

Instructions for Power Diary

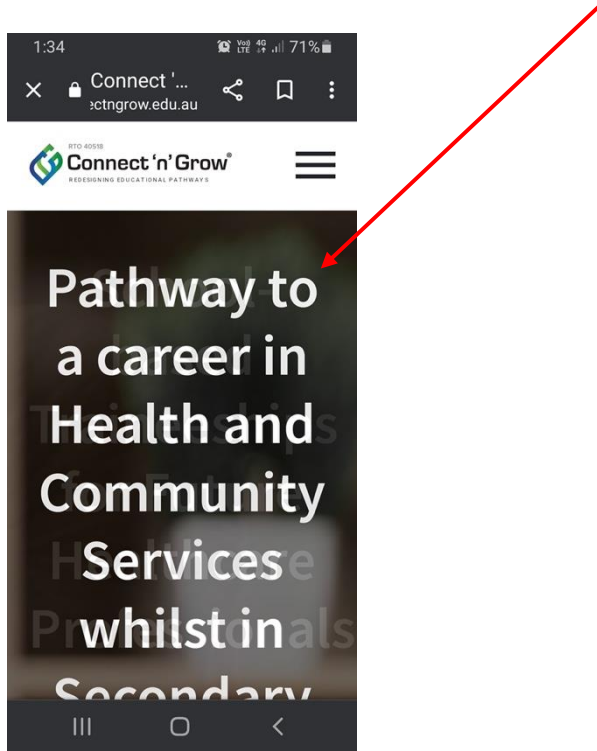
CAUTION

**BEFORE YOU REGISTER, PLEASE READ INSTRUCTIONS
ON PAGE 8**

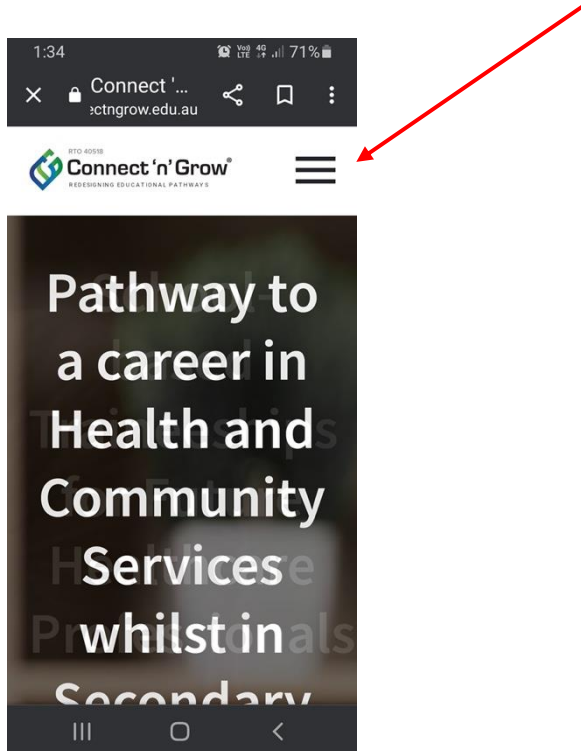
Using your Mobile device to register for Connect 'n' Grow's Client Portal.

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

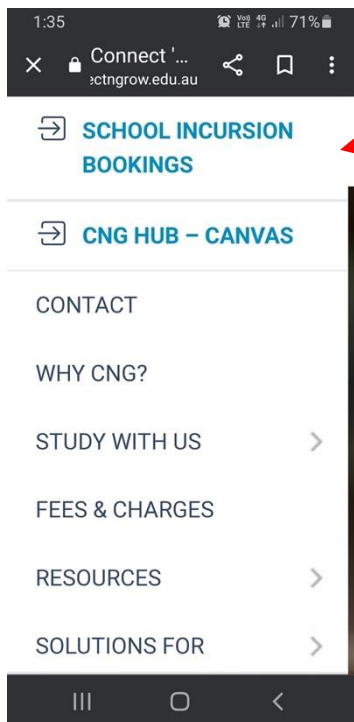
You will be directed to our website, see below.



