

Instructions for Power Diary

CAUTION

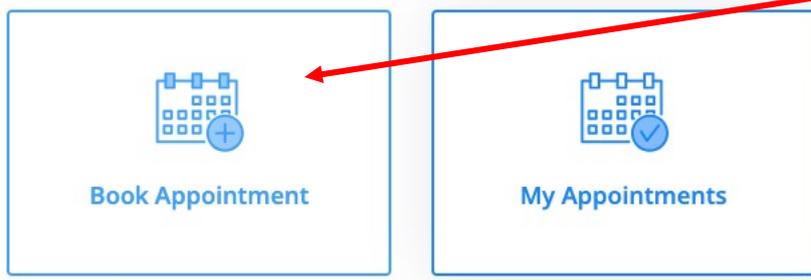
**BEFORE YOU REGISTER, PLEASE READ INSTRUCTIONS
ON PAGE 6**

In your web browser, type: <https://connectngrow.edu.au/>

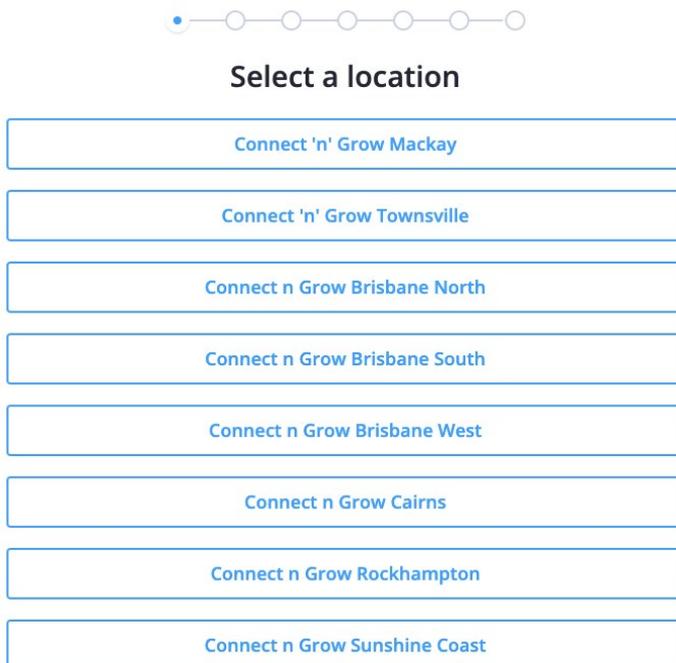
Our website will appear, click on the School Incursion Bookings button as the top of the page.



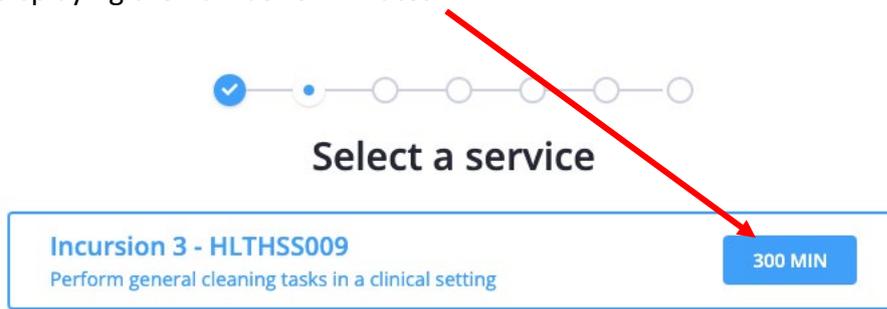
You will be taken to the Connect 'n' Grow Client Portal. Click on Book Appointment.



You will automatically be taken to Select a location. Click on the location you require.



