



## Registering on the PTA Events Website

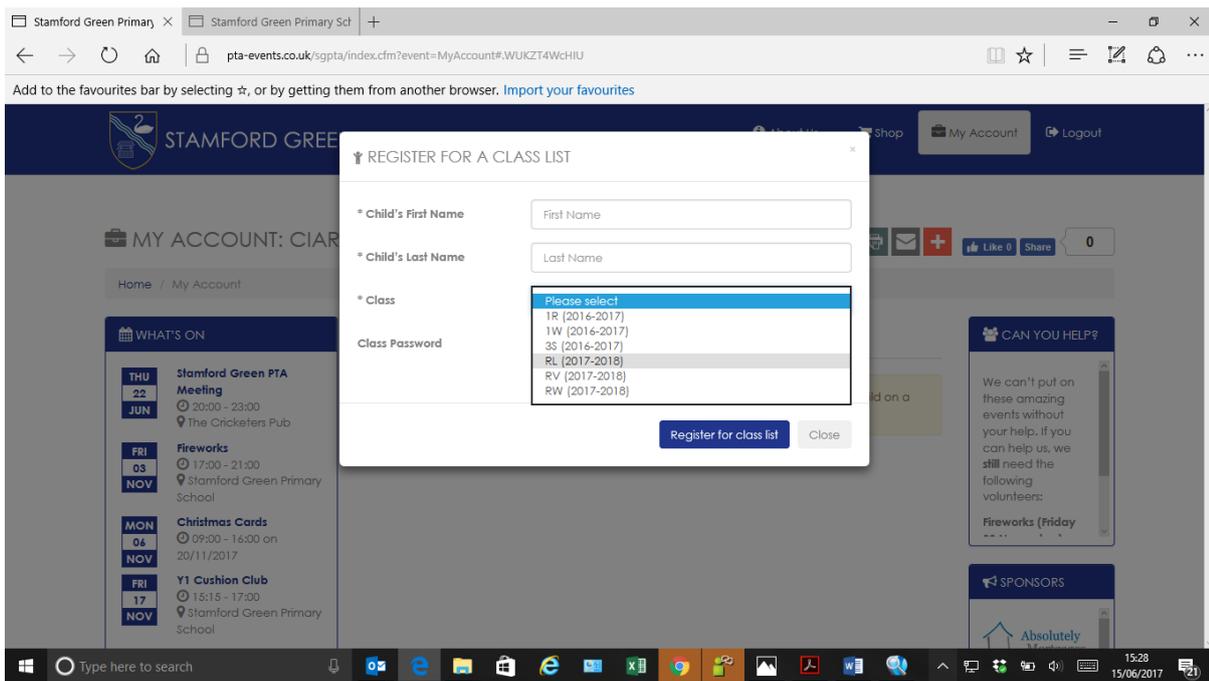
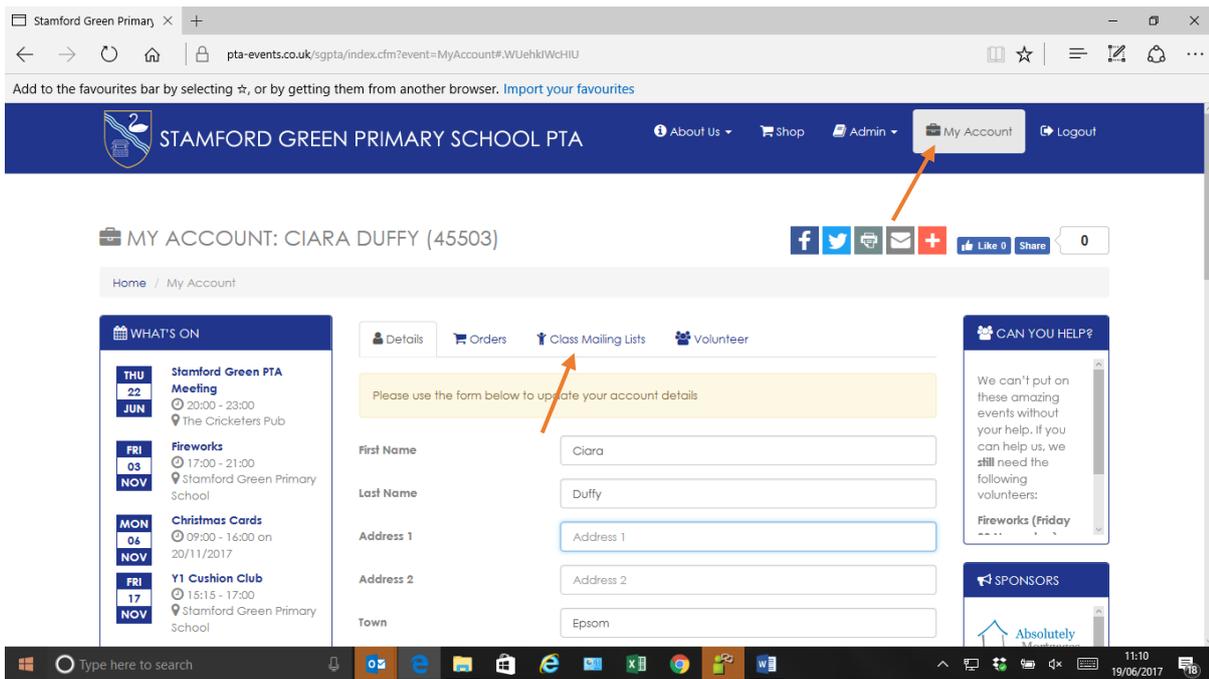
From September 2017, all PTA events will have to be booked via the new PTA Events Website. For this reason, all Parents/Carers are required to register on the system. Failure to do this will mean you will not be able to book tickets for events such as Fireworks, Santa's Grotto, Quiz Night, Stay and Play, Theatre Productions etc. The following document aims to provide a step by step guide to registering on the PTA Events system.

