

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](#)

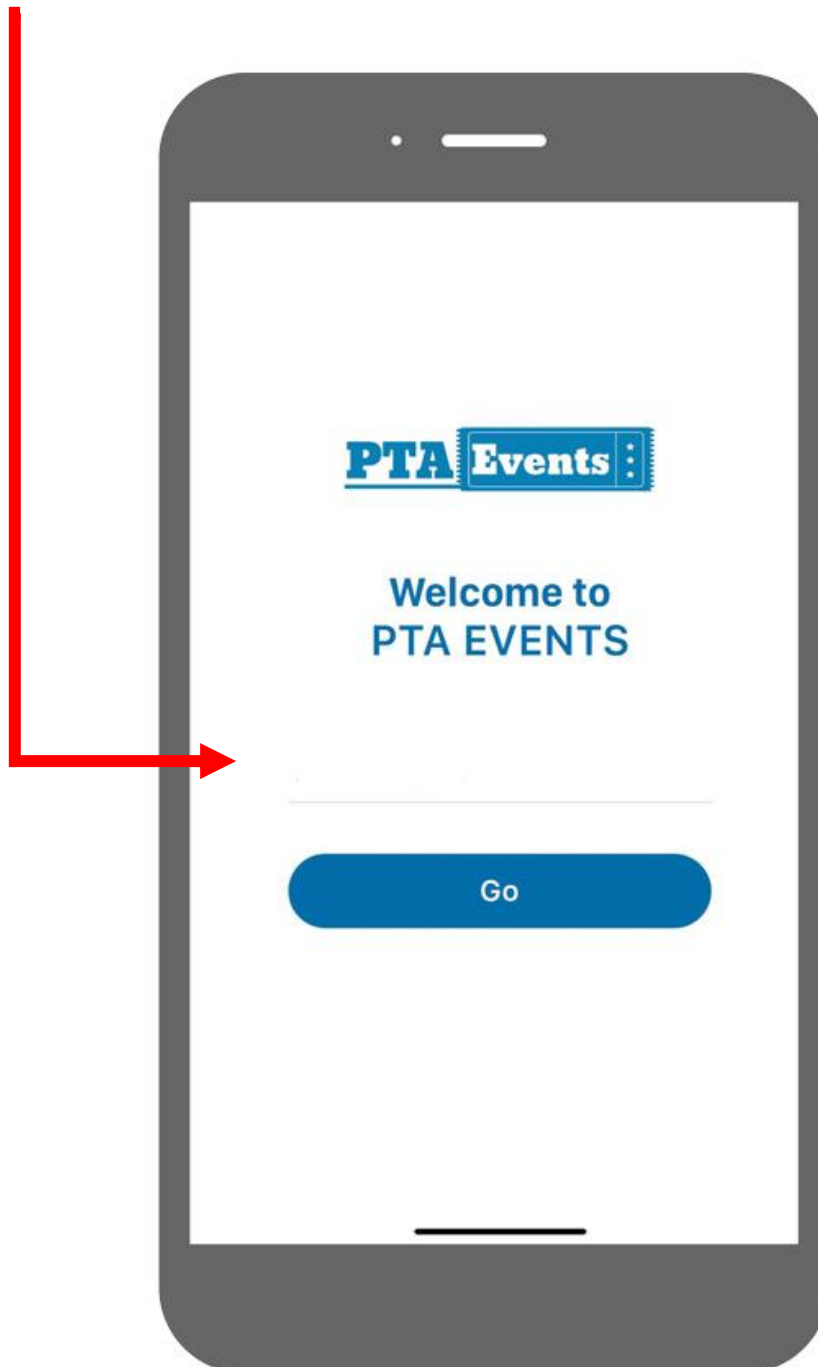
2. YOUR ORGANISATION CODE

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

