

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](#)

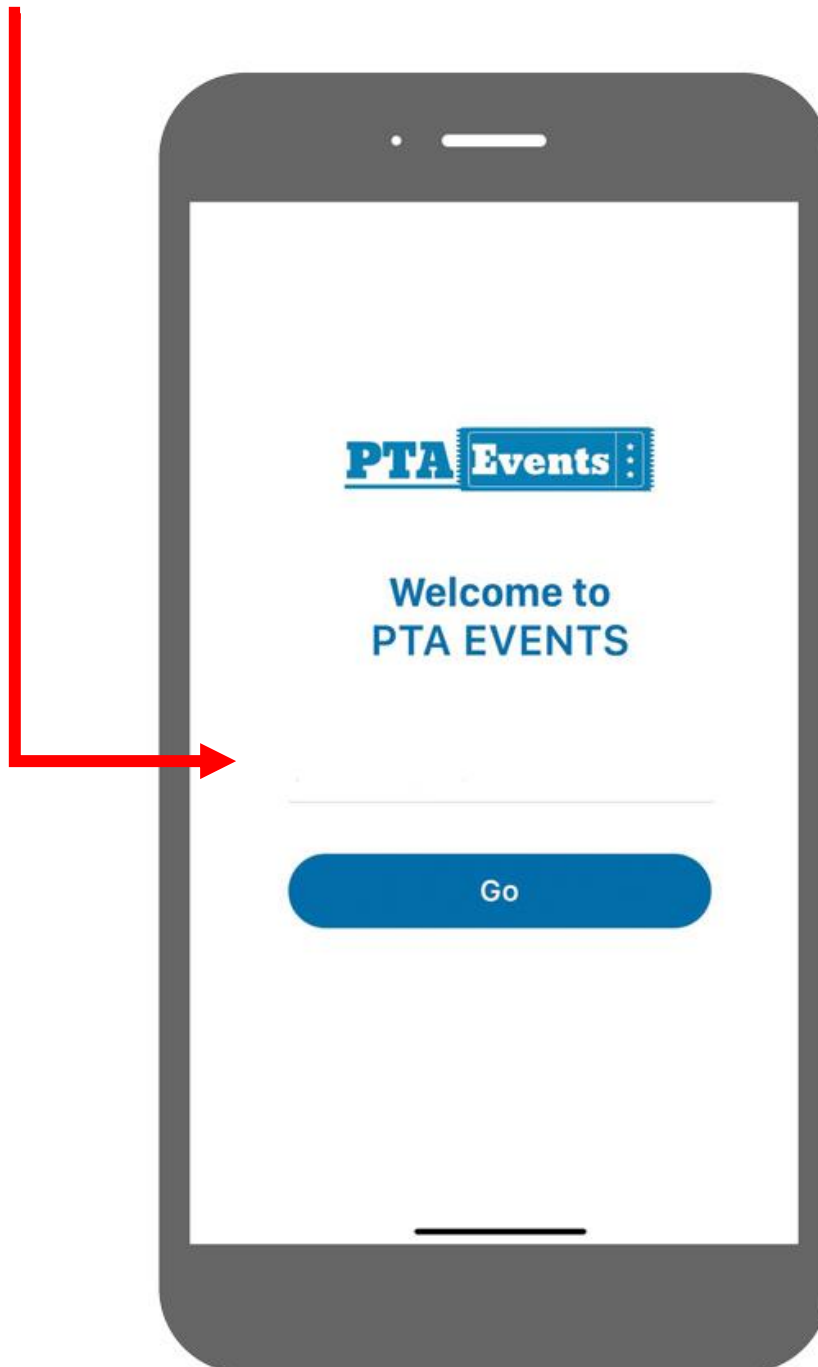
2. YOUR ORGANISATION CODE

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

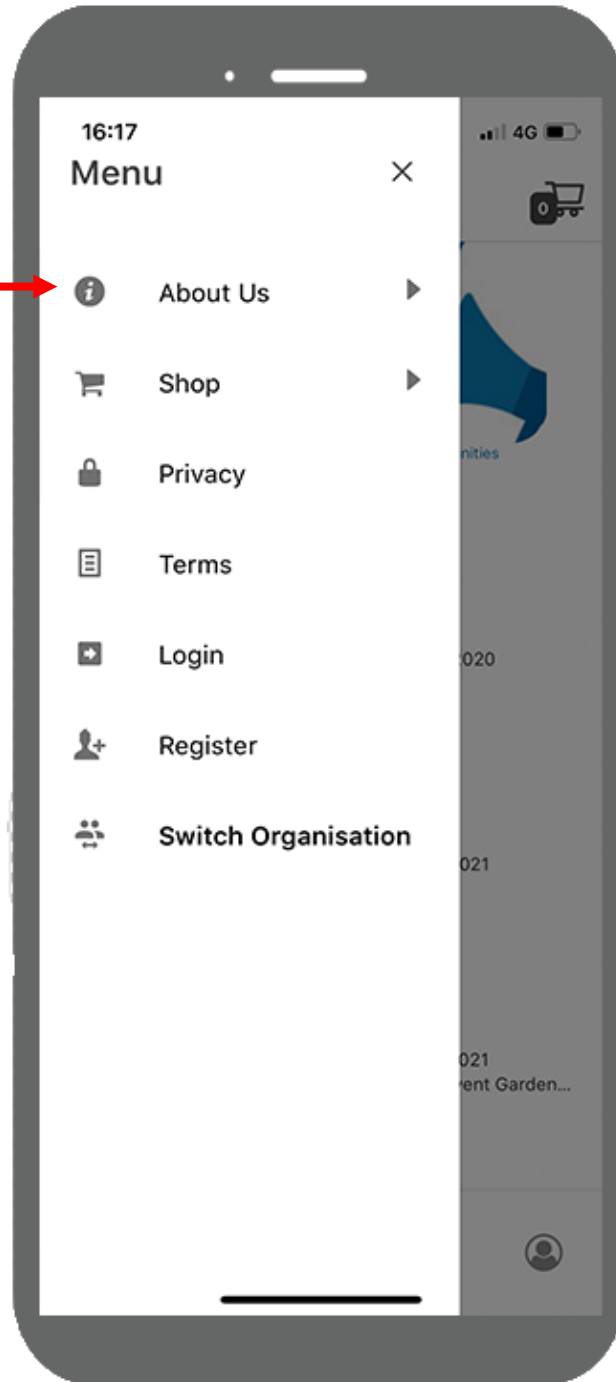
Notifications: Click here to see your notifications.

