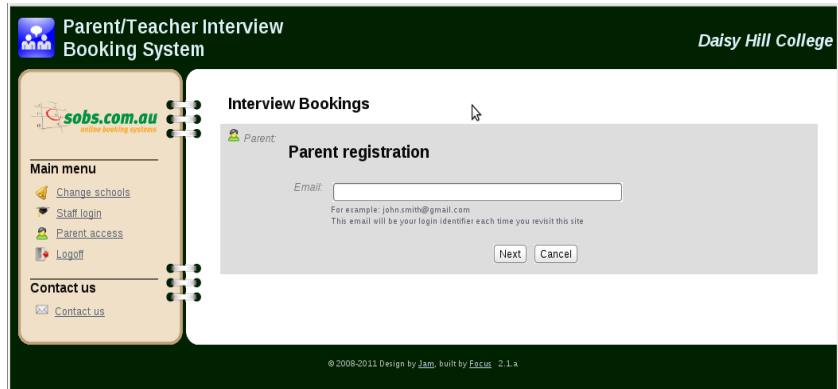


How to book your Parent/Teacher interviews

NOTE: Information entered into this booking system is outside of the school's network and therefore under the privacy information policy of the website sobs.com.au – their policy states that they will not disclose this information to any other party, and nor will the information be used for any other purpose than managing these interviews.

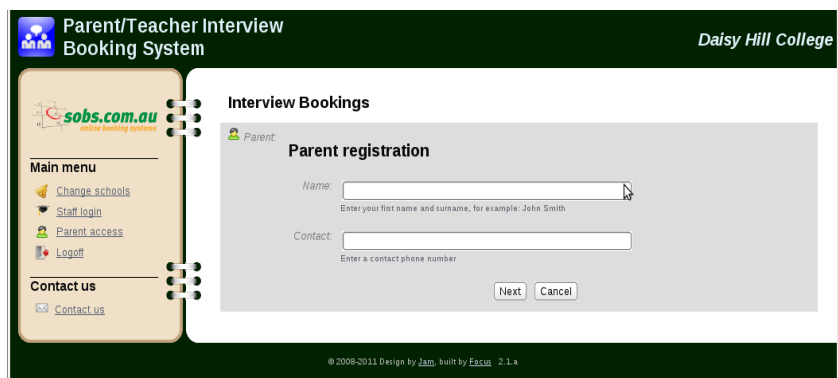
1. Visit the following link to register for Parent Teacher Interview:
<https://sobs.com.au/pt/parent.php?schoolid=611>

2. Type in your **email address**



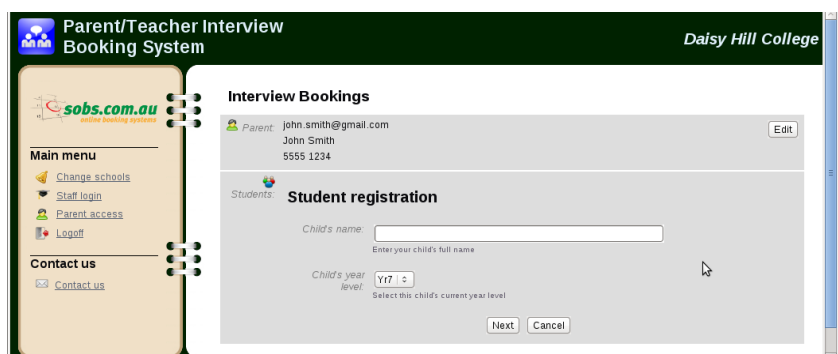
The screenshot shows the 'Parent registration' form. The 'Email' field is highlighted with a mouse cursor. Below the field, there is a note: 'For example: john.smith@gmail.com. This email will be your login identifier each time you revisit this site.' There are 'Next' and 'Cancel' buttons at the bottom right of the form.

3. Enter your **name** and **contact details**



The screenshot shows the 'Parent registration' form with the 'Name' and 'Contact' fields highlighted. The 'Name' field has a note: 'Enter your first name and surname, for example: John Smith'. The 'Contact' field has a note: 'Enter a contact phone number'. There are 'Next' and 'Cancel' buttons at the bottom right of the form.

