transaction charges. ☒

[More information on why we ask for this](#)

Add voluntary platform fee of £0.06 to cover costs of using the PTA Events platform. ☐

[More information on why we ask for this](#)

I have read and agree to the terms and conditions bound to this order. ☒

[Terms and conditions](#)

**Pay £3.75**

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.

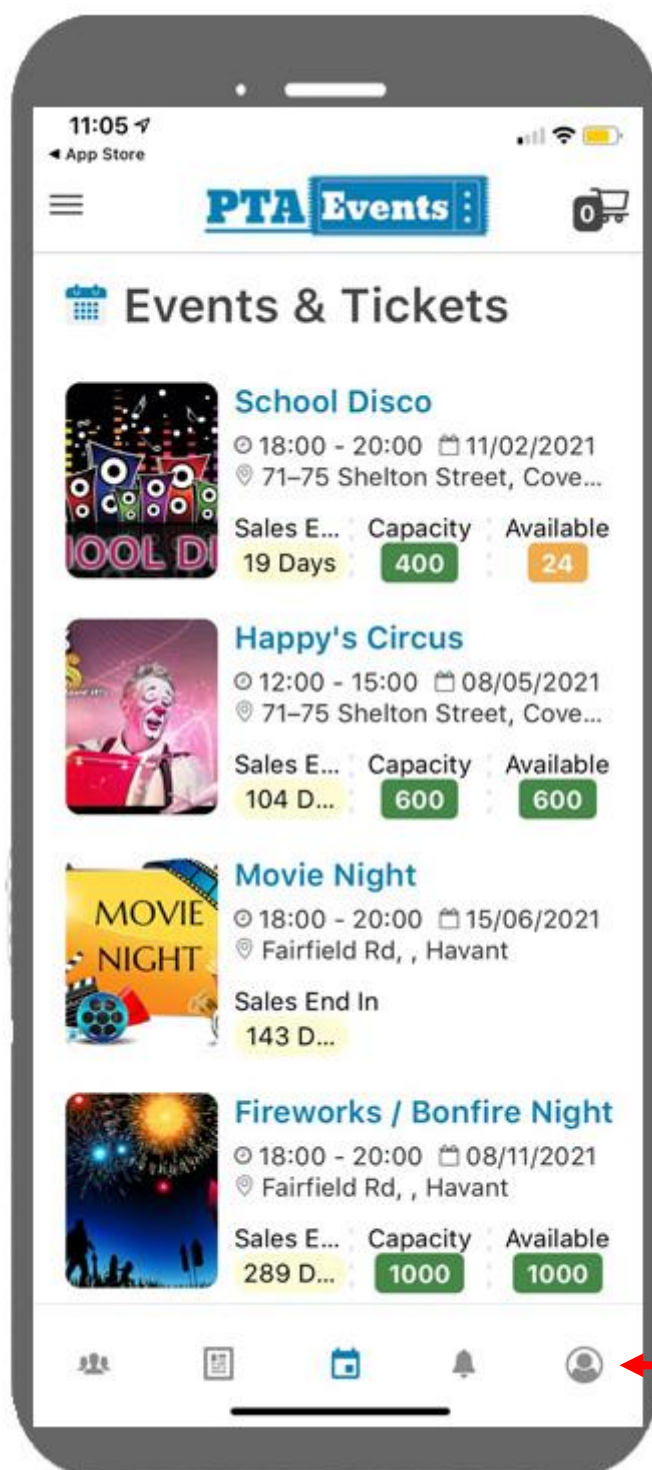
The screenshot shows the 'Add a Card' screen in the PTA Events mobile app. At the top, there are three buttons: 'Cancel', 'Add a Card', and 'Done'. Below these is a large rectangular area with a blue border and a blue square icon, representing a card. Underneath this area is a section labeled 'Card' which contains a Visa logo, the card number '4242 4242 4242 4242', the expiration date '12/24', and the cardholder name '123'. Below the 'Card' section is a section labeled 'Billing Address' which contains the text 'AB1 2CD'. A red arrow points from the text 'Enter your credit / debit card details so we can securely process your order.' to the Visa logo in the 'Card' section.

## 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



## 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

