



ONLINE Format for Volunteering in the Canteen

Dear Parents,

This term we will be implementing an online roster system for parent volunteers helping in the canteen. *For this purpose we are using an internet-based booking system called **Resource Booking On-Line (RBO)**. It will save time for parents and staff!*

Using this system you will be able to allocate times that suit you best from any internet-connected computer. A computer will be available in the **Front Office/Canteen** during school hours if you do not have internet access at home or elsewhere. Please contact the front office on 6294 1860 if you are experiencing any trouble.

Please access the system as follows:

- Go to the school's home page: www.sca.act.edu.au
- Click the RBO icon as shown here ...



- Click obtain pin/password.
- Enter email address.
- Click send email.
- Return to the PTO homepage and enter your nominated email address and your new pin password to gain access.
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Full instructions are provided to you after log in. Please note the following points:

- When you log on you will need to select **NEW BOOKING**
- Then select **RESOURCE (CANTEEN)**
- Then **SELECT DATE** and other – Pick your date
- Sessions available will be in green on your left hand side
- Click on the session you would like to take
- Click **MAKE BOOKING**
- If you encounter any problems using RBO please contact the front office on 6294 1860, or by email to office.stclaresconder@cg.catholic.edu.au

Michelle Wood
Canteen Manager