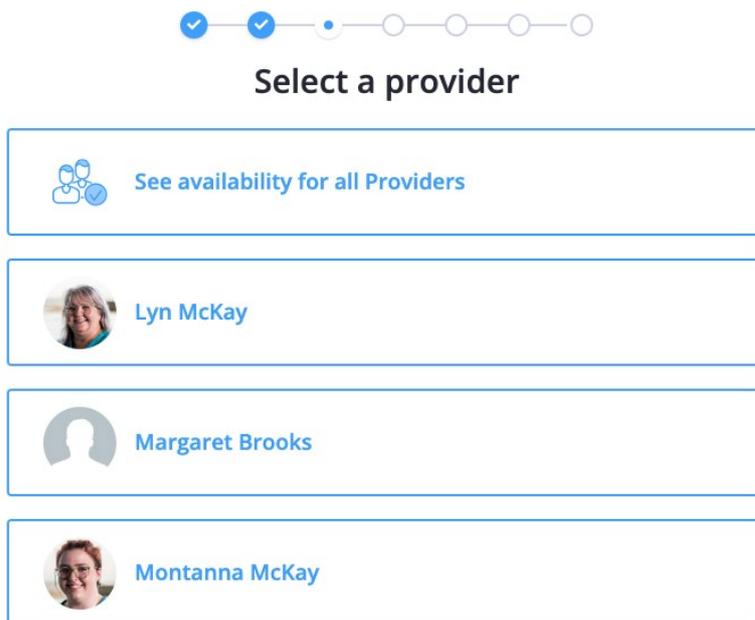
You will automatically be taken to the Select a service page. Click on the blue button displaying the number of minutes.



You will automatically be taken to Select a provider page, click on the EHT you would like to come and teach the incursion.

Please note:

If only one EHT is allocated to your region, you will automatically be directed to the Select a date and time page.



You will automatically be taken to Select a date and time page.

Please note:

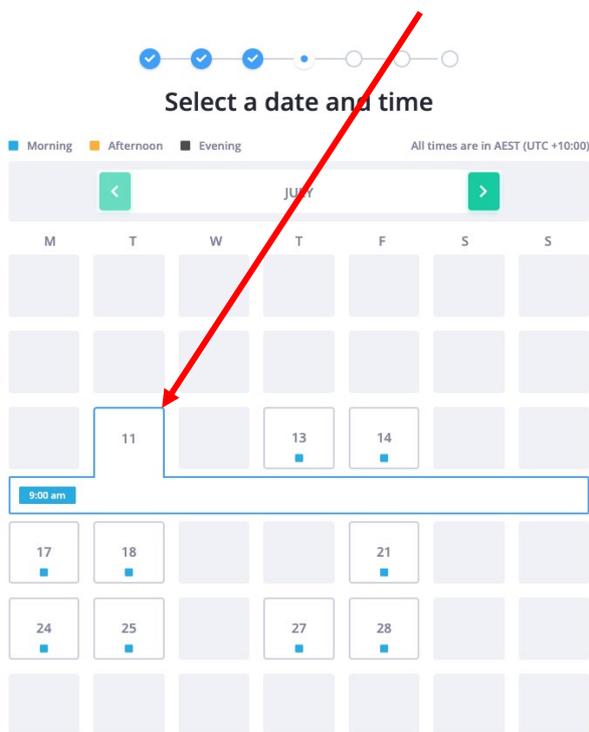
The shaded boxes our EHT's are not available.

The boxes with the date and blue dot are still available to book your incursion.

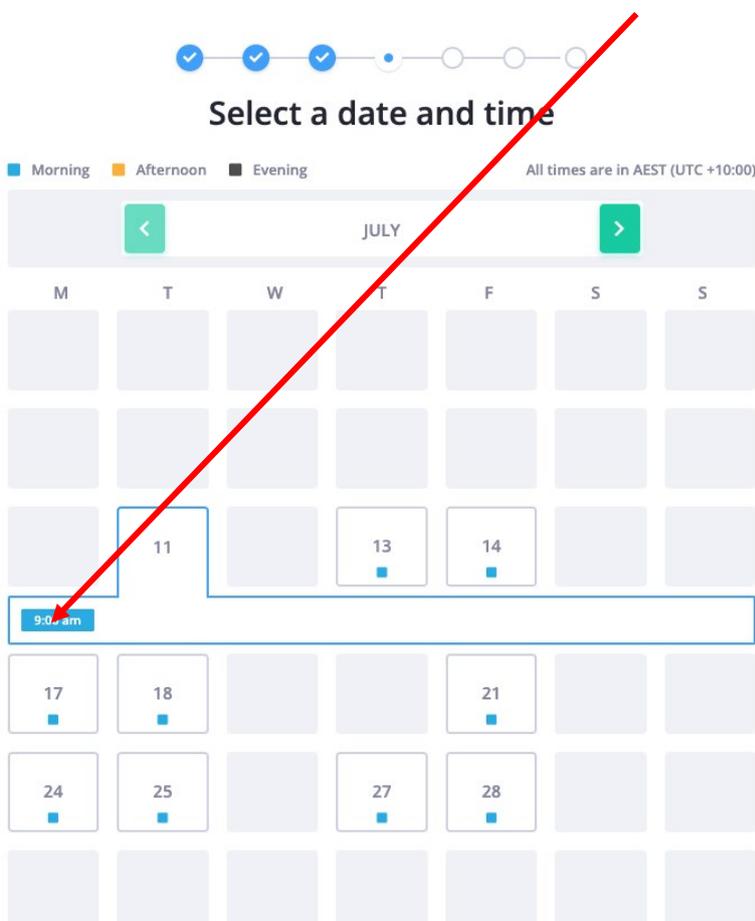
To select a future date, click on arrows displaying the month.



