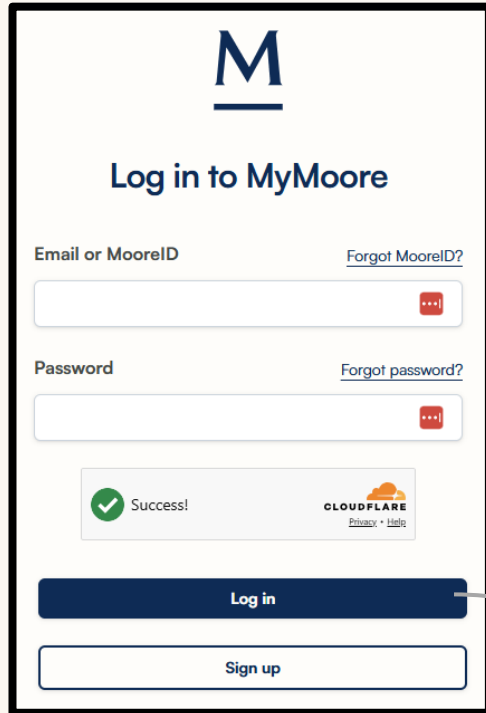


Setting up a PTC group

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

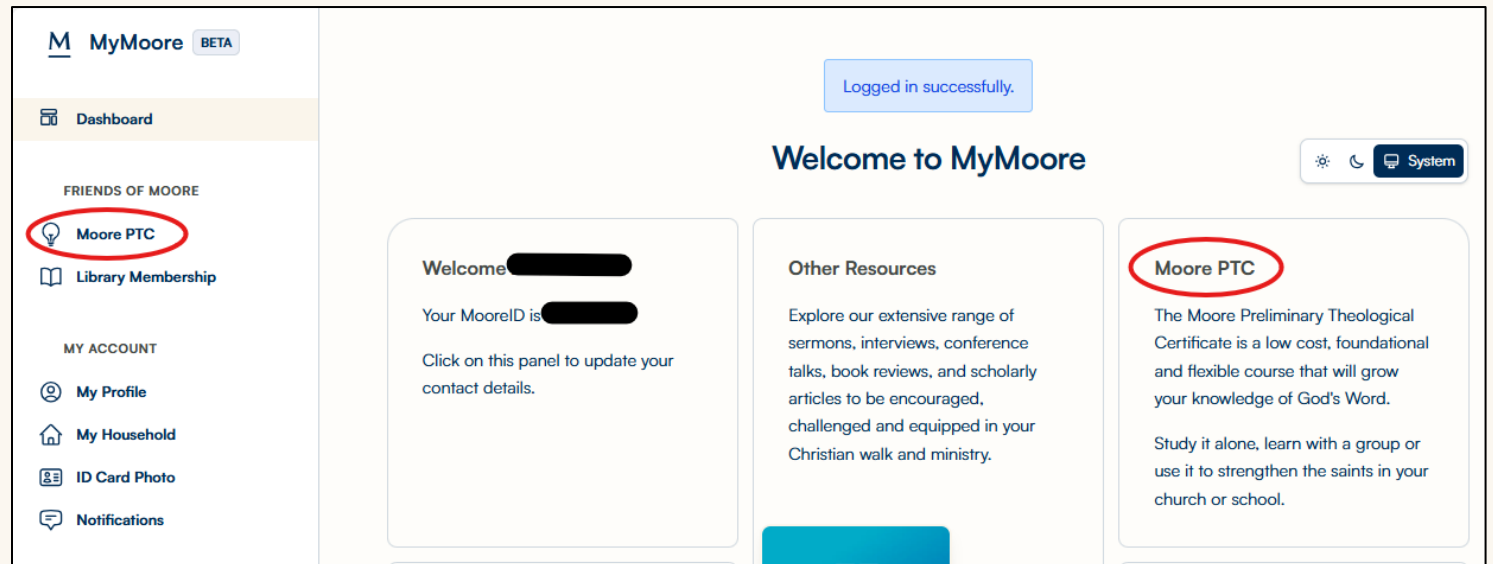


The login page features the Moore College logo at the top. Below it is the heading "Log in to MyMoore". There are two input fields: "Email or MooreID" and "Password", each with a "Forgot" link to its right. A "Success!" message with a green checkmark is visible below the fields. At the bottom are "Log in" and "Sign up" buttons. A red box highlights the "Log in" button, with an arrow pointing to the dashboard screenshot on the right.

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.

