



## TOWNSVILLE GRAMMAR SCHOOL

### Parent Lounge & Student Café Co-Curricular eDiary Access

Dear Parents and Students,

We are pleased to let you know that we have started adding “**sessions**” for all Co-Curricular activities into the system. These sessions can now be viewed in both **Parent Lounge** and **Student Café**.

This new feature is designed to make it easier for parents and students to keep track of daily commitments. By viewing sessions in the calendar, you can quickly see what is planned for the day, whether that is training, block sports, music tutorials, or trials. We hope this helps to simplify the planning process for everyone and provides a clearer picture of student involvement in Co-Curricular activities.

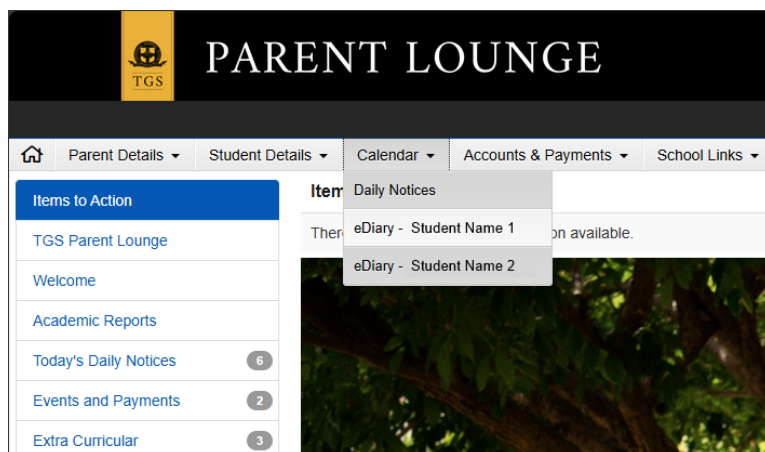
In addition, having sessions in the calendar will serve as a helpful reminder and make it easier to contact the relevant staff member if a student is unable to attend.

Please note: The sessions are correct at the time of entry but may not always reflect last-minute changes. Always check **emails or Teams** for the most up-to-date information.

### How to View Co-Curricular Schedules

#### Parent Lounge Instructions

1. **Log in** to Parent Lounge.
2. Go to **Calendar**.
3. Select the **eDiary** for your child.



4. On the right-hand side, tick:
  - **Extra-Curricular**
  - (Optional) **Events and Payments** to see upcoming events

#### NORTH WARD

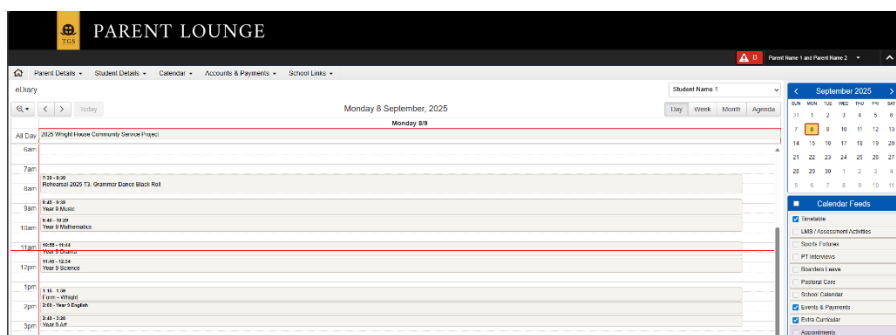
45 Paxton Street, North Ward, QLD 4810 | 07 4722 4900

#### ANNANDALE

1 Brazier Drive, Annandale, QLD 4814 | 07 4412 4800

#### NORTH SHORE

North Shore Boulevard, Burdell, QLD 4818 | 07 4412 6600



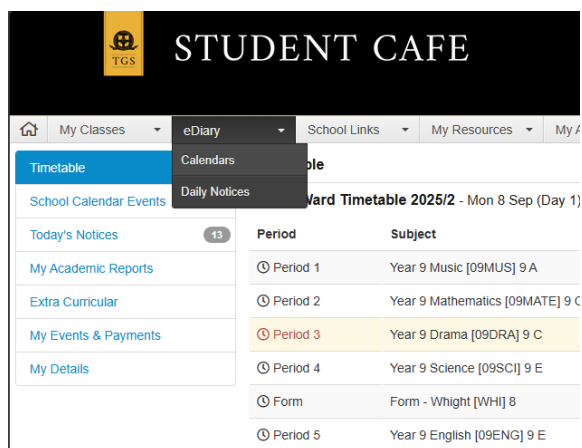
✓ Now you will see examples such as:

- Training sessions
- Co-Curricular activities
- Music tutorials
- Trials (if your child has signed up)

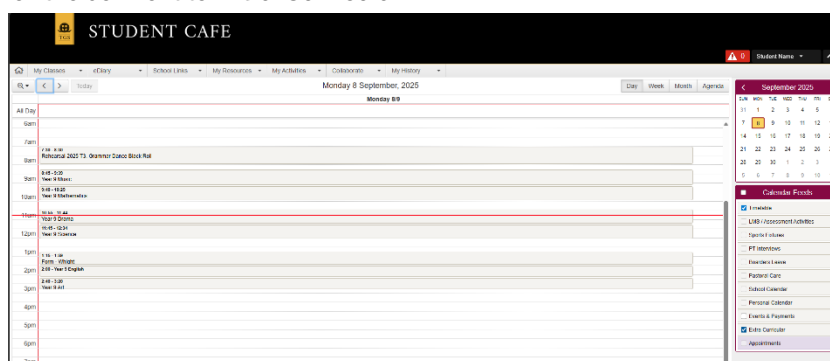
*(What appears will depend on your child's activities.)*

## Student Café Instructions

1. Log in to Student Café.
2. Select eDiary.
3. Click on Calendars.



4. Tick the box next to **Extra-Curricular**.



✓ Now you will see examples such as:

- Training
- Term activities
- Block sports
- Music tutorials
- Trials (if you have signed up)

*(What appears will depend on your activities.)*