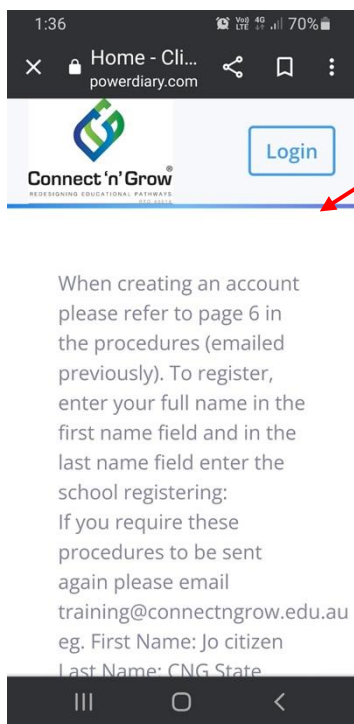
At the top right-hand side, click on the 3 bars.



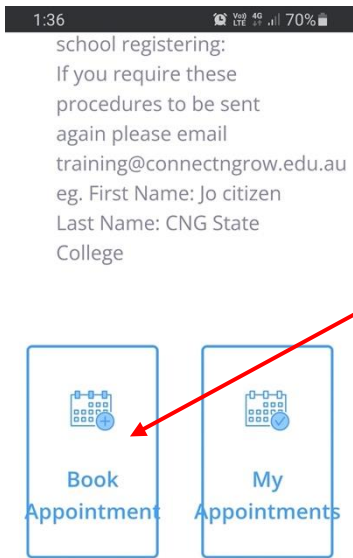
It will automatically direct you to our menu, click on SCHOOL INCURSION BOOKINGS.



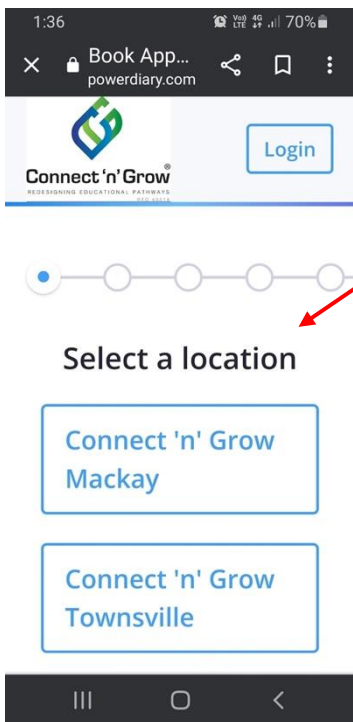
You will be automatically directed to our login page.



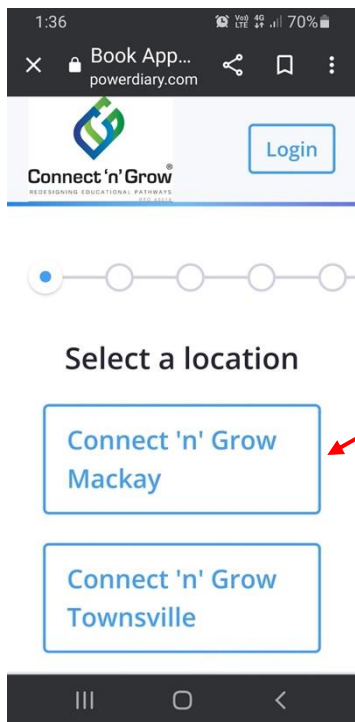
Scroll down ↓ the page until you see Book Appointment written in blue font.