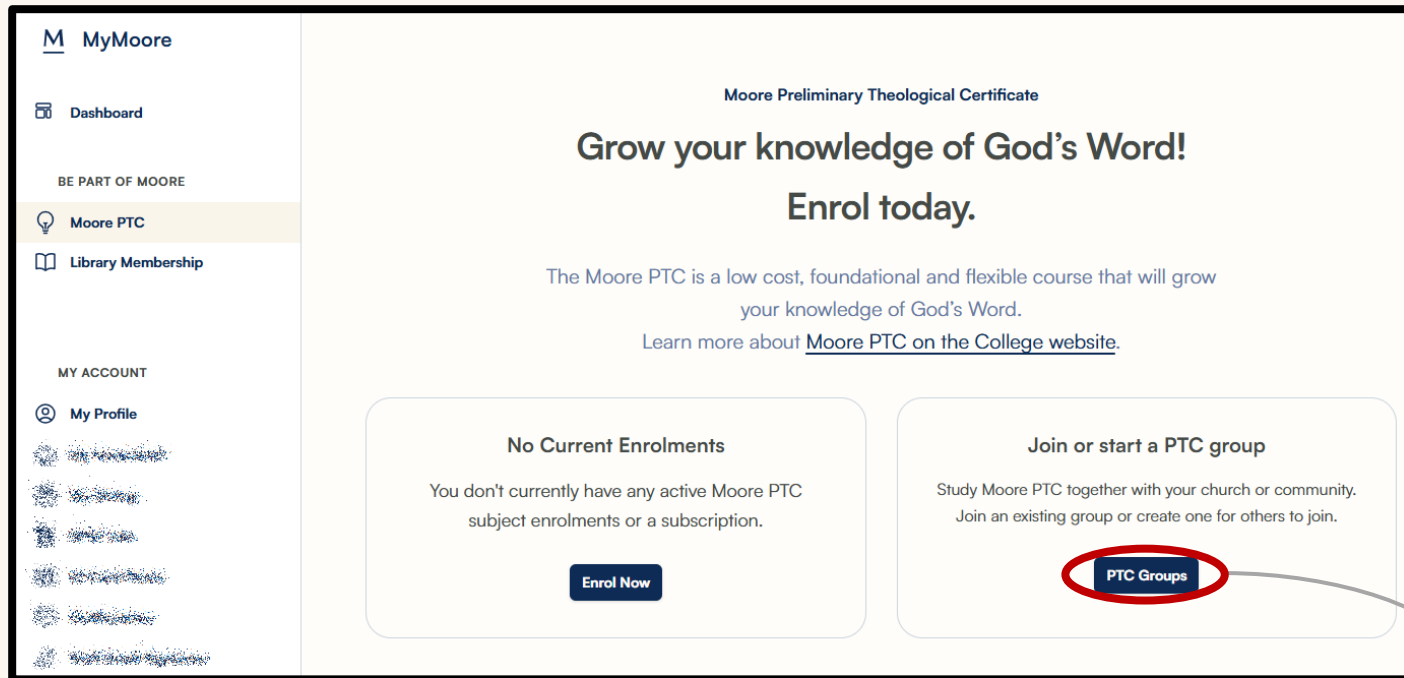
In MyMoore, click on **MoorePTC**, either from the menu on the left, or the section on the right of the Dashboard screen.



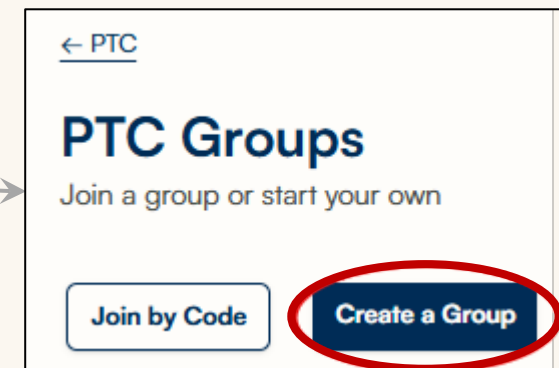
The dashboard shows a "Welcome to MyMoore" message with a "Logged in successfully." notification. On the left sidebar, under "FRIENDS OF MOORE", "Moore PTC" is highlighted with a red circle. Below it are "Library Membership" and "MY ACCOUNT" (with links to My Profile, My Household, ID Card Photo, and Notifications). On the right, under "Other Resources", "Moore PTC" is also highlighted with a red circle. The main content area includes a welcome message, a MooreID field, and a description of the Moore Preliminary Theological Certificate.

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.

Inviting members

All options will take members to Moore PTC in MyMoore and pre-select enrolment in the subject unit of the group.

QR code for church announcements or newsletters

Direct link to copy and paste into messages or emails

Members will appear here, including you.

Group created successfully.

