

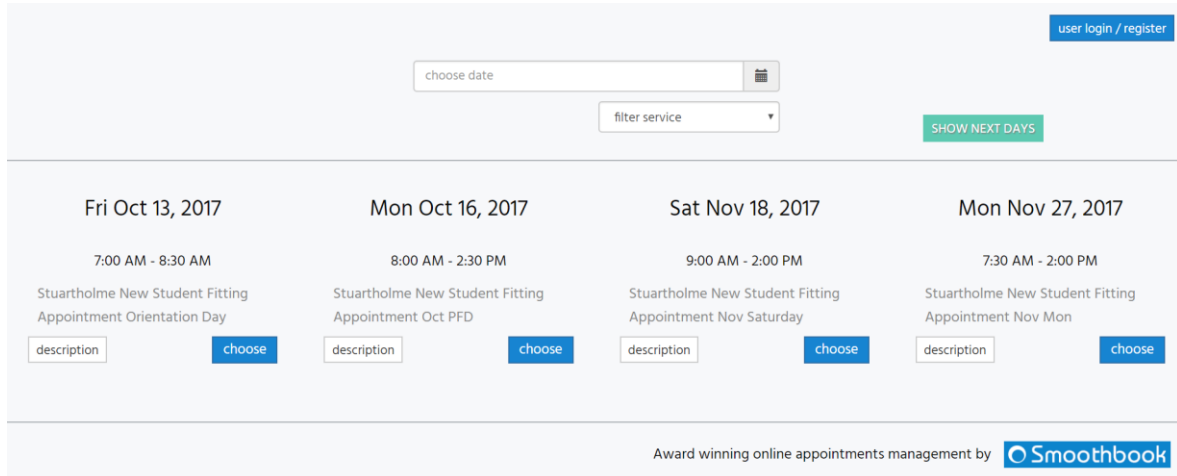
Instructions on Booking a New Student Uniform Fitting Appointment

This is an online booking website that has been set up for uniform fitting appointments. Please see below instructions to assist with completing the booking.

1. [Click here](#) to go to the online bookings website:

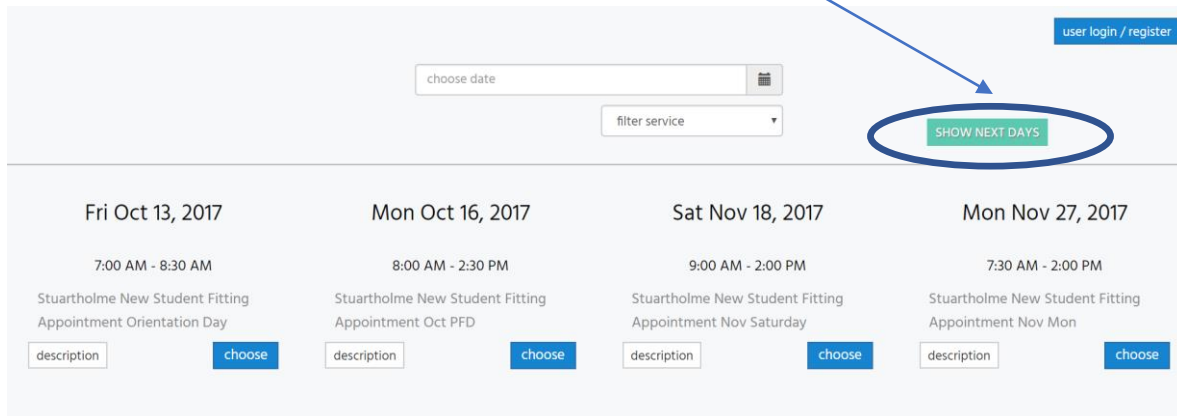
Or go to <https://app.smoothbook.co/calendar/59acd3bf16d9f06eb70ead0b#/home?date=2018-01-20>

Below is the image of the landing page for the uniform fitting appointment days available.