YOUR ORGANISATION CODE

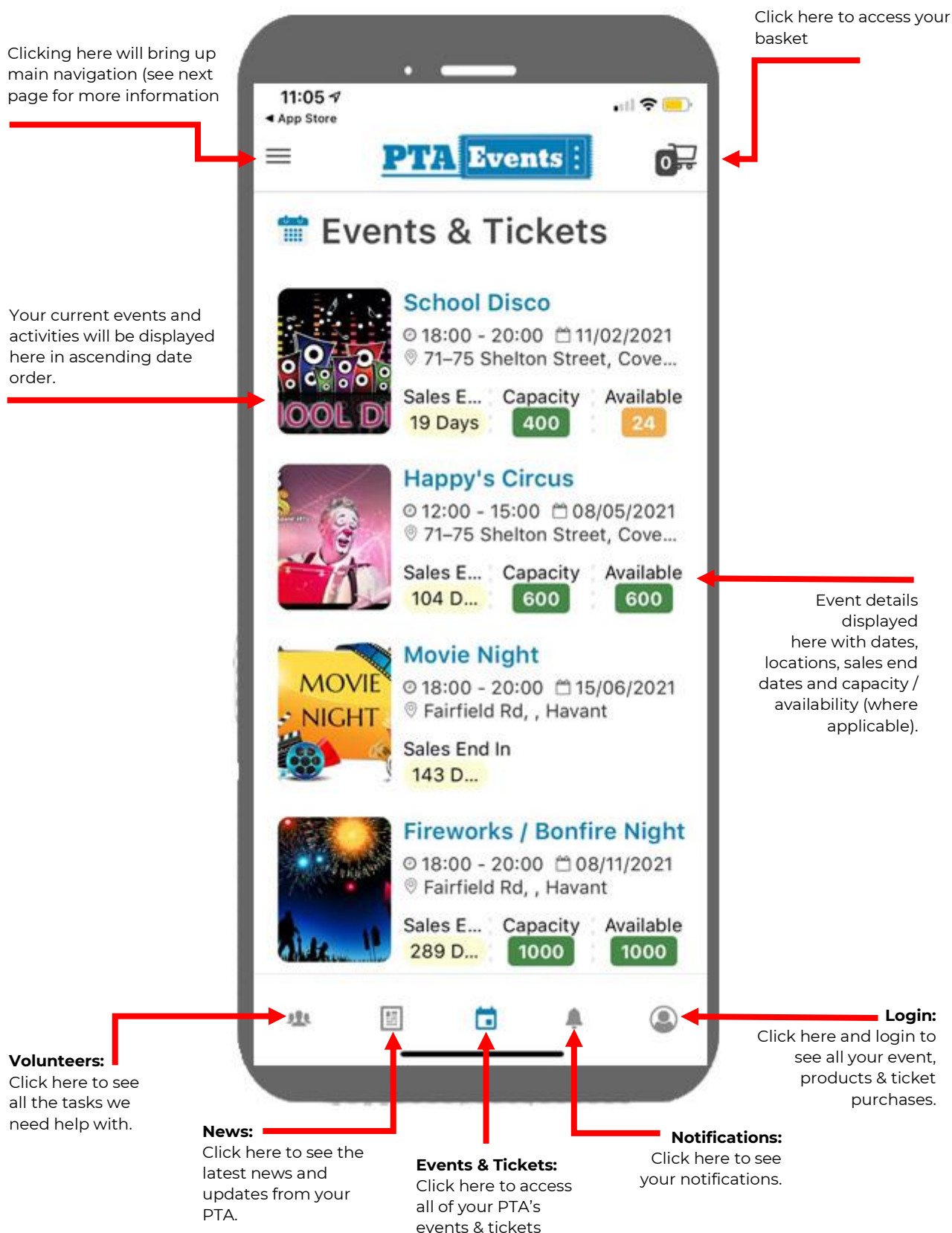
3. ENTERING IN YOUR ORGANISATION CODE

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