Click on the date you would like to book for your incursion, a bar will appear under the date you selected with the start time.



Click on the blue button displaying the start time.



You will automatically be taken to the Login page to Power Diary.



Login

Email

Password

Remember me

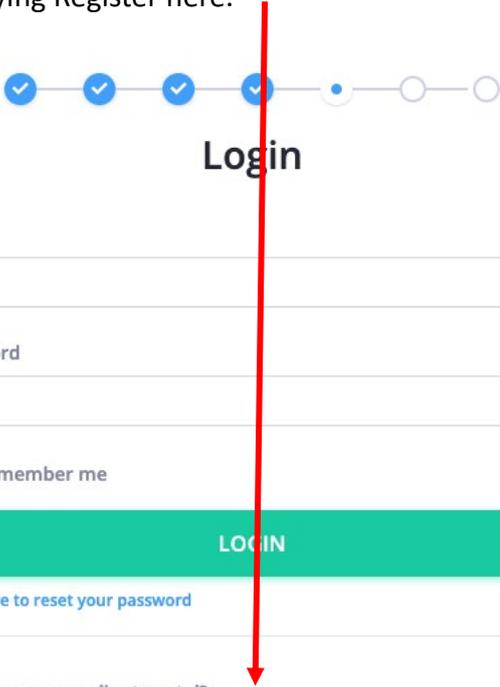
LOGIN

[Click here to reset your password](#)

First time on our client portal?

REGISTER HERE

If you do not have an existing login to the client portal, please click the blue button displaying Register here.



Login

Email

Password

Remember me

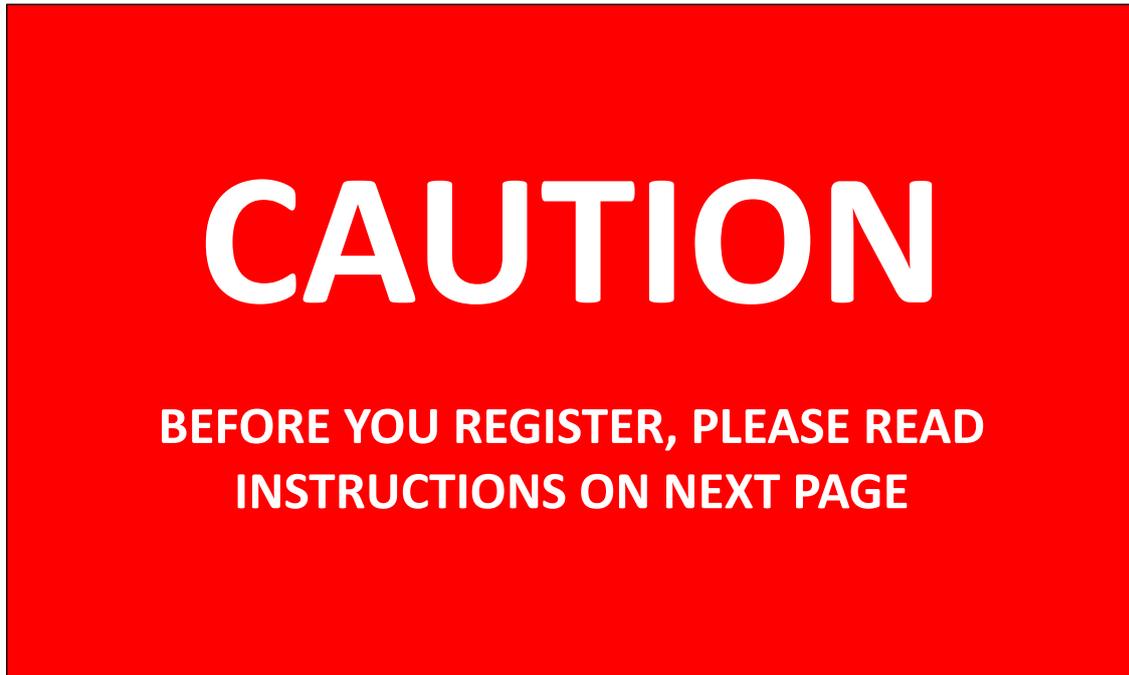
LOGIN

[Click here to reset your password](#)

First time on our client portal?