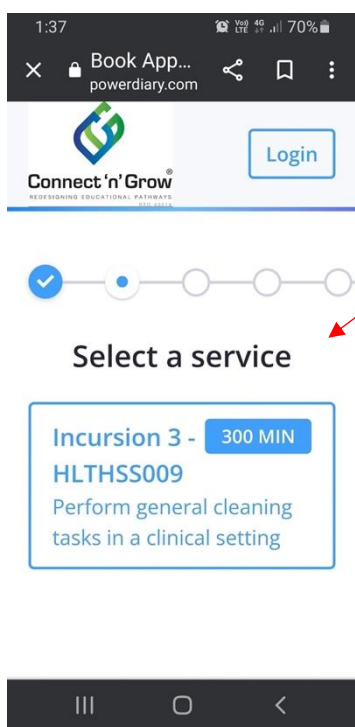
You will be automatically directed to the Select a location page.



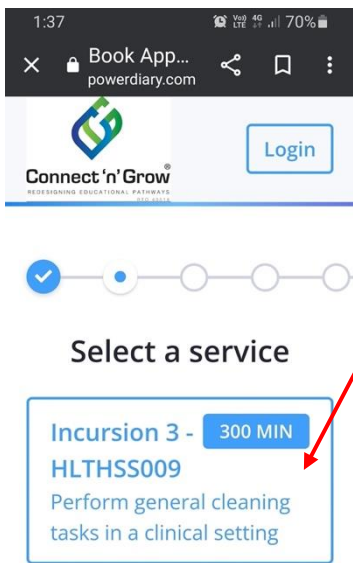
Scroll up ↑ or Scroll down ↓ and select your region by clicking i.e. Connect 'n' Grow Mackay.



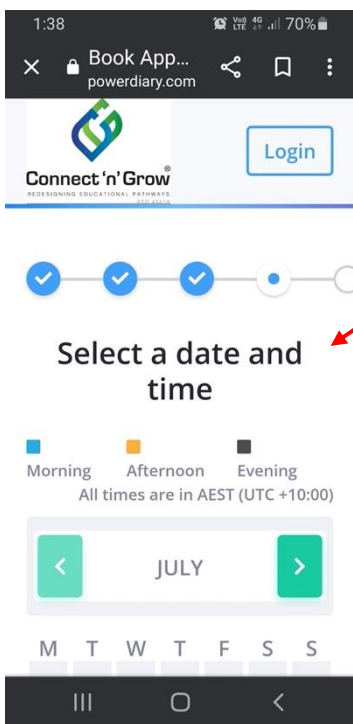
Your will automatically be directed to the Select a service page.



Select the incursion you would like to book.

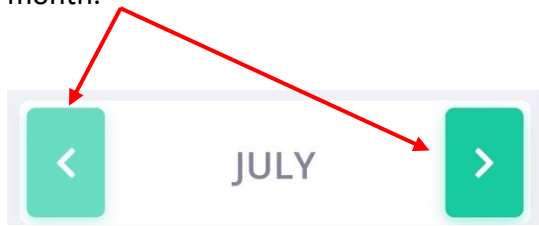


You will automatically be directed to Select a date and time page.