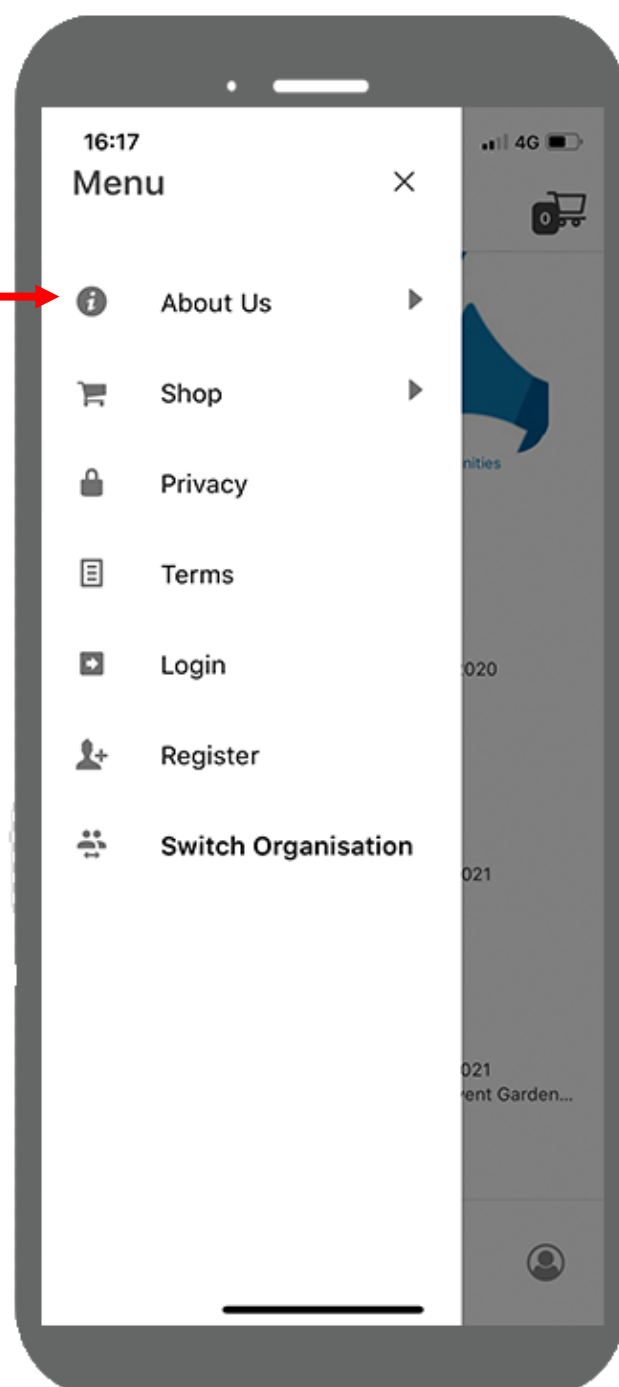
4. QUICK GUIDE

The following is a quick start guide:



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.

