How to Use Parent Teacher Meeting Organiser
<u>Parents</u>

1. Go to: https://ptmorg.com/parentlogin.php?School=71140Q

2. Enter your child's **Student ID**. This is your child's **VSware ID** (Log into VSware account, click Personal, Click School) or see video and details below.

3. Click the Login button

4. If you are <u>unable</u> to attend the meeting click this button at the bottom left corner of the screen.

5. If you are <u>able to attend the meeting</u>, follow the instructions on screen by typing or selecting a number beside each subject/teacher in order of preference.

6. Click on the 'I will attend meeting and save my preferences button'

7. You will be notified when the meeting schedule has been processed