



How to use PTA Events to book Elizabeth Woodville PTA Events account

To book tickets, donate or volunteer for any PTA event you will need to have a PTA events account.

1. How to get to our page:

You can get to our page via: www.pta-events.co.uk/elizabethwoodvillepta

2. When you arrive on the page you will be asked to either login or register (see pic below):

The screenshot shows the login page for Elizabeth Woodville Primary School PTA. At the top, there is a navigation bar with 'About Us', 'Shop', 'Login', and 'Register' links. The main heading is 'PLEASE SIGN IN'. Below this are two input fields: 'Email' and 'Password'. A green 'Sign in' button is positioned below the password field. At the bottom, there are two buttons: 'Forgotten password?' (yellow) and 'Register' (red).

3. Home page:

Once you have logged in or registered you will be redirected to our home page where you can see all our live events that you're able to book for and other useful information such as how much money we've raised during the year.

The screenshot shows the home page of the Elizabeth Woodville Primary School PTA Events website. The navigation bar includes 'About Us', 'shop', 'Admin', 'My Account', and 'logout'. The main heading is 'EVENTS & TICKETS'. Below this, there is a 'WHAT'S ON' section with a red header, showing a 'Halloween School Disco' event on Thursday, 26th October, from 15:30 to 17:45 at Gleebe Road, Groby, Leicester. There is also a 'YOUR COMMITTEE' section with a message: 'Your administrator hasn't added any committee members yet.' The central part of the page features a large banner for the 'Halloween School Disco' with an 'Add to basket' button. Below the banner, there is a 'HALLOWEEN SCHOOL DISCO - VIEW MORE INFORMATION' section with a table of products. The table has columns for 'Product Name', 'Price', 'Quantity', 'Delete', and 'Line Price'. There is one row for 'Disco Ticket' with a price of £3.50 and a quantity of 0. The total price is £0.00. On the right side, there is an 'ADVERTISEMENT' section with a 'CAN YOU HELP?' section asking for volunteers for the Halloween School Disco on Thursday 26th October, from 15:15 to 18:00.

Product Name	Price	Quantity	Delete	Line Price
Disco Ticket	£3.50	0		£0.00
				Total
				£0.00

4. Then you're all set!

Explore the page and book tickets, get in touch with the PTA or volunteer for upcoming events all in one place.



Hints and Tips:

1. Making a booking:

You can book tickets for all children in one booking even if they are in different year groups and in different events at different times. Simply select the total number of children for example 3 children in the 'quantity' field. Add then add to your basket.

It will then update your basket and you will need to press the green 'check out' button.

You will then be asked to add the specific information about each of your children (please see graphic below)

ELIZABETH WOODVILLE PRIMARY SCHOOL PTA

WHAT'S ON

THU 26 OCT
Halloween School Disco
15:30 - 17:45
Glebe Road, Groby, Leicester

YOUR COMMITTEE

Your administrator hasn't added any committee members yet.

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

DISCO TICKET

Child's name, 1 *

Pupil's class 1 *

Contact details 1 *

Allergies/Medical Needs 1

Please specify if your child will attend the Key Stage 1 or 2 disco 1 *

Child's name, 2 *

CAN YOU HELP?

We can't put on these amazing events without your help. If you can help us, we still need the following volunteers:

Halloween School Disco (Thursday 26 October)
Halloween School Disco Helpers 15:15 - 18:00
Thank you for volunteering

ADVERTISEMENT

Sponsored advert - View advertising opportunities

SECURITY

Once you have added the information for each of your children click the green 'check out' button. You will then be asked if you're able to volunteer (please see graphic below)

ELIZABETH WOODVILLE PRIMARY SCHOOL PTA

VOLUNTEER

Home / Shop / Booking Information / Volunteer

WHAT'S ON

THU 26 OCT
Halloween School Disco
15:30 - 17:45
Glebe Road, Groby, Leicester

ADVERTISEMENT

Can you help with any of the following tasks?

Continue to checkout

Halloween School Disco organised by Elizabeth Woodville (Thursday 26 October)

Task Name	Date & Time	Helpers req	Volunteer	Delete
Halloween School Disco Helpers	26/10 15:15 - 18:00	<input type="checkbox"/>	<input type="checkbox"/> Update	<input type="checkbox"/>

You volunteered: Elizabeth Woodville
Other volunteers: 3 others

Continue to checkout

SECURITY

Our website is secured using 256 bit encryption technology.