← PTC Groups

Anglican Church — D2

Doctrine 2: Christ & His Work

Self-Join

Use these tools to allow members to join a group:

The QR Code can be downloaded for use on printed handouts or projected on screen

Copy the Direct Link and share it in email newsletters or on your website

Share the Join Code in newsletters or on screen for members to easily be able to select your group

Join Directly



Click image to download

Copy Direct Link

Join Code

F X V

Share this with your group

Reset Code

Copy Code

Invite by Email

Email addresses

Enter email addresses separated by commas, spaces or new lines

Preview Invitation Email

Send Invitations

Members (1)

MOORE | PTC

← PTC

PTC Groups

Join a group or start your own

Join by Code

Create a Group

Have a group code?

Enter the 3-character code from your group leader.

Code for use in MyMoore

Email invitations with “button”

From

MyMoore <noreply@moore.edu.au>

Subject

You've been invited to join Anglican Church — D2 - Moore PTC



MOORE
THEOLOGICAL COLLEGE
AN AUSTRALIAN UNIVERSITY COLLEGE

Moore PTC

Group Invitation

Karen Smith has invited you to join Anglican Church — D2 to study the Moore PTC subject Doctrine 2: Christ & His Work.

Accept Invitation

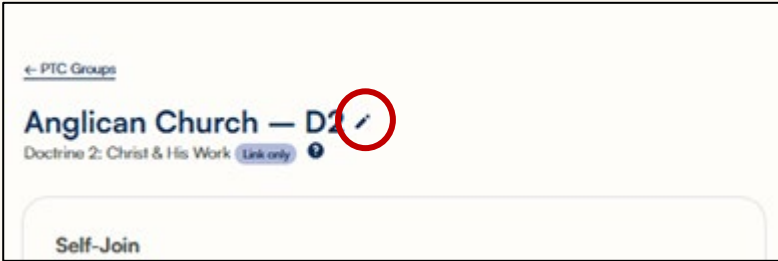
Alternatively, you can join by code using this group code:

Managing your group

Log in to MyMoore > Moore PTC > PTC Groups



“Edit” button



Click to change the group name, school, church or start date, or change the visibility and printed notes delivery options.

List of people who have joined

Members (7)		
Name	MooreID	Status
Karen Smith	10141121	Not yet enrolled
Pepe Donaldson	10103002	Not yet enrolled
Anders Newton	10149921	Not yet enrolled
Susan Clark	10016538	Not yet enrolled
Phillip Wu	10015567	Not yet enrolled
Simone James	10146523	Subscribed
Joseph Peterson	10142699	Enrolled

Group creator and leader (no “Remove” option). Contact ptc@moore.edu.au if the leader needs to be changed.

Not formally enrolled, but may have purchased a copy of the printed notes

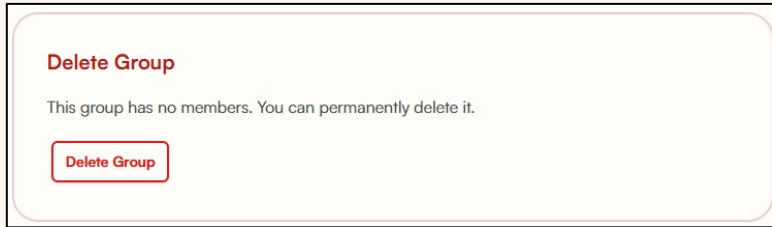
Has a subscription

Formally enrolled

Due to copyright laws, each person must have their own copy of the notes, whether that be through a formal enrolment, subscription (online access) or the printed notes. It is a breach of copyright to share the content of subject units in Moore PTC by making copies of the notes to distribute to others.

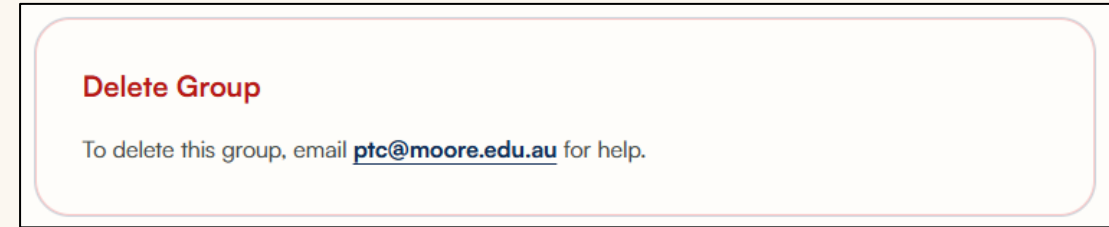
Please ensure each member has a copy of the notes.

If your group has no members, you can delete it.



Any group with no members (other than the creator) after three months will be automatically deleted.

If your group has members, contact ptc@moore.edu.au if you want to delete it.



Notes:

- A *Public* or *Link only* group will be converted to *Private* three months after the creation date or the estimated start date (which ever is later).
- All groups will become read-only nine months after the creation date or the estimated start date (which ever is later).

If you have any **problems**, please contact us at ptc@moore.edu.au