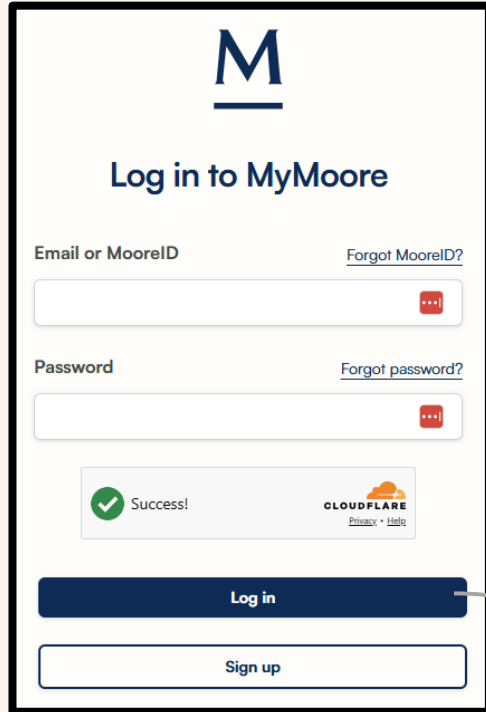


Setting up a PTC group

Log in to [MyMoore](#) (you may need to sign up).

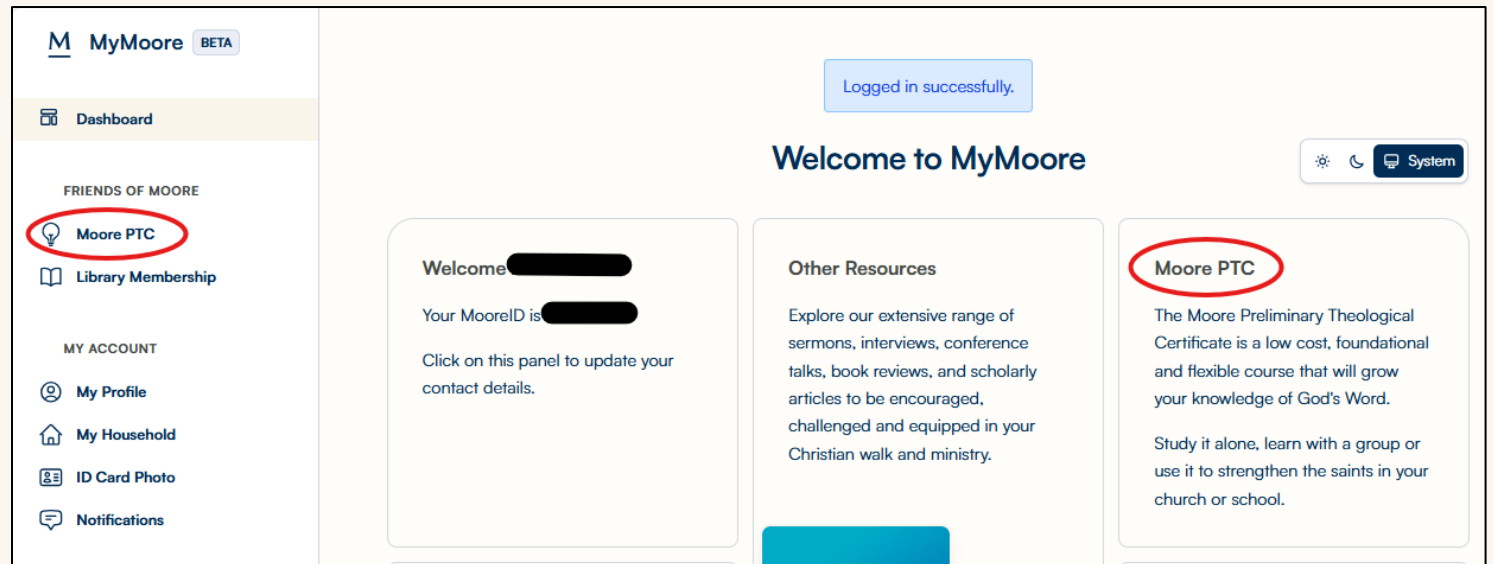


The login page features the Moore College 'M' logo at the top. Below it is the heading 'Log in to MyMoore'. There are two input fields: 'Email or MooreID' and 'Password', each with a 'Forgot' link to its right. A green checkmark icon and the text 'Success!' are displayed below the password field. At the bottom, there are two buttons: 'Log in' and 'Sign up'.