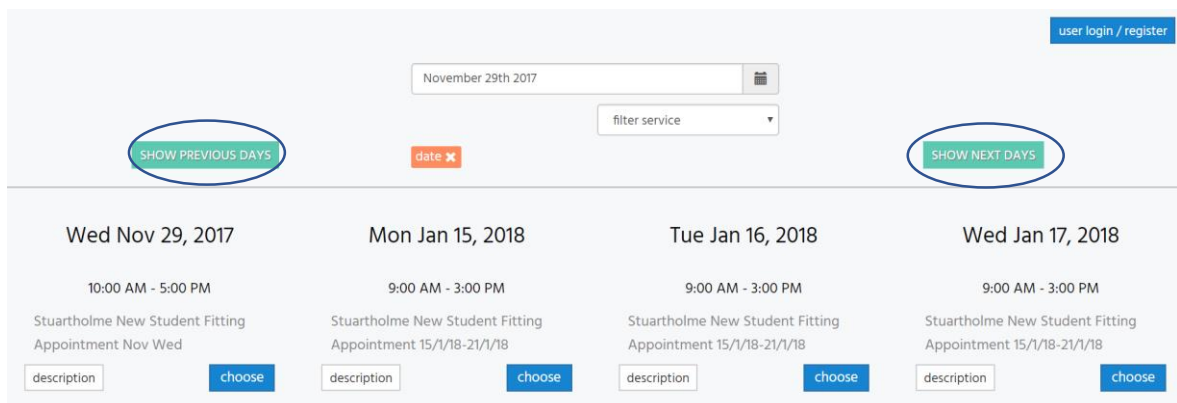


Note, it shows an overview of the appointment days and session times that are available. Each appointment is 30 minutes Click on the 'CHOOSE' blue button to see individual appointment times.

2. To view more appointment days, click on the "SHOW NEXT DAYS" green button near the top right hand side of the page.



3. The next 2 pages of appointment days look as follows:



The next few appointment days are shown as follows by clicking on 'SHOW NEXT DAYS' on the previous page. To go back to earlier days, click on the 'SHOW PREVIOUS DAYS' green button:

The screenshot shows a web interface for selecting appointment days. At the top right, there is a link for "user login / register". Below it, a date selector shows "January 20th 2018" and a "filter service" dropdown menu. A green button labeled "SHOW PREVIOUS DAYS" is circled in blue. To its right is a red "date" button with a close icon. Below these are three columns representing appointment days: "Sat Jan 20, 2018", "Sun Jan 21, 2018", and "Mon Jan 22, 2018". Each column displays the time (9:00 AM - 3:00 PM for Sat and Sun, 7:30 AM - 4:00 PM for Mon) and the appointment description: "Stuartholme New Student Fitting Appointment 15/1/18-21/1/18". Each day has a "description" input field and a blue "choose" button.

4. Choose the appointment day you wish to book by clicking on the "CHOOSE" blue button, as shown. Note, availability of times is shown after you click on the 'CHOOSE' blue button.

This screenshot is similar to the previous one but shows the "SHOW PREVIOUS DAYS" button in green. The "choose" button for "Mon Jan 22, 2018" is circled in blue. A blue arrow points from this button to the "choose" button in the next screenshot.

5.
6. Once you click on 'CHOOSE' to make an appointment, it brings up the next screen which requires you to register or login into your account. You need to do this to proceed with the appointment.

If you are not registered yet, please click on 'PLEASE CLICK HERE' as below, otherwise enter in your email address and password if you are returning to your existing account. Note, if you registered for the blazer fittings in 2017, a new account will still need to be created.

The screenshot shows a login/register screen. At the top, a green box contains the text: "In order to reserve your appointments you must login or register if you have not done so before." Below this is a "User login" section. A blue button labeled "Not registered? Please click here" is circled in blue. Below the button are input fields for "email address" and "password". At the bottom, there is a link for "Forgot your password? please click here" and two buttons: "Cancel" and "Submit".

7. If you are creating a new login account, answer the questions as prompted as below and click 'SUBMIT'.

User registration

[Already registered? Please click here](#) [Login with Facebook](#)

First Name*

Last Name*

Email*

Password* (minimum six characters)

Mobile number:*

8. It then brings up the individual appointments and shows which ones are available. Click on the 'ADD PERSON' blue button (an example is circled) on the appointment you would like to book.