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

The screenshot shows the PTA Events mobile app interface. At the top, there is a status bar with the time 11:05, signal strength, Wi-Fi, and battery icons. Below that is a navigation bar with the PTA Events logo and a shopping cart icon showing 0 items. 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 name, time, date, location, and sales information (Sales End In, Capacity, Available). At the bottom, there is a navigation bar with five icons: a group of people (Volunteers), a document (News), a calendar (Events & Tickets), a bell (Notifications), and a person profile (Login).

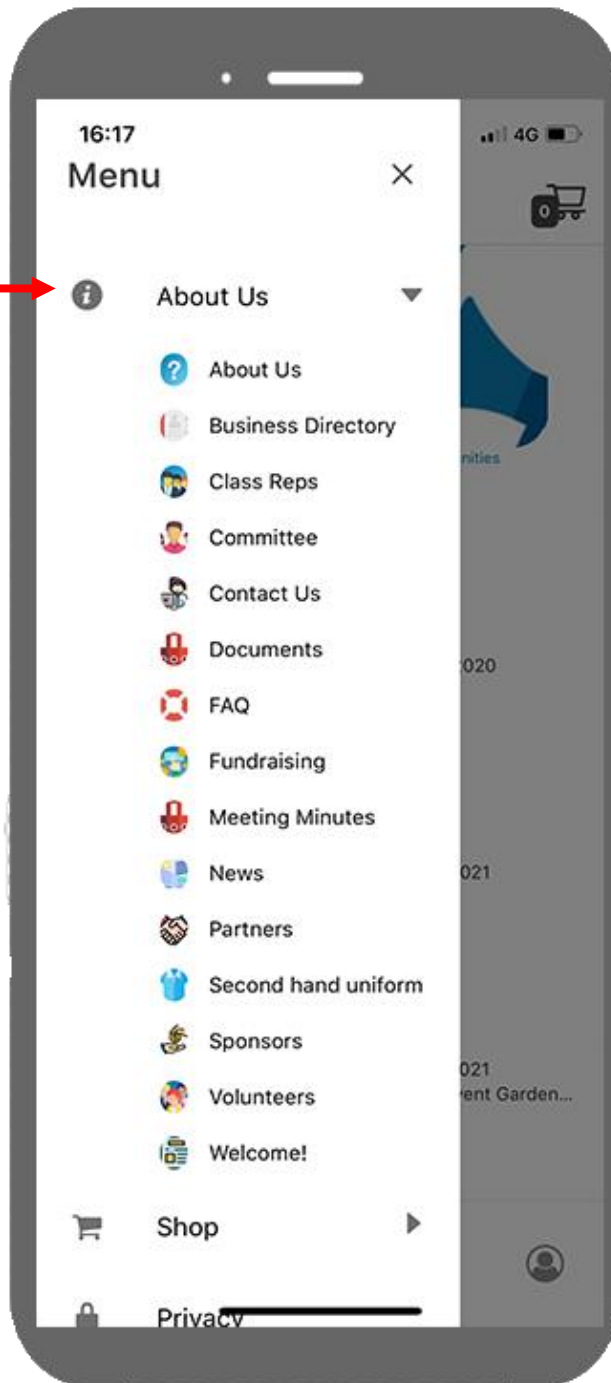
5. MAIN MENU BAR

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



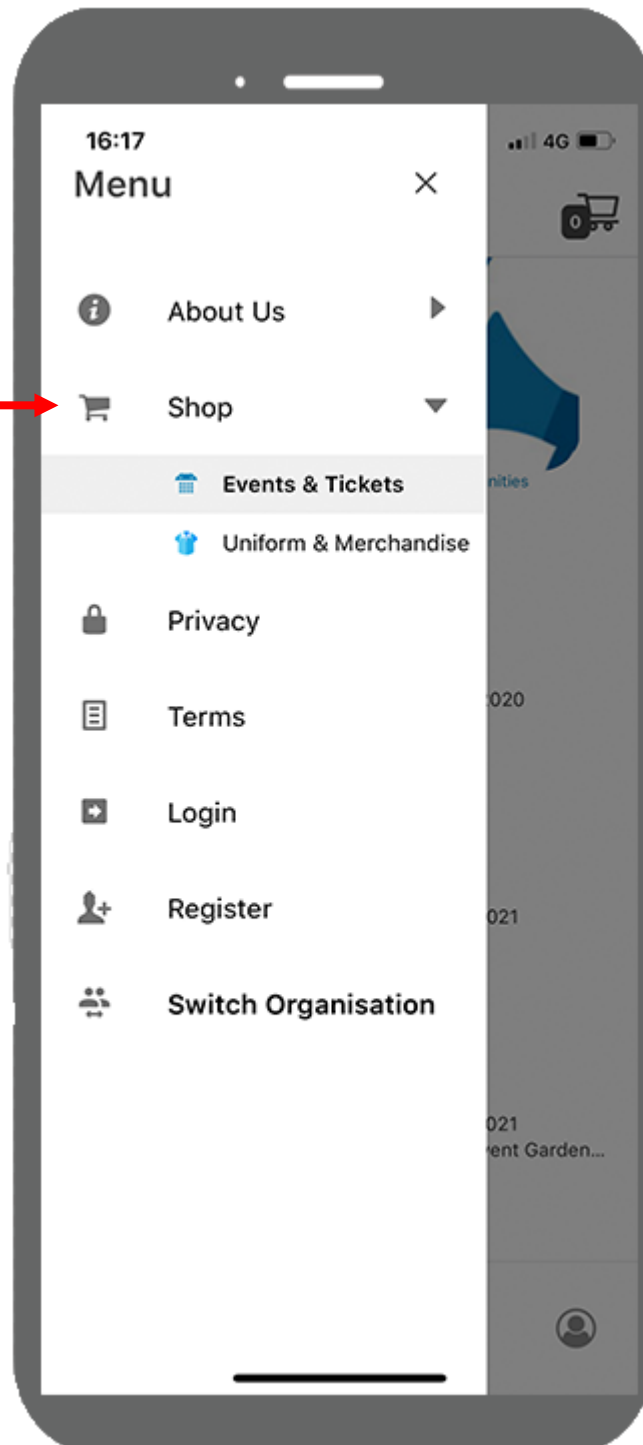
6. MAIN MENU BAR (EXPANDED)