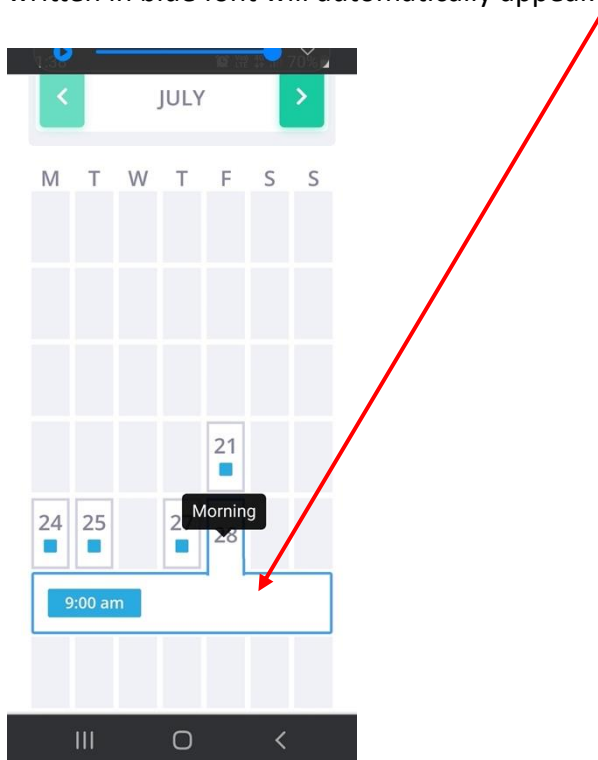


You will need to scroll up ↑ or scroll down ↓ to see the dates available for the current month.

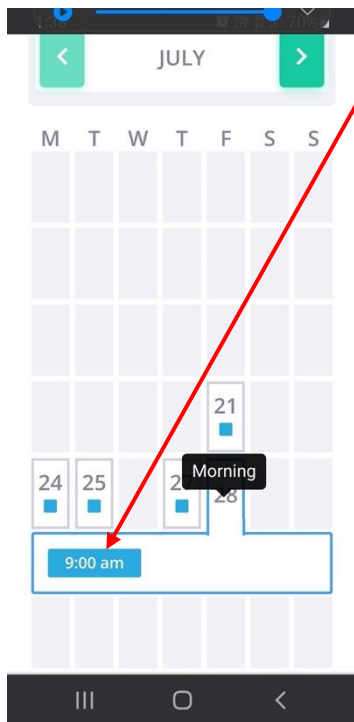
If you wish to change the month, please use the left and right arrows on either side of the month.



Click on the date you would like to book your incursion. A drop-down box with a time written in blue font will automatically appear.



Click on the time in the blue box.



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

CAUTION

**BEFORE YOU REGISTER, PLEASE READ INSTRUCTIONS
ON NEXT 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:

3:13

Book App...
powerdiary.com

Register account

First name

Last name

Email

New Password

Confirm New Password

Type in your **FULL NAME** here

Type in your **SCHOOL NAME** here

When you have entered all your details, click on the green button that says GET VERIFICATION CODE.

3:14

Book App...
powerdiary.com

New Password

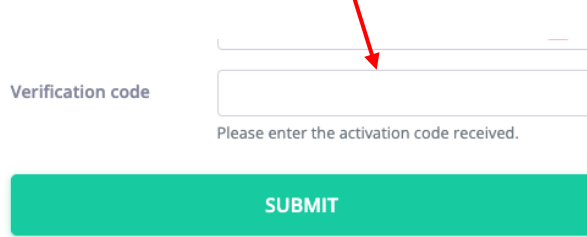
Confirm New Password

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.



