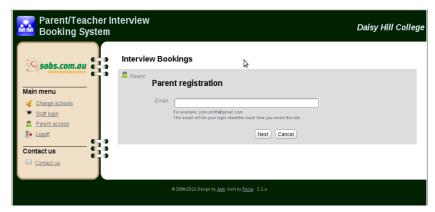
How to book your Parent/Teacher interviews

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 school website and click on the link for 'Parent/Teacher interviews'
- 2. Type in your **email address**



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



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

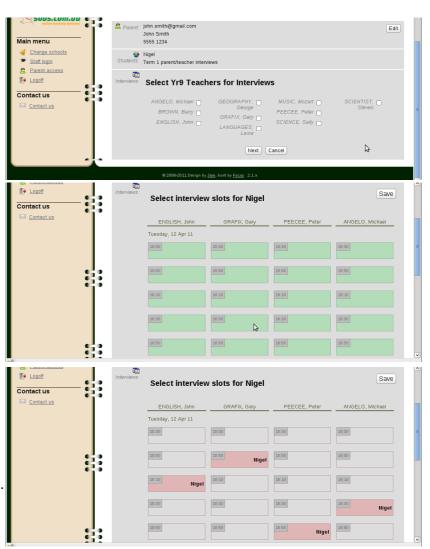


5. Click on the **'Book**Interviews' box to book
your interviews



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

7. Scroll and select available slots with each staff member. The green slots are available. Gray slots are unavailable. As you click slots they will turn pink and your child's name will appear in the slot. 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.



8. Once selected you 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

