



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.

The screenshot shows the Parent Lounge dashboard. At the top, there is a yellow header bar with the TGS logo and the text 'PARENT LOUNGE'. Below this is a navigation bar with links for 'Parent Details', 'Student Details', 'Calendar', 'Accounts & Payments', and 'School Links'. On the left, there is a sidebar titled 'Items to Action' with links for 'TGS Parent Lounge', 'Welcome', 'Academic Reports', 'Today's Daily Notices' (with a count of 6), 'Events and Payments' (with a count of 2), and 'Extra Curricular' (with a count of 3). The main content area shows a dropdown menu for 'eDiary' with two options: 'eDiary - Student Name 1' and 'eDiary - Student Name 2'. The background of the dashboard features a photograph of a tree branch.

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.)