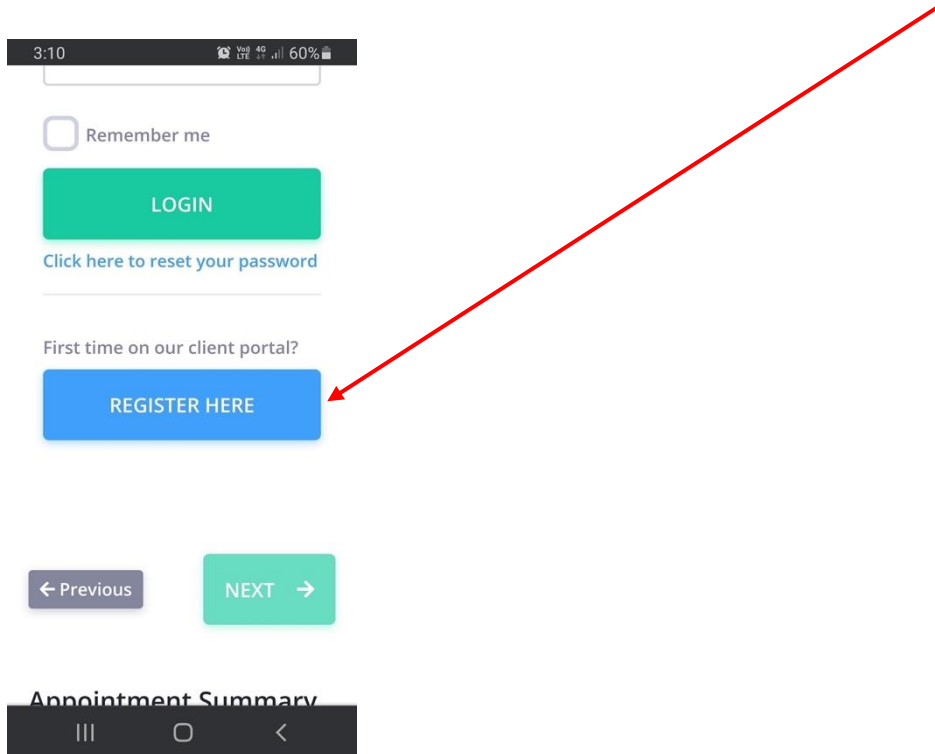
Verification code

Please enter the activation code received.

SUBMIT

A red arrow points to the input field for the verification code.

Scroll ↓ the page and click on the blue button that says, 'REGISTER HERE'.



3:10 60%

Remember me

LOGIN

[Click here to reset your password](#)

First time on our client portal?

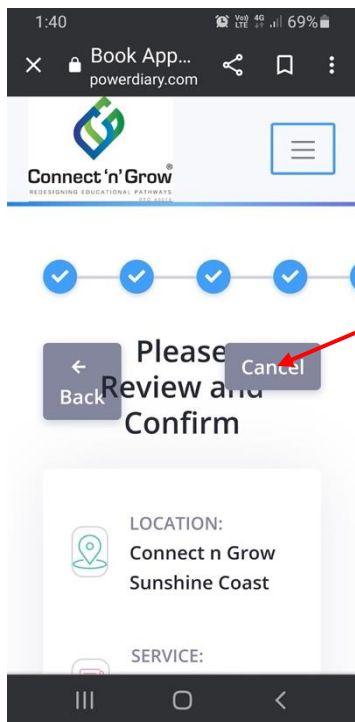
REGISTER HERE

← Previous NEXT →

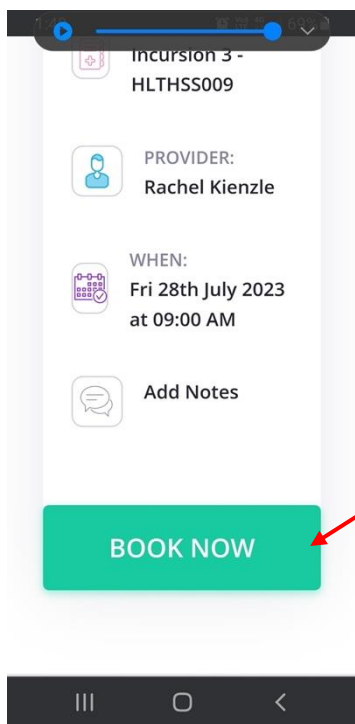
Appointment Summary

A red arrow points to the 'REGISTER HERE' button.

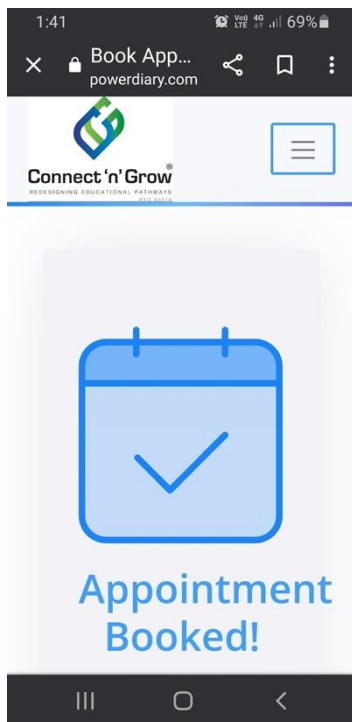
You will automatically be taken to Please Review and Confirm page. Scroll ↑ and ↓ to review.



