

BOOKING AN APPOINTMENT

COMET BAY COLLEGE

YEAR 10 COURSE COUNSELLING INTERVIEWS



1. Type the following URL into the address bar of your web browser:

<https://sobs.com.au/pt/parent.php?schoolid=210>

The following screen appears:

The screenshot shows a web browser window with the URL <http://www.sobs.com.au/pt/parent.php>. The page title is "SOBS - School Online Booking Systems". The main content area is titled "Parent/Teacher Interview Booking System" and "Comet Bay College". On the left is a "Main menu" with links: "Change schools", "Staff login", "Parent access", "Logoff", and "Contact us". The main content area is titled "Interview Bookings" and "Parent registration". It contains an "Email:" label, a text input field, and a "Next" button. Below the input field, there is a note: "For example: john.smith@gmail.com" and "This email will be your login identifier each time you revisit this site".

Enter your email address you require correspondence to be sent to and click NEXT.
(Please note, this email address is only used by this booking system and is not shared/copied to any other applications.)

The following screen appears:

2. Enter Parent/Guardian **FIRST NAME AND SURNAME** and **YOUR CONTACT PHONE NUMBER.** and click NEXT

The screenshot shows the same web browser window as the previous one, but the page title is "Parent/Teacher Interview Booking System" and "Comet Bay College". The main content area is titled "Interview Bookings" and "Parent access". It contains a "Name:" label, a text input field, and a "Contact:" label, a text input field, and "Next" and "Cancel" buttons. Below the "Name" input field, there is a note: "Enter your first name and surname, for example: John Smith". Below the "Contact" input field, there is a note: "Enter a contact phone number".

3. Enter Students FIRST NAME and SURNAME and click on YEAR 10
Click NEXT

Parent/Teacher Interview Booking System Comet Bay College

Bookings

Parent: Email@here.com
Parent Name
9553 8100

Students: **Student registration**

Child's first name:
Enter your child's first name

Child's surname:
Enter your child's surname or family name

Child's year level: Yr8 Yr9 Yr10 Yr11 Yr12
Select this child's current year level

Next Cancel

4. Click on Book Year 10 Course Counselling Interviews

Parent/Teacher Interviews Comet Bay College

Bookings

Parent: Email@here.com
Parent Name
9553 8100

Name	Year level	Delete	Dates
Student Name	Yr10		Year 10 Course Counselling 2016: 13 - 24 June 2016 13-06-2016 - 24-06-2016

Add child

Book Year 10 Course Counselling

The following screen appears:

5. Select the COUNSELLOR LISTED ON YOUR CHILDS RECOMMENDATION SHEET.

Click NEXT

Parent/Teacher Interviews Comet Bay College

Bookings

Parent: Email@here.com
Parent Name
9553 8100