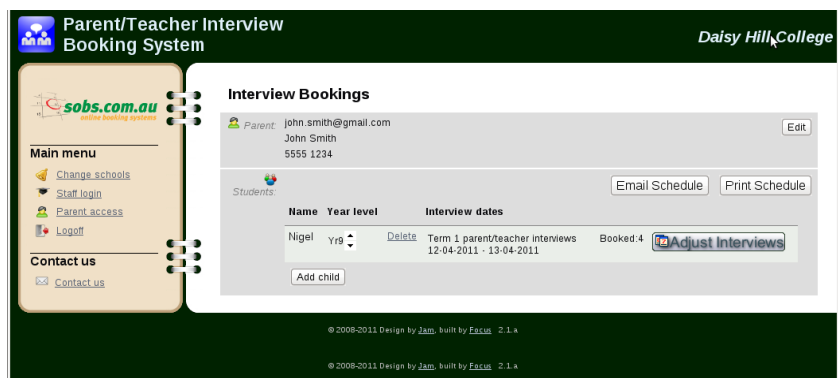
4. Enter your **child's full name** and select **year level** from the drop down menu



The screenshot shows the 'Student registration' form. The 'Child's name' field is highlighted. Below it, there is a note: 'Enter your child's full name'. The 'Child's year level' field is a dropdown menu with 'Yr7' selected. There are 'Next' and 'Cancel' buttons at the bottom right of the form.

5. If your child's name already appears in this list, check the **year level** and adjust this as necessary by **clicking the arrows**

Click on the **Book Interviews** or **Adjust Interviews** button to book or change your interviews



The screenshot shows the 'Students' section of the booking system. It displays a table with columns for 'Name', 'Year level', and 'Interview dates'. The first row shows 'Nigel' with 'Yr8' as the year level and 'Term 1 parent/teacher interviews 12-04-2011 - 13-04-2011' as the interview dates. There are 'Delete' and 'Adjust Interviews' buttons next to the row. There are also 'Email Schedule' and 'Print Schedule' buttons above the table. An 'Add child' button is at the bottom left of the table area.

Name	Year level	Interview dates
Nigel	Yr8	Term 1 parent/teacher interviews 12-04-2011 - 13-04-2011

6. Select all teachers you require interviews with by **ticking the boxes**

Parent: john.smith@gmail.com
John Smith
5555 1234

Students: Nigel
Term 1 parent/teacher interviews

Interviews: **Select Yr9 Teachers for Interviews**

ANGELO, Michael GEOGRAPHY, George MUSIC, Mozart SCIENTIST, Steven
 BROWN, Barry GRAFIX, Gary PEECEE, Peter
 ENGLISH, John LANGUAGES, Laura SCIENCE, Sally

Next Cancel

7. Scroll and select available slots with each staff member. The green slots are available. Gray slots are unavailable. As you **click a green slot** it will turn pink and your child's name will appear in that time. You will only be able to book once with each teacher, and only once in each time slot. Ideally you want to select interview slots that are chronological so that you can move from one interview to the next without having to wait around. Once you have selected your interview slots click the 'Save' button

Interviews: **Select interview slots for Nigel** Save

ENGLISH, John GRAFIX, Gary PEECEE, Peter ANGELO, Michael

Tuesday, 12 Apr 11

15:30	15:30	15:30	15:30
15:50	15:50	15:50	15:50
16:10	16:30	16:30	16:30
16:30	16:30	16:30	16:30
16:50	16:50	16:50	16:50

Interviews: **Select interview slots for Nigel** Save

ENGLISH, John GRAFIX, Gary PEECEE, Peter ANGELO, Michael

Tuesday, 12 Apr 11

15:30	15:30	15:30	15:30
15:50	15:50	15:50	15:50
16:10	Nigel	16:30	16:30
16:30	16:30	16:30	Nigel
16:50	16:50	Nigel	16:50

If you **change your mind** click the pink slot and it will revert to green allowing you to choose a different time slot

8. Once saved you will have the option of **emailing** or **printing** your interview booking times. If you select the email option the schedule is sent to the email address you initially entered