

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 website
www.sobs.com.au
2. Type in your **email address**

The screenshot shows the 'Parent/Teacher Interview Booking System' interface for Daisy Hill College. The main menu on the left includes 'Change schools', 'Staff login', 'Parent access', and 'Logout'. The 'Parent registration' form is active, with an 'Email' field containing 'john.smith@gmail.com'. Below the field, it says 'For example: john.smith@gmail.com' and 'This email will be your login identifier each time you revisit this site'. There are 'Next' and 'Cancel' buttons at the bottom of the form.

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

The screenshot shows the 'Parent registration' form with the 'Name' and 'Contact' fields filled. The 'Name' field contains 'John Smith' and the 'Contact' field contains '5555 1234'. Below the fields, it says 'Enter your first name and surname, for example: John Smith' and 'Enter a contact phone number'. There are 'Next' and 'Cancel' buttons at the bottom 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 parent's information is displayed at the top: 'john.smith@gmail.com', 'John Smith', and '5555 1234'. The 'Child's name' field is empty, and the 'Child's year level' dropdown menu is set to 'Yr7'. Below the fields, it says 'Enter your child's full name' and 'Select this child's current year level'. There are 'Next' and 'Cancel' buttons at the bottom 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 'Interview Bookings' page. The parent's information is displayed at the top: 'john.smith@gmail.com', 'John Smith', and '5555 1234'. Below this, there are 'Email Schedule' and 'Print Schedule' buttons. A table lists the booked interviews:

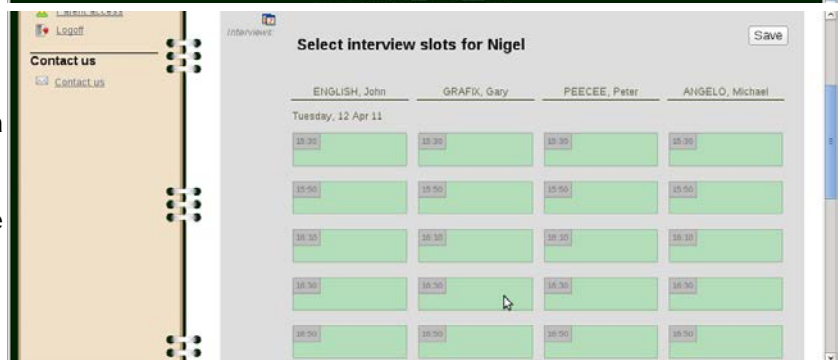
Name	Year level	Interview dates	Booked
Nigel	Yr8	Term 1 parent/teacher interviews 12-04-2011 - 13-04-2011	4

There is an 'Adjust Interviews' button next to the 'Booked 4' column. Below the table is an 'Add child' button.

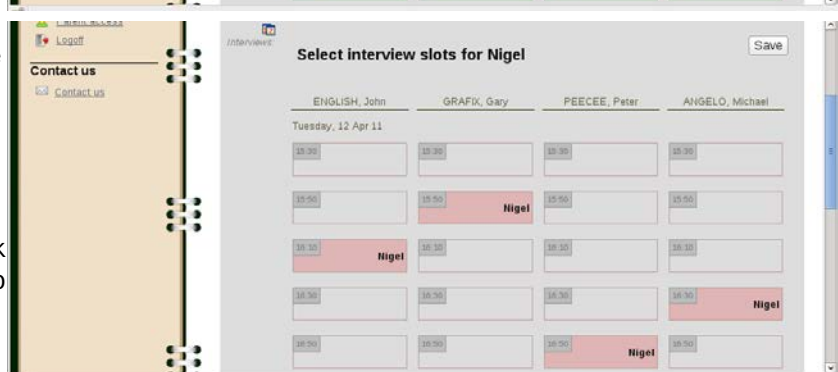
6. Select the teachers you require interviews with by **ticking the boxes**



7. Scroll and select available slots with 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



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