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

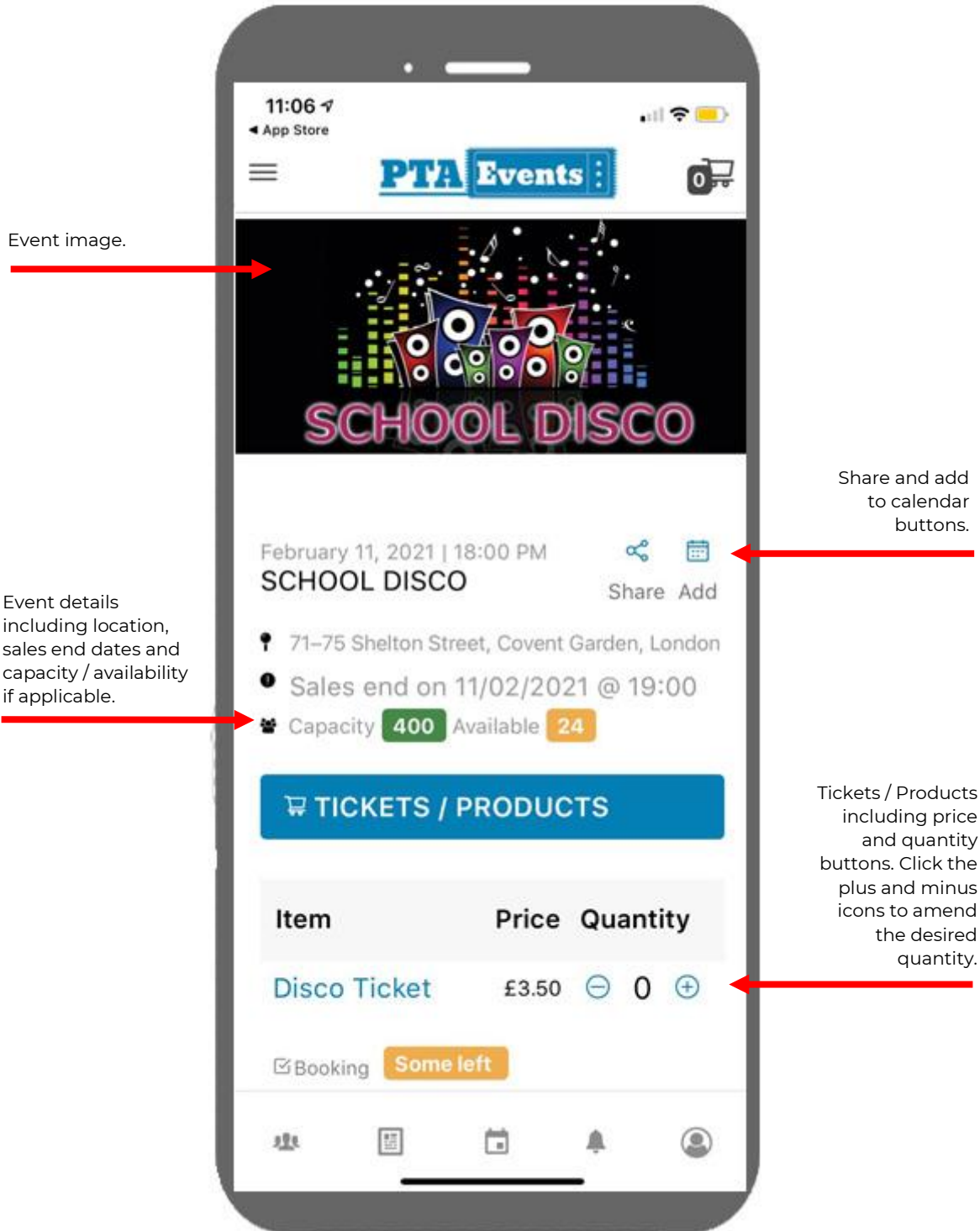


7. MAIN MENU BAR (EXPANDED - SHOP)