MyMoore uses the same login details as PTC Online.

Note: If you have had **any ID** (including a Student ID) with Moore College in the past, this will be the ID that you use to log into MyMoore. If you need to set, change or reset your password, this will be verified against the email address that we have on file. If you do not know which email address you last used, or no longer have access to that email address, please contact us (ptc@moore.edu.au) so that we can verify your details and reset your email address to avoid issues with duplicate accounts.

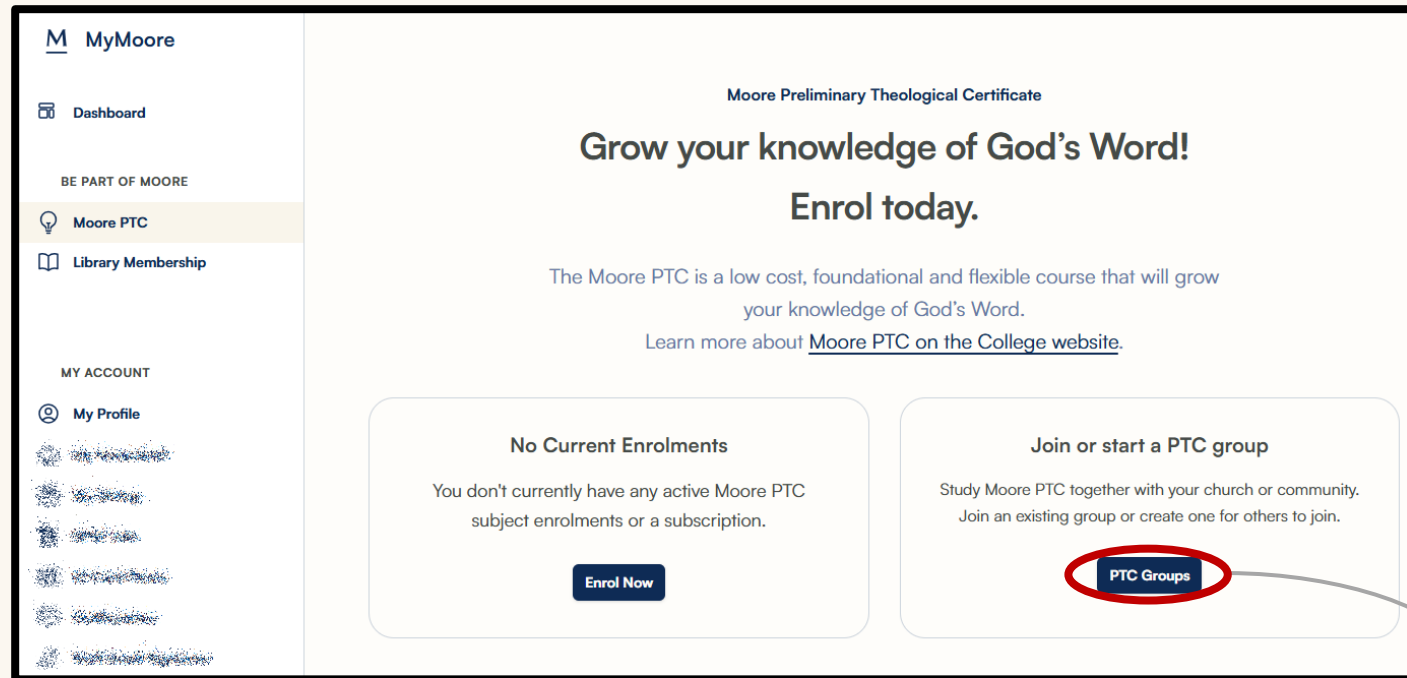
In MyMoore, click on **MoorePTC**, either from the menu on the left, or the section on the right of the Dashboard screen.