REGISTER HERE

You will automatically be taken to the Register account page.



In the **First name** field: please type your **FULL NAME**.
In the **Last name** field: please type your **SCHOOL'S NAME**

PLEASE SEE THE EXAMPLE BELOW:

Complete your details as shown below.

Register account

First name

Last name

Email

New Password

Confirm New Password

Mobile Number

GET VERIFICATION CODE

A verification code will be sent to your mobile number.

Type in your **FULL NAME** here

Type in your **SCHOOL NAME** here

Click on the green button that displays Get verification code.

Register account

First name

Last name

Email

New Password

Confirm New Password

Mobile Number

GET VERIFICATION CODE

A verification code will be sent to your mobile number.

A line will automatically appear under your Mobile number called Verification code. Enter the 6-digit verification code that was sent to your mobile phone via SMS, the code needs to be entered into this section.

Verification code

Please enter the activation code received.

SUBMIT

Click on the green button that displays Submit.

Verification code

Please enter the activation code received.

SUBMIT

You will automatically be taken to the Review and Confirm page.

Progress indicator: 5 checked steps, 1 unchecked step.

Please Review and Confirm

← Back Cancel

LOCATION: Connect n Grow Sunshine Coast

SERVICE: Incursion 3 - HLTHSS009

PROVIDER: Rachel Kienzle

WHEN: Tue 11th July 2023 at 09:00 AM

Add Notes

BOOK NOW

Please review the details, if you are happy, press the green button that displays Book now.

Progress indicator: 5 checked steps, 1 unchecked step.