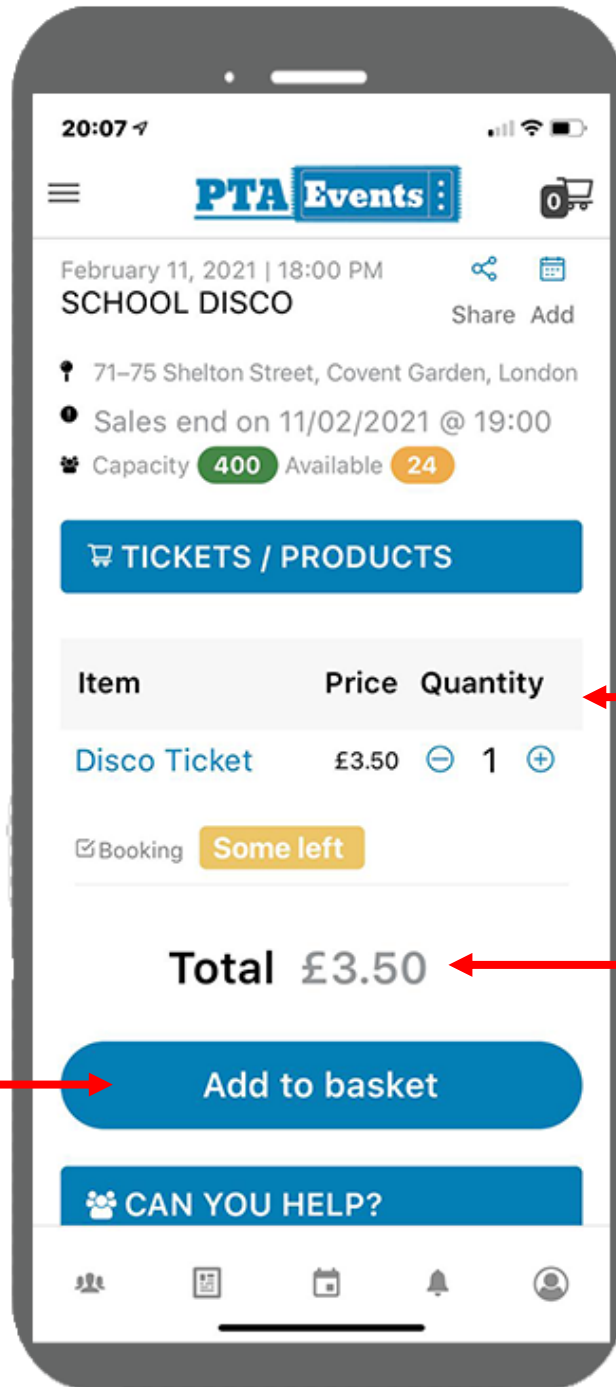
Clicking "Shop" drops down the full list of features found on your PTA Events shop if applicable.