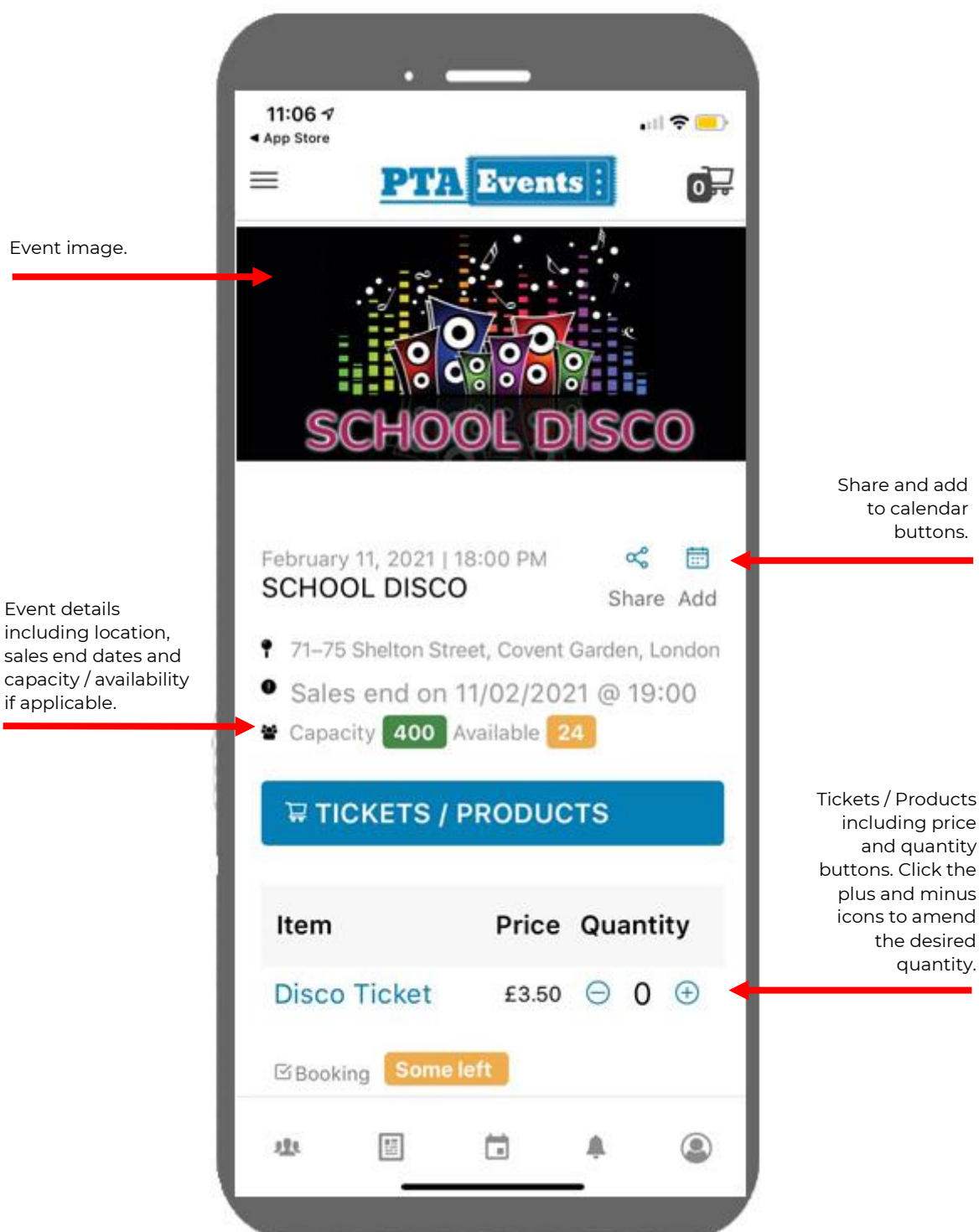


7. MAIN MENU BAR (EXPANDED - SHOP)

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

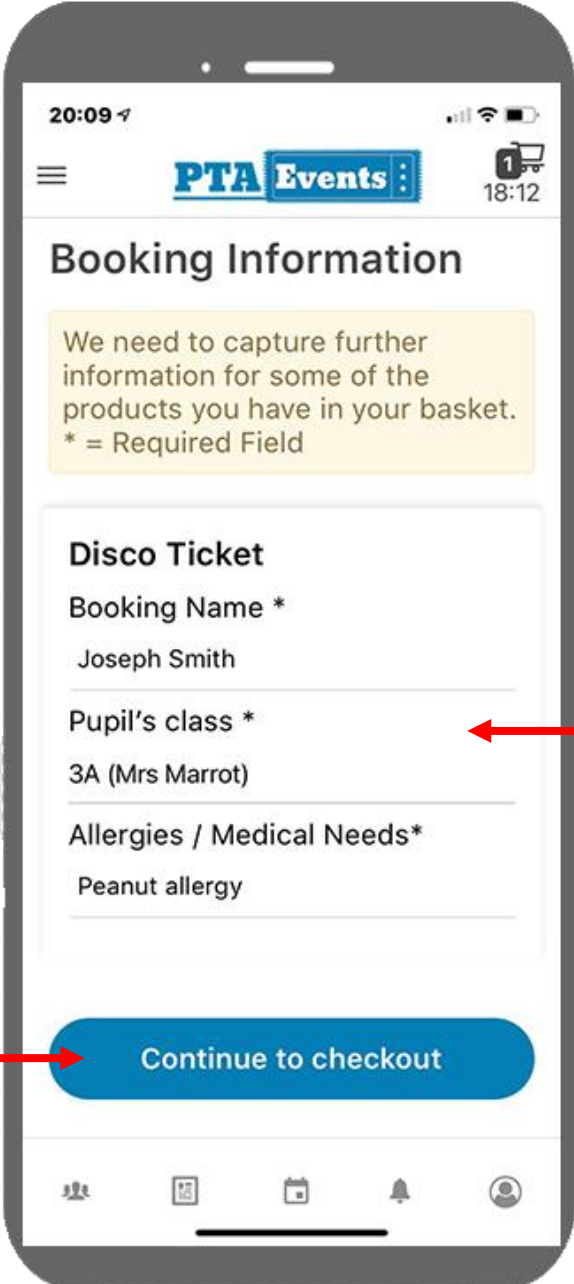
CAN YOU HELP?