Please Review and Confirm

← Back Cancel

LOCATION: Connect n Grow Sunshine Coast

SERVICE: Incursion 3 - HLTHSS009

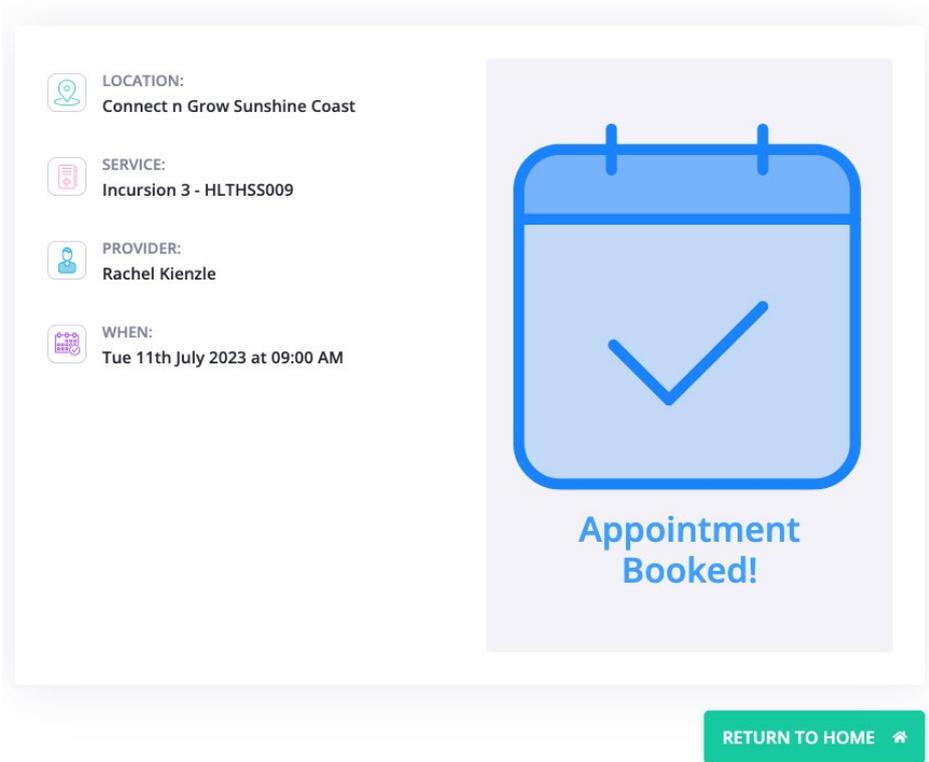
PROVIDER: Rachel Kienzle

WHEN: Tue 11th July 2023 at 09:00 AM

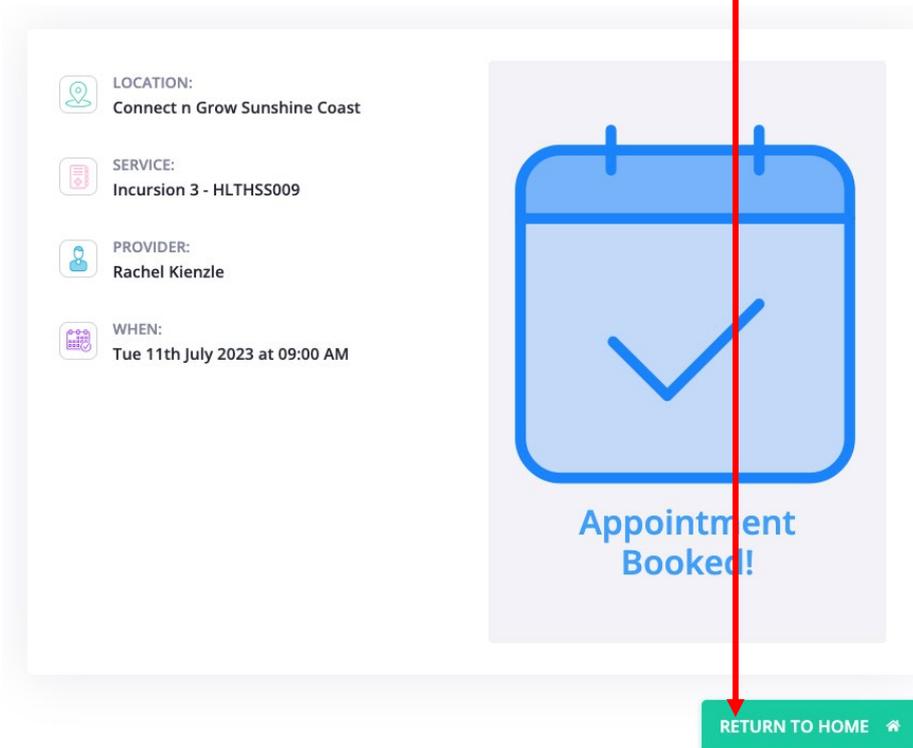
Add Notes

BOOK NOW

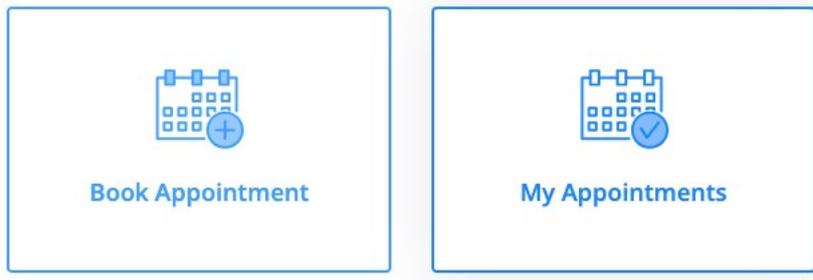
Your appointment will automatically appear stating your incursion has been booked.



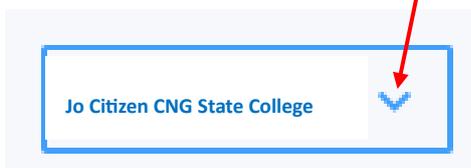
Click on the green button that displays Return to home.



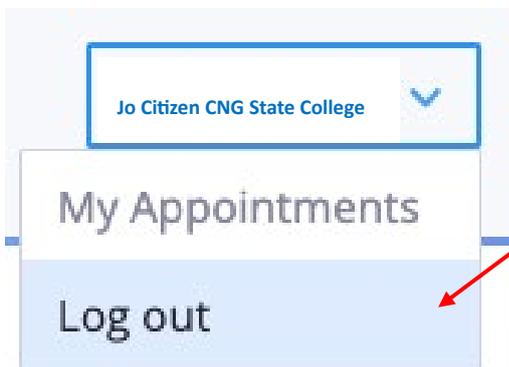
You will automatically be taken back to the client Portal page.



At the top of the page right hand side, you will see your Name and School Name displayed, click on the down arrow button.



A drop-down window will appear, drag your cursor down to Log out.



Power Diary will automatically send you an email as confirmation of the booking, and you will also receive a list of health resources that needs to be provided by your school.

A text message will be sent to the mobile number you used when registering confirming your appointment. Please ensure you confirm your appointment via this text message.