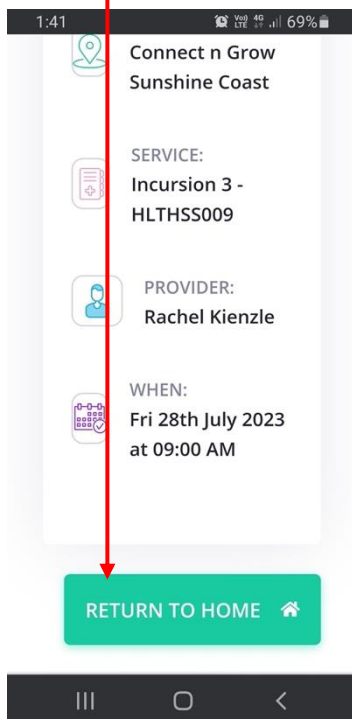
Scroll ↓ down to the bottom of the page and click on the green button that says, BOOK NOW.



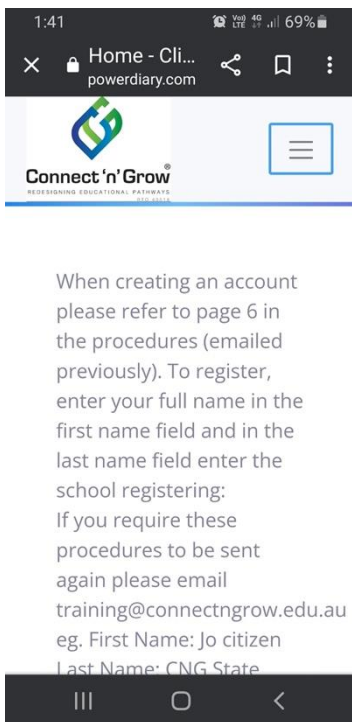
Your appointment will automatically appear stating your incursion has been booked.



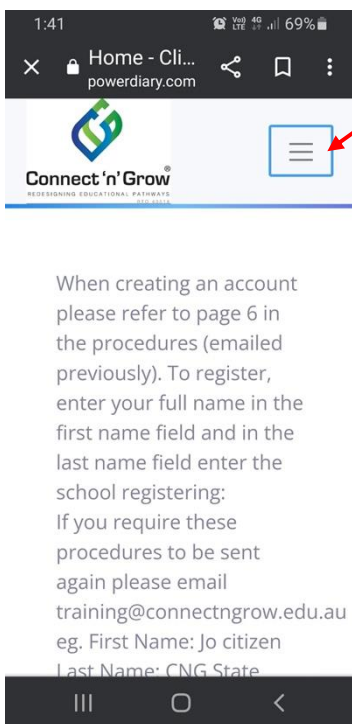
Scroll ↓ down to the bottom of the page and click on the green button that says RETURN TO HOME.



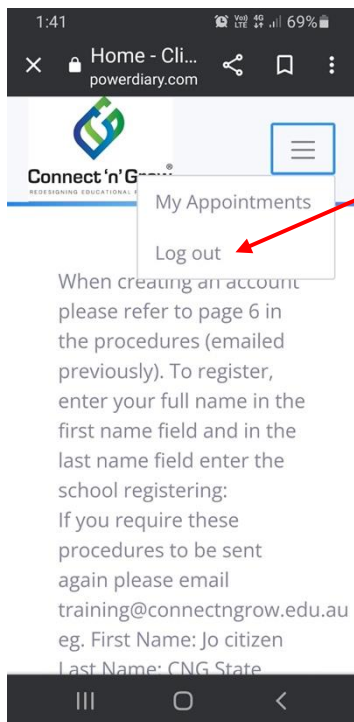
You will automatically be taken to the login page.



At the top right-hand side, click on the 3 bars.



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.