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. A yellow informational box states: 'We need to capture further information for some of the products you have in your basket. * = Required Field'. Below this, the 'Disco Ticket' section 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 blue 'Continue to checkout' button is at the bottom. A red arrow points from the text 'Click "Continue to checkout".' to the button. Another red arrow points from the text 'Provide any required booking information for the products in your basket.' to the 'Pupil's class' field.

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
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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.

Cancel Add a Card Done

Card

VISA 4242 4242 4242 4242 12/24 123

Billing Address

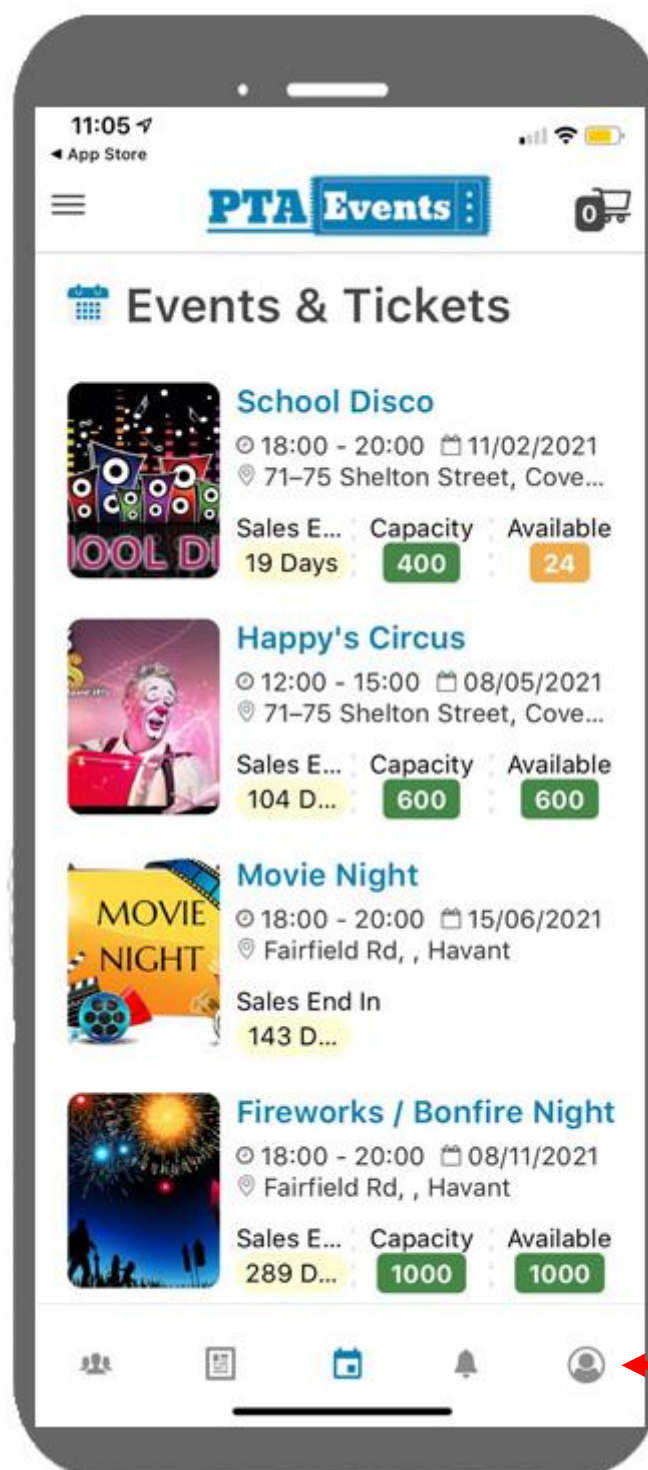
AB1 2CD

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.