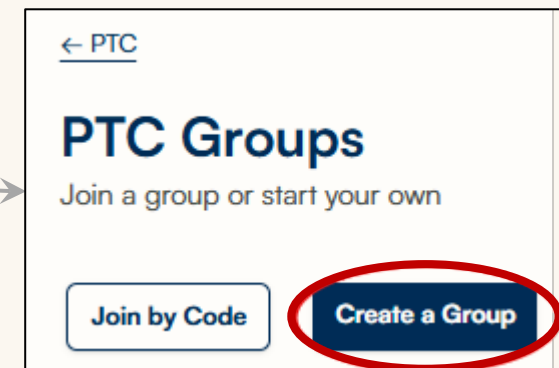
The dashboard shows a 'Logged in successfully.' message at the top right. On the left is a navigation menu with 'Dashboard' at the top, followed by 'FRIENDS OF MOORE' (containing 'Moore PTC' and 'Library Membership'), and 'MY ACCOUNT' (containing 'My Profile', 'My Household', 'ID Card Photo', and 'Notifications'). The 'Moore PTC' link is circled in red. The main content area is titled 'Welcome to MyMoore' and includes a 'System' menu. It features three panels: 'Welcome' with a personalized greeting and MooreID, 'Other Resources' with a list of available content, and 'Moore PTC' (circled in red) with a description of the certificate and a link to learn more.

Setting up a PTC group

Click **PTC Groups** ...



To set up a new group, click **Create a Group**.



When enrolling, students can follow this same link and then click **Join by Code**.

Setting up a PTC group

Enter your **school** or **church**.

Unit: Select your group's subject unit from the menu. *Note:* this **cannot** be edited once the group has been created.

OPTIONAL Estimated start date: Enter the date you intend to start meeting (must be within the next twelve months). This will help the PTC Team support your group. You can edit this up to a week beyond the date entered.

Printed notes delivery:

Individual only: Each student takes responsibility for their own set of notes.

Group option available: You, the group leader, take responsibility for bulk delivery of any printed notes purchased by students, including any cost incurred for postage (which you can choose to pass on). See next page for more details.

Create a Group

Create a study group for a PTC unit

School, Church or Group Name

e.g. St Andrew's Cathedral

Unit

Select a unit... 

Group Name

Auto-filled from organisation and unit

Estimated start date (optional)

dd/mm/yyyy 

When do you expect your group to start?

Visibility

☐ Public

Anyone logged in to MyMoore can see and join this group

☒ Link only

Anyone with the link or code can join, but the group won't be listed under Public Groups

☐ Private

Only people you invite can join. Enter email addresses on the next page and the system will send each person a single-use join link.

Printed notes delivery

☒ Individual only

Members who choose to purchase printed notes will be individually responsible for pick-up or postage.

☐ Group option available

Members who choose to purchase printed notes will be able to choose "Via group leader" for delivery. As the leader, you will be responsible for organising:

- payment of the bulk postage fee to a single address, or
- free collection from Newtown.

[Back to groups](#)

Create Group

Group Name: This will auto-fill, but you can change it if you want something different.

Visibility:

Link only: Recommended. The group will not appear under PTC Groups on MyMoore. You will receive a group code, a link and a QR code that any potential member can use to join. You will also be able to send email invitations with a direct link to the group.

Private: Groups can only be accessed through email invitations.

Setting up a PTC group

Printed Notes Delivery — Group Option

☐ Group option available

Members who choose to purchase printed notes will be able to choose "Via group leader" for delivery. As the leader, you will be responsible for organising:

- payment of the bulk postage fee to a single address, or
- free collection from Newtown.

When a student in your group orders a set of printed notes and selects "Via group leader" delivery,

- a copy of the printed notes will be set aside for either bulk postage or collection from Moore College; and
- PTC staff will **notify you via email** that a set of notes is now ready for postage or collection.

Note: You will receive an email notification for each student who orders a set of printed notes.

Please respond to the first email as soon as possible to arrange either bulk postage or collection.

Bulk Postage:

Savings are made when four or more sets of notes are posted.

Reply to the first email to request bulk postage and PTC staff will liaise with you regarding the timing of dispatch, the delivery address, the cost of postage and payment.

PTC staff will notify you via email when the notes have been dispatched. The option for group delivery will automatically revert to "Individual only" at this point, so late joining members of your group will be responsible for their own printed notes.

Collection:

Printed notes can be collected from the concierge at Moore College, Newtown, on weekdays between 8.30am and 4.30pm

Reply to the first email to request collection of the printed notes and PTC staff will liaise with you regarding the timing of collection. You may choose to wait until close to your starting date to collect printed notes that have been ordered.

Make sure you change delivery back to "Individual only" when the group option is no longer required, so late joining members of your group will be responsible for their own printed notes.