Using the school website, there is a button on the top right hands side, which will take you to PTA Events or you can type in <https://www.pta-events.co.uk/sgpta> and click on the 'Register' tab on the top righthand side of the page. This will bring you to a page where you enter basic contact details and set up a password.

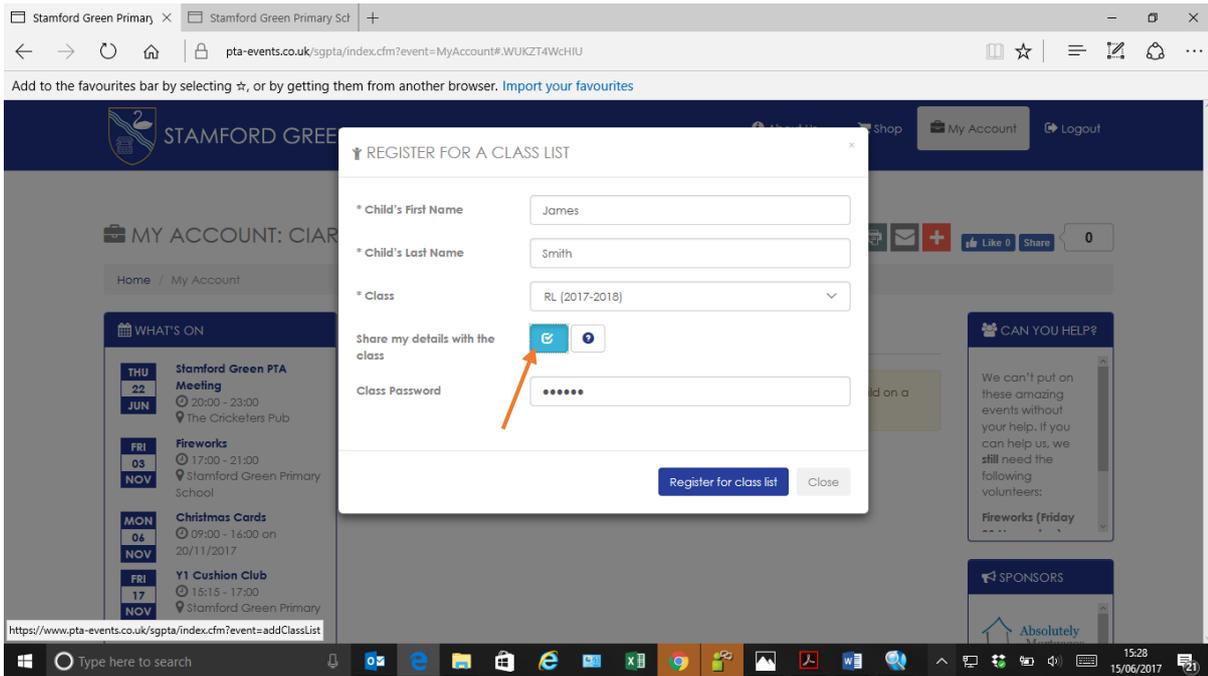
Please ensure you keep 'sign up to our newsletter' ticked. If you untick this box you will **NOT** receive PTA newsletters. All data is solely for the use of Stamford Green Primary School PTA, details will not be passed to third parties.

The screenshot shows a web browser window with the URL [pta-events.co.uk/sgpta/index.cfm?event=Register#WUKTIWcHIU](https://www.pta-events.co.uk/sgpta/index.cfm?event=Register#WUKTIWcHIU). The page header includes the Stamford Green Primary School PTA logo and navigation links for 'About Us', 'Shop', 'Login', and 'Register'. The main content area contains a registration form with the following fields: First Name \*, Last Name \*, Email \*, Telephone \*, Mobile, Password \*, and Repeat Password \*. Below the form is a checkbox labeled 'Sign up to our newsletter' with an email icon. A blue 'Register' button is located at the bottom right of the form. An orange arrow points to the 'Register' button in the top right navigation bar, and another orange arrow points to the 'Sign up to our newsletter' checkbox.

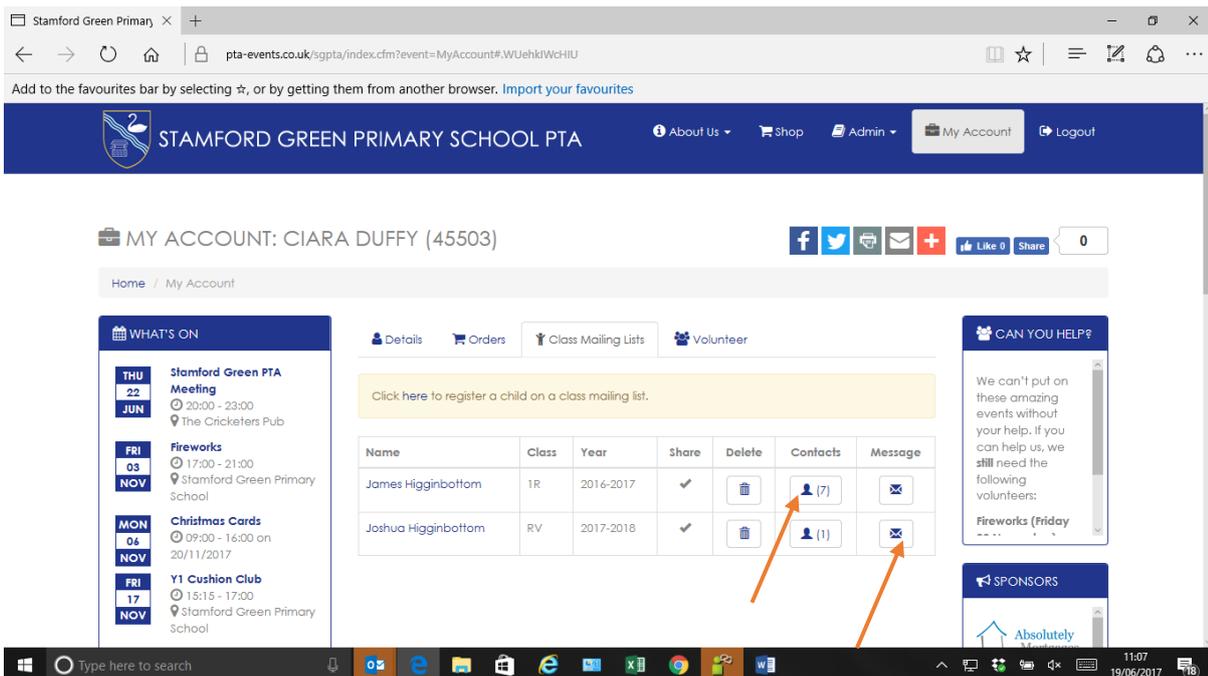
- Once you have submitted your details, you will be brought to the home page. You will also receive an email to your chosen email address confirming you have successfully registered on the site.
- Click on the 'My Account' tab at the top righthand side on the homepage. Here you can add your address and upload a photo of yourself if you wish. A photo is particularly helpful if you are in a Class Rep role. You will need to enter your password to update the information.
- Once you have updated this information, click on the 'Class Mailing List' tab. Here you can register your Child against their **NEW CLASS** for the 2017 - 2018 academic year.

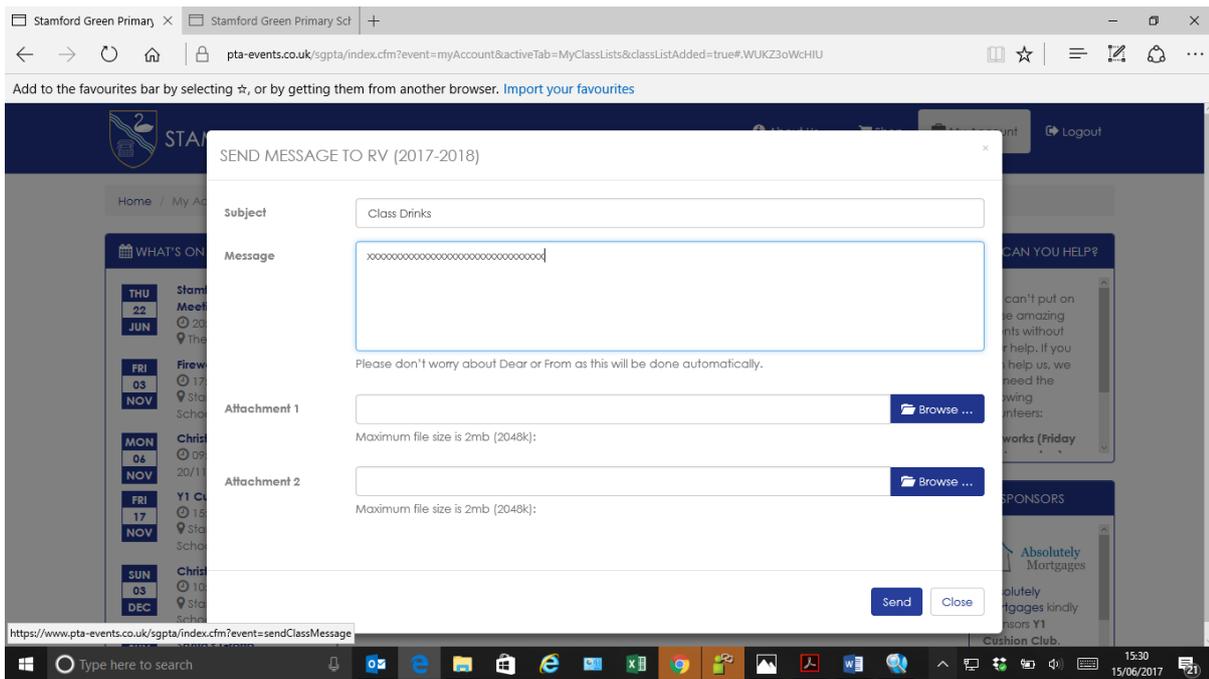


- If you are happy for your telephone number and email address to be shared with the class, please keep the 'Share my details with the class' box ticked. If you untick it, only your name and Child's name will be visible to others registered in the class. You will however, still receive class related emails through the website, but your address will not be visible.
- To complete the registration, you need to enter the class password. **This is uppercase 'CLASS' followed by the class name you are registering for e.g. CLASSRV, CLASS1W, CLASS3S** and so on.



- Once your Child is registered to their class, you will be able to access details of those in your class via the 'Class Mailing List' tab. If you click on 'Contacts' you can see those registered in your class.
- If you are a Class Rep, you can click on the 'Message' tab to send a message to all those registered in your class, even if their contact details are not visible, they will still receive emails through the site. This will be useful for Class Reps to share information on PTA Events, class reminders and class social events.





- Once registered you will be able to book tickets for upcoming events. Tickets will be emailed to you and all your bookings/tickets will be available to view via the 'Orders' tab in your Account.
- Volunteering for an event can be done at the time of booking, or at any time via the 'Volunteer' tab in your Account.
- Further details on how to book events will be provided when the new term starts in September.
- If you have any queries regarding registration for the website, please email us and thank you for taking the time to register. [ptastamfordgreen@gmail.com](mailto:ptastamfordgreen@gmail.com)