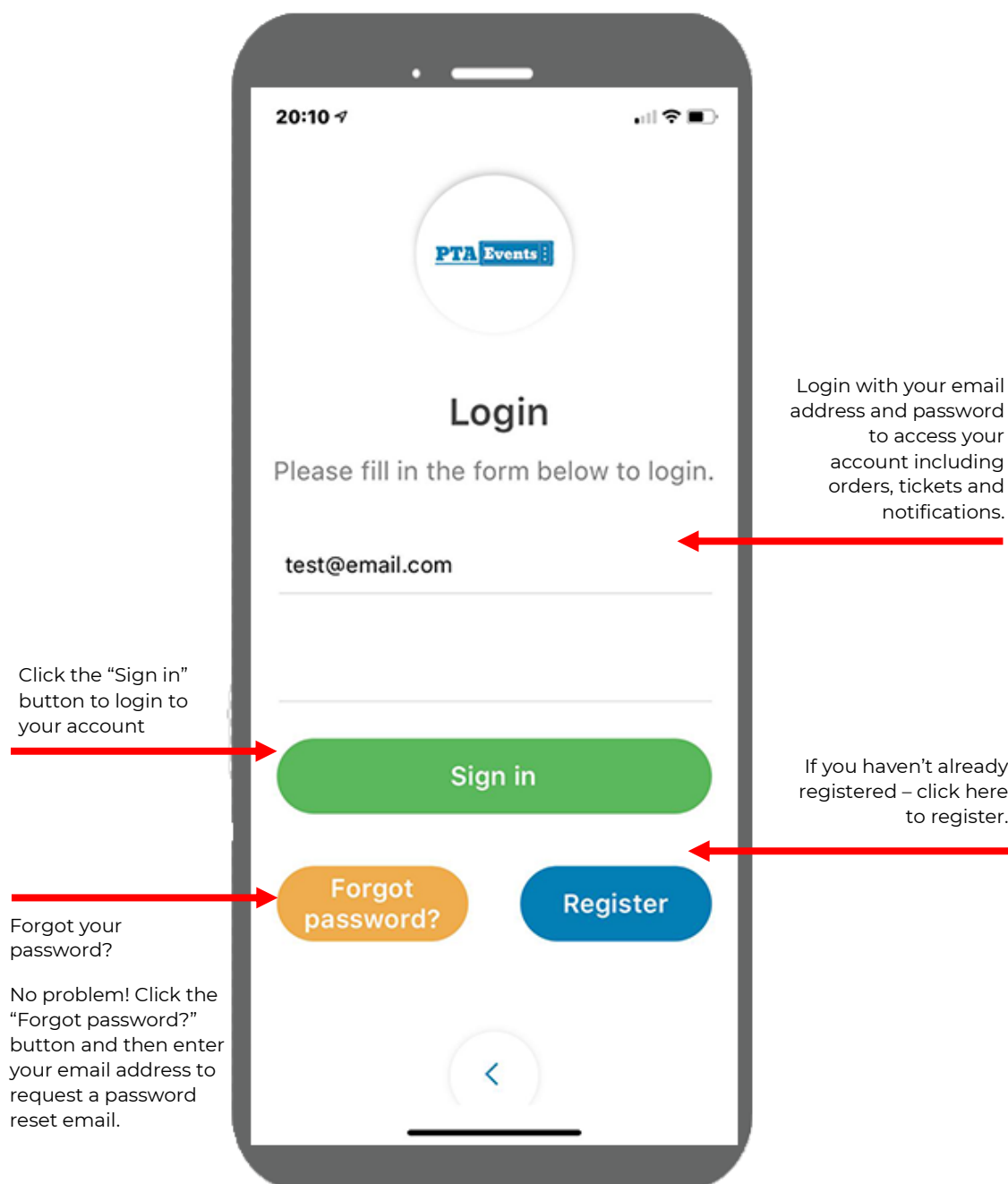


14. ACCESSING “MY ACCOUNT”



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

15.LOGIN SCREEN



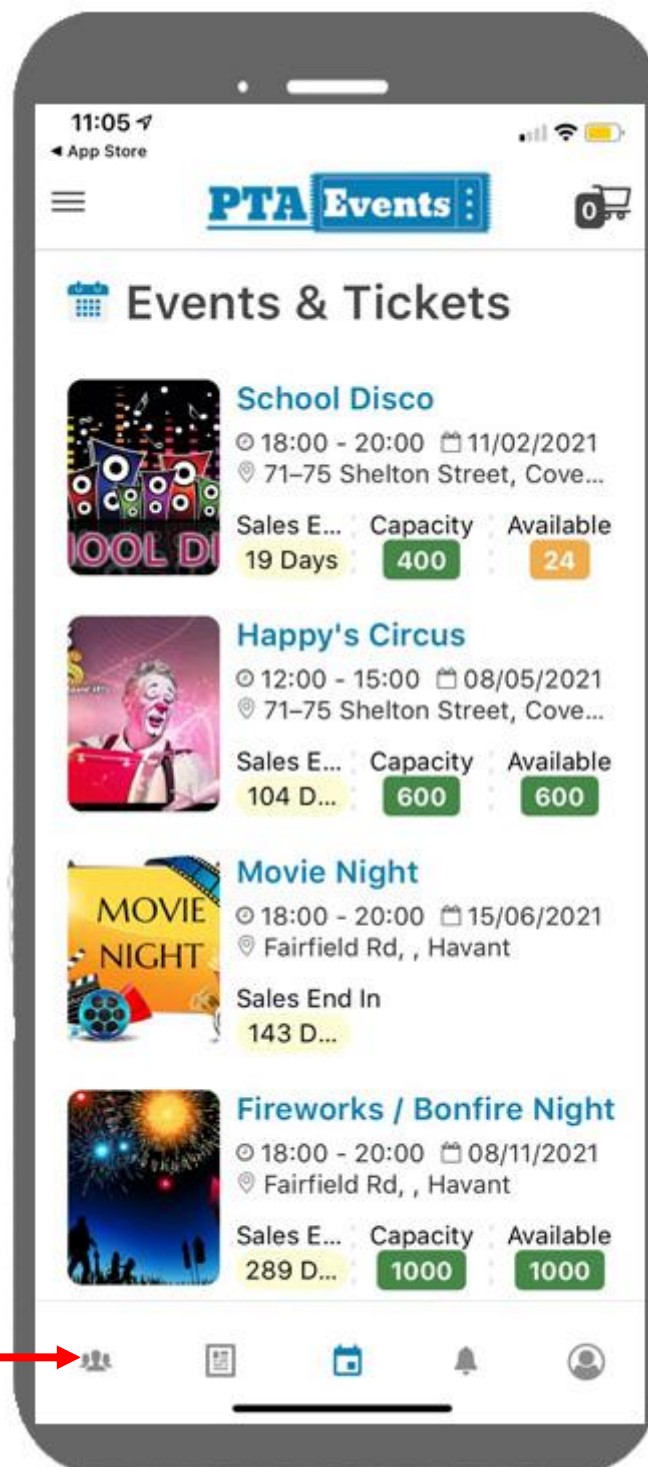
16. MY ACCOUNT

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



18. VOLUNTEERING

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