8. EVENT DETAIL PAGE



9. EVENT DETAIL PAGE (CONTINUED)

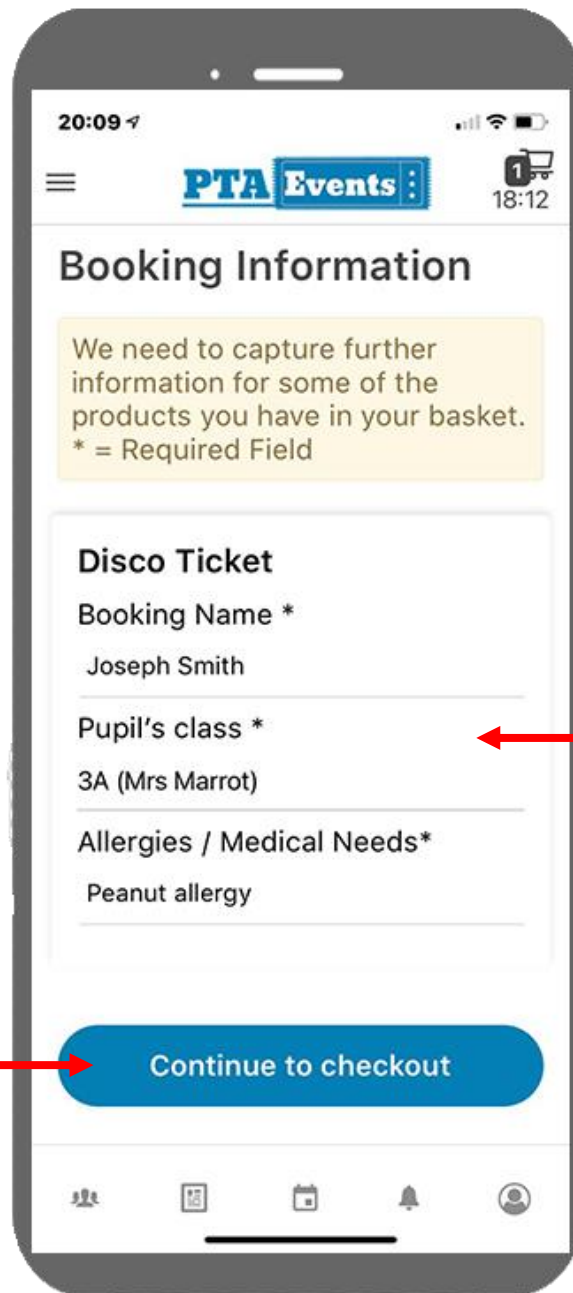


Select the number of tickets or products you require.

Your total will reflect the number of items selected.

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

10. CHECKOUT PROCESS (ADDITIONAL INFORMATION)

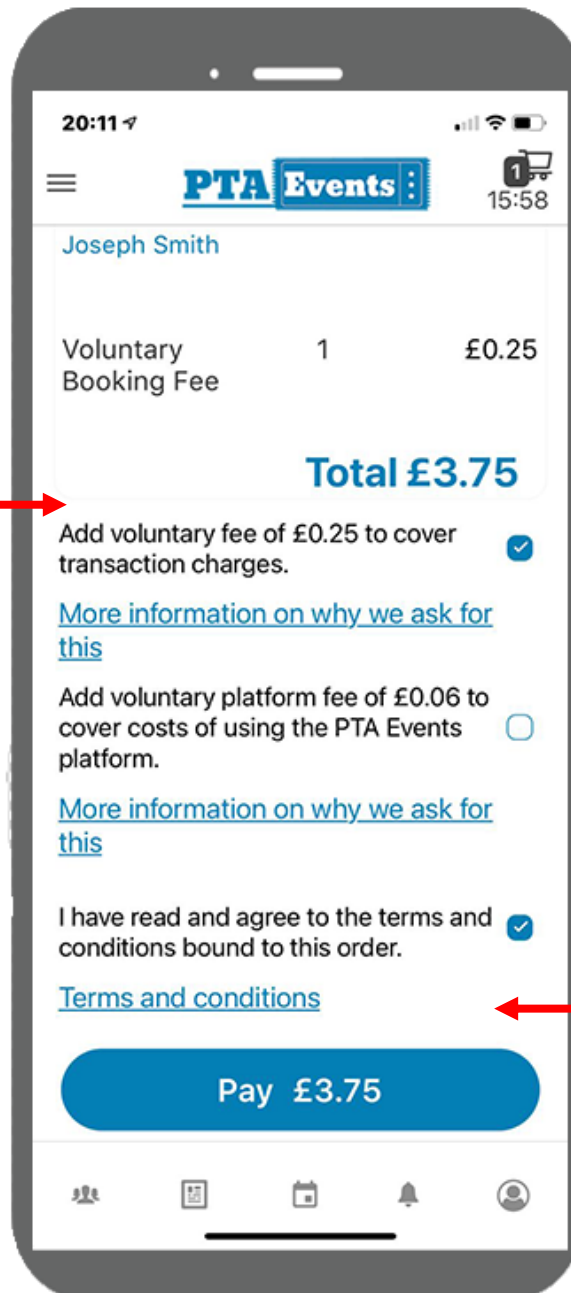


Provide any required booking information for the products in your basket.

Click "Continue to checkout".

11. CHECKOUT PROCESS

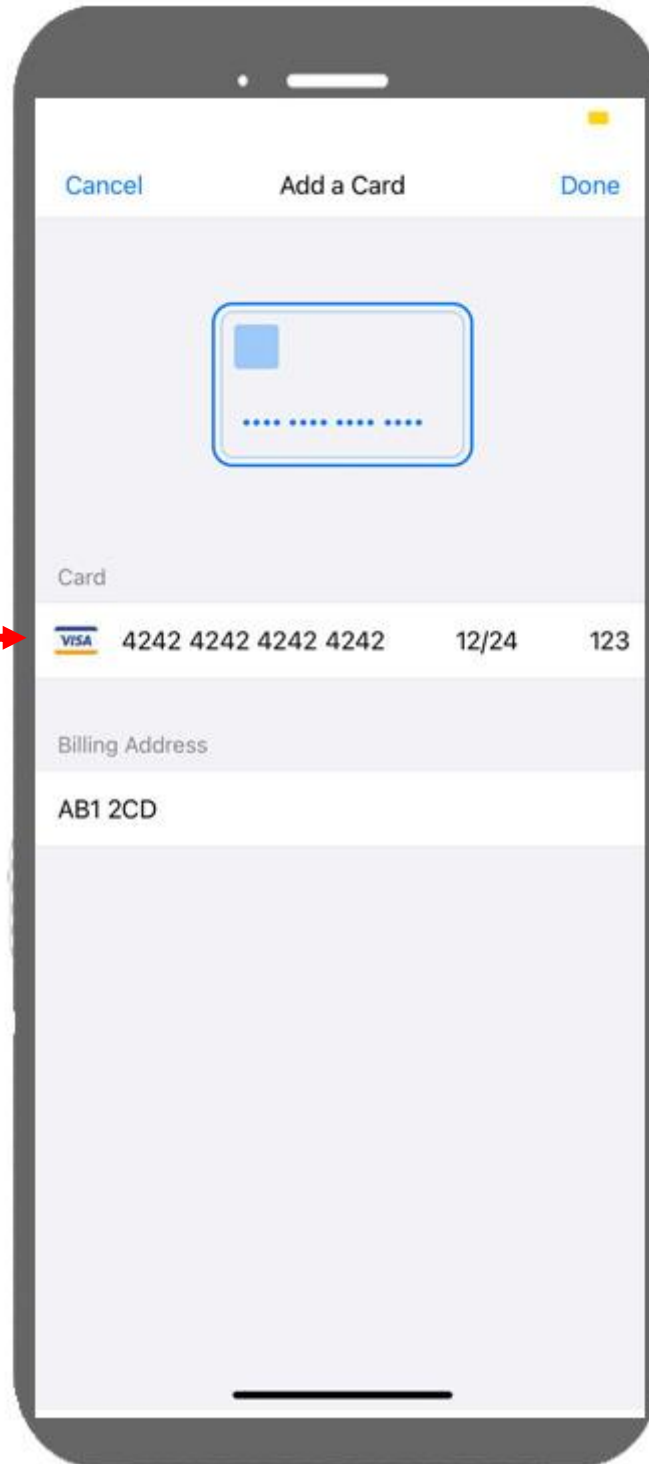
Check and decide on transaction / platforms. Your PTA is a registered charity or non-profit and where applicable, would be grateful of you opting to cover fees.



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.

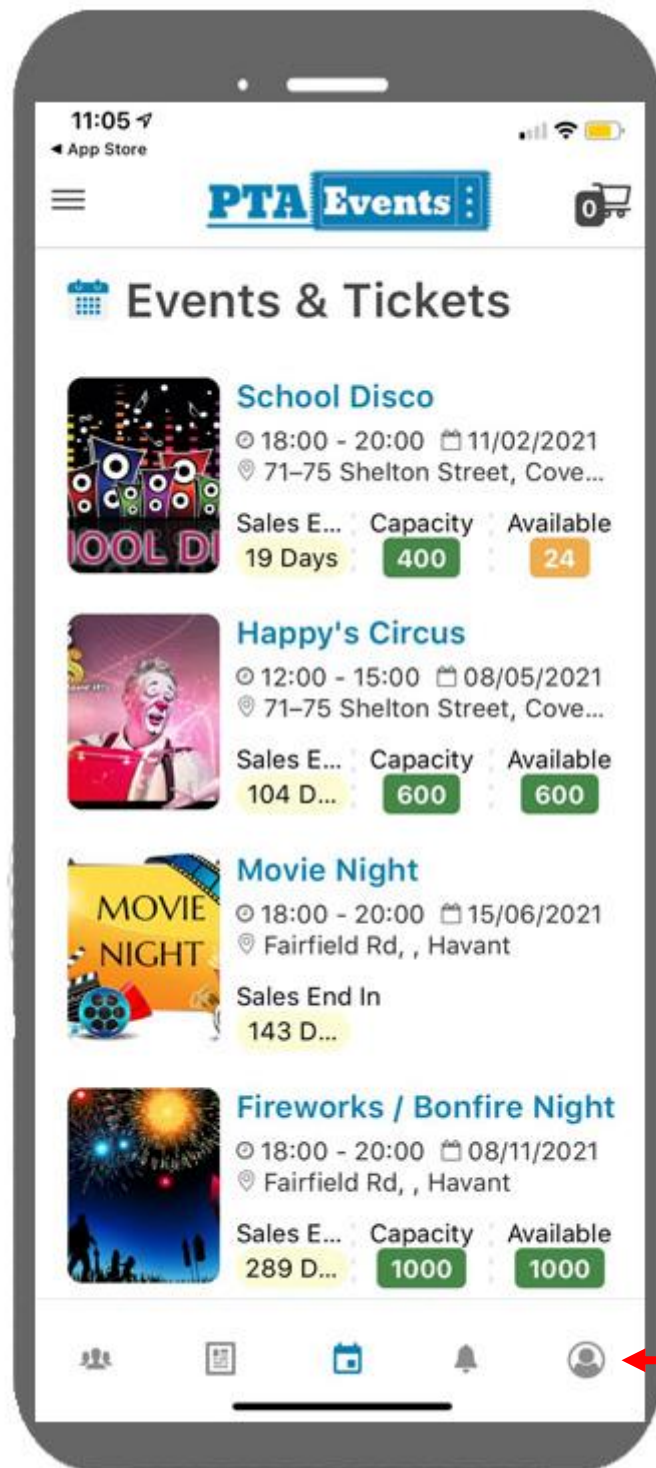


13.ORDER CONFIRMATION

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.

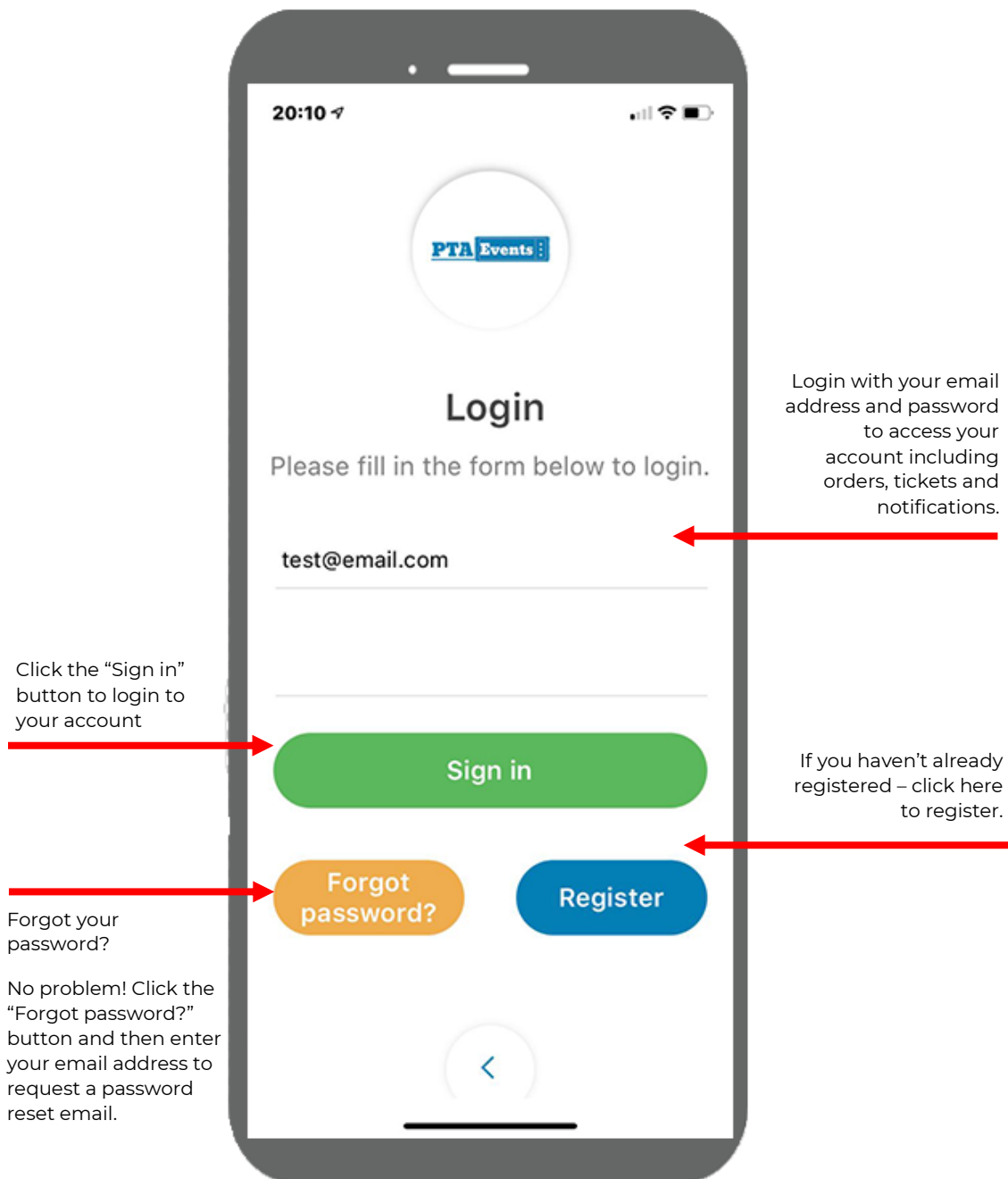


14. ACCESSING “MY ACCOUNT”

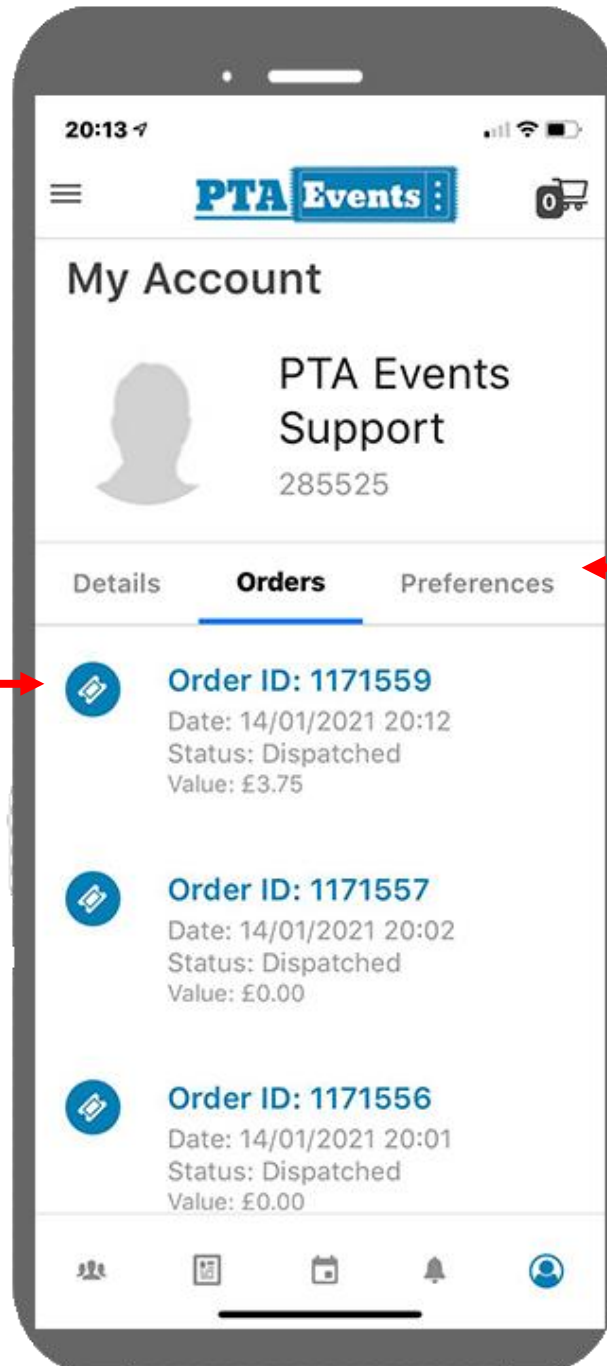


From anywhere in the app click here to access “My Account”.

15.LOGIN SCREEN



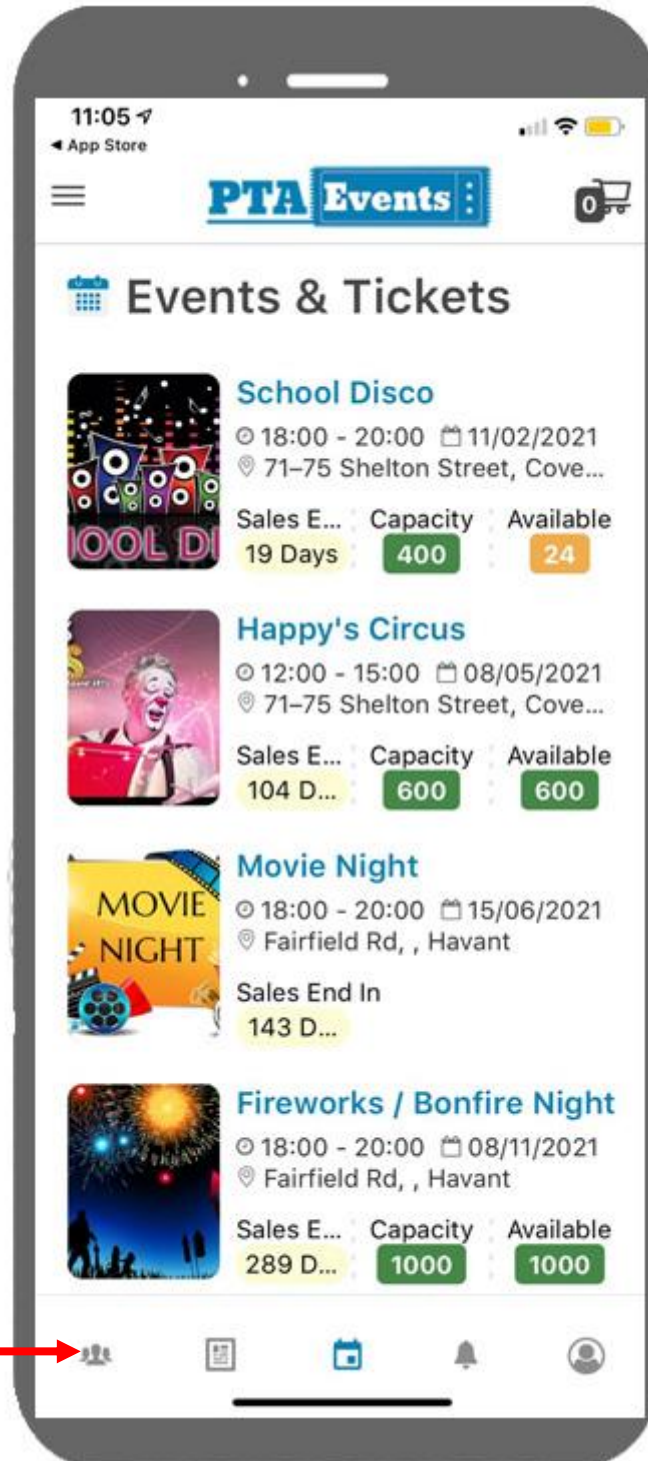
16. MY ACCOUNT



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