[BACK TO HOME](#)

Mon Jan 22, 2018

Stuartholme New Student Fitting Appointment Jan 22/1/18

There is more than one timeslot available on this date. Please choose your time and click 'add person' once for each person attending

7:30 AM - 8:00 AM	2 appointments available	<input type="button" value="add person"/>
8:00 AM - 8:30 AM	2 appointments available	<input type="button" value="add person"/>
8:30 AM - 9:00 AM	2 appointments available	<input type="button" value="add person"/>
9:00 AM - 9:30 AM	2 appointments available	<input type="button" value="add person"/>
9:30 AM - 10:00 AM	2 appointments available	<input type="button" value="add person"/>
10:00 AM - 10:30 AM	2 appointments available	<input type="button" value="add person"/>
10:30 AM - 11:00 AM	2 appointments available	<input type="button" value="add person"/>
11:00 AM - 11:30 AM	2 appointments available	<input type="button" value="add person"/>
11:30 AM - 12:00 PM	2 appointments available	<input type="button" value="add person"/>
12:00 PM - 12:30 PM	2 appointments available	<input type="button" value="add person"/>
12:30 PM - 1:00 PM	2 appointments available	<input type="button" value="add person"/>

9. Once you click on "ADD PERSON", the appointment is reserved and highlighted in yellow/orange. To proceed, click on the 'CLICK HERE TO CONTINUE' orange button, or click 'CANCEL' to go back to the appointment calendar or click on 'REMOVE PERSON' to choose another time on the same day.

[BACK TO HOME](#)

Mon Jan 22, 2018

Stuartholme New Student Fitting Appointment Jan 22/1/18

There is more than one timeslot available on this date. Please choose your time and click 'add person' once for each person attending

7:30 AM - 8:00 AM	2 appointments available	<input type="button" value="add person"/>
8:00 AM - 8:30 AM	2 appointments available	<input type="button" value="add person"/>
8:30 AM - 9:00 AM	2 appointments available	<input type="button" value="add person"/>
9:00 AM - 9:30 AM	2 appointments available	<input type="button" value="add person"/>
9:30 AM - 10:00 AM	2 appointments available	<input type="button" value="add person"/>
10:00 AM - 10:30 AM	2 appointments available	<input type="button" value="add person"/>
10:30 AM - 11:00 AM	2 appointments available	<input type="button" value="add person"/>
11:00 AM - 11:30 AM	2 appointments available	<input type="button" value="add person"/>
11:30 AM - 12:00 PM	1 appointments available	<input type="button" value="remove person"/> <input type="button" value="add person"/>
12:00 PM - 12:30 PM	2 appointments available	<input type="button" value="add person"/>

You have chosen 1 timeslots

10. After you have clicked on “CLICK HERE TO CONTINUE”, the appointment you have chosen appears as follows. To proceed, click on the ‘CLICK HERE TO CONTINUE’ orange button at the bottom of the screen.

Date	Time	Service	
Mon Jan 22, 2018	11:30 AM - 12:00 PM	Stuartholme New Student Fitting Appointment Jan 22/1/18	delete

11. Check your details and click on ‘CONTINUE’.

First Name
Andrea

Last Name
McAvoy

Email
schoolshop@stuartholme.com

Mobile number:*
0418144450

12. On the next screen, please enter in the student’s first name, surname and 2018 year level for the uniform fitting. Once completed, click on ‘CONTINUE’.

New Student First Name*

New Student Surname*

2018 Year Level

13. The confirmation screen will appear as follows. The appointment has been booked.

Either click on the 'BACK TO HOME' green button or click on the 'BACK TO THE CALENDAR' green button to view calendar, book another appointment or logout.

Date	Time	Service
Mon Jan 22, 2018	11:30 AM - 12:00 PM	Stuartholme New Student Fitting Appointment Jan 22/1/18

14. To view appointments or log out, please click on 'WELCOME Your name' to select the menu options available. Click on your preference.

- welcome Andrea ▾
 - my appointments
 - my packages
 - my transactions
 - logout

If you have any questions or would like to contact the School Shop, please call 073516497 or email schoolshop@stuartholme.com.

Kindest regards

Andrea McAvoy

Stuartholme School Shop Manager