Powered by stripe

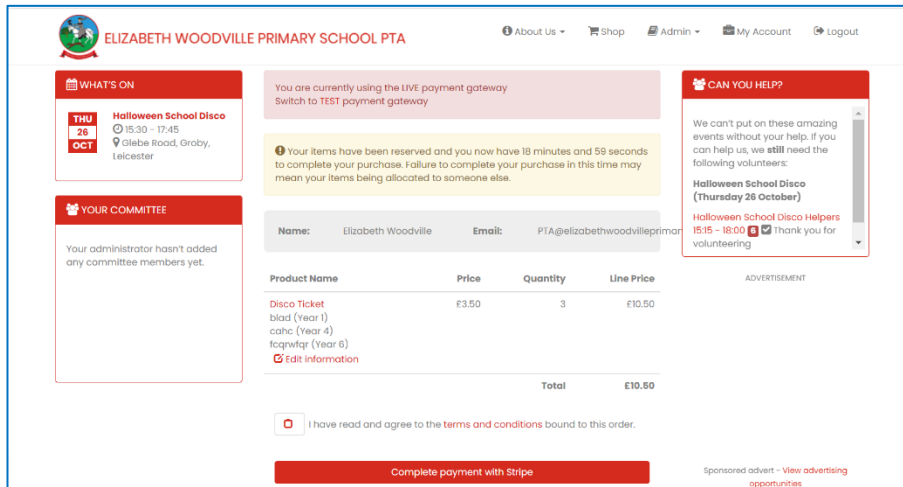
To secure your transaction we use Stripe to collect your payment. Stripe are a safer, faster, more secure way to pay online and your financial details are never shared with EWPS. Stripe use SSL (secure socket layers) which encrypt all the data with 256 bit encryption.

Sponsored advert - View advertising opportunities

Once you have selected your volunteer preference press the green 'continue to checkout' button.



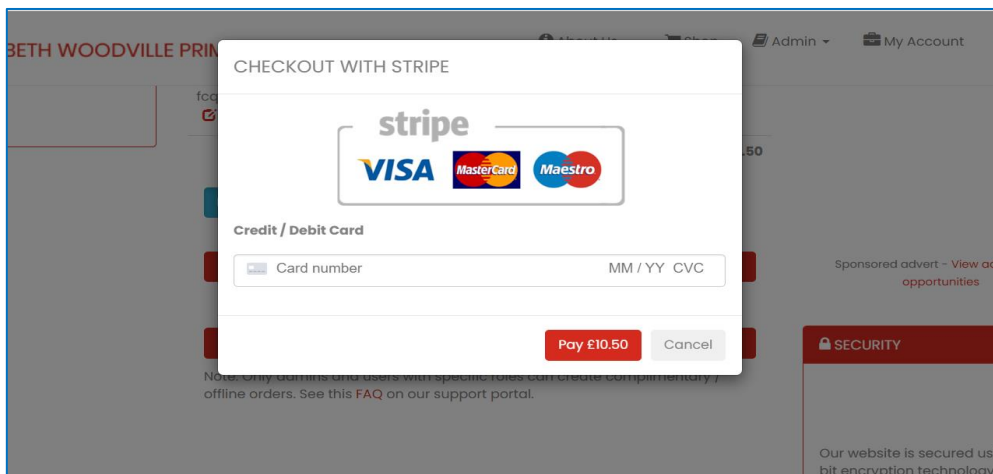
You will then be given an order summary (please see below graphic)



To complete your booking simply click on the red 'complete payment with stripe'.

In order to progress you must tick to agree to the booking terms and conditions.

You will then be taken to the following secure payment portal.



Once your payment transaction has been successfully completed, you will then get an email confirmation of your booking along with an e-ticket.

2. You will be able to list if your child has any special dietary requirements or allergies.
3. You will also be able to send the PTA messages if there is any information that you need to share with us that's not contained in the prompt boxes throughout the booking process. If you'd like to send us a message just type your message into the 'message to the organisers box'
4. As we begin to introduce more events to the website you will be able to make as many bookings as you like via this platform. We will also be offering food, and experience tickets to some of our bigger events such as the Christmas and Summer fairs.
5. If you need any general information, help or support using our PTA Events page please contact us via email: pta@elizabethwoodvilleprimaryschool.co.uk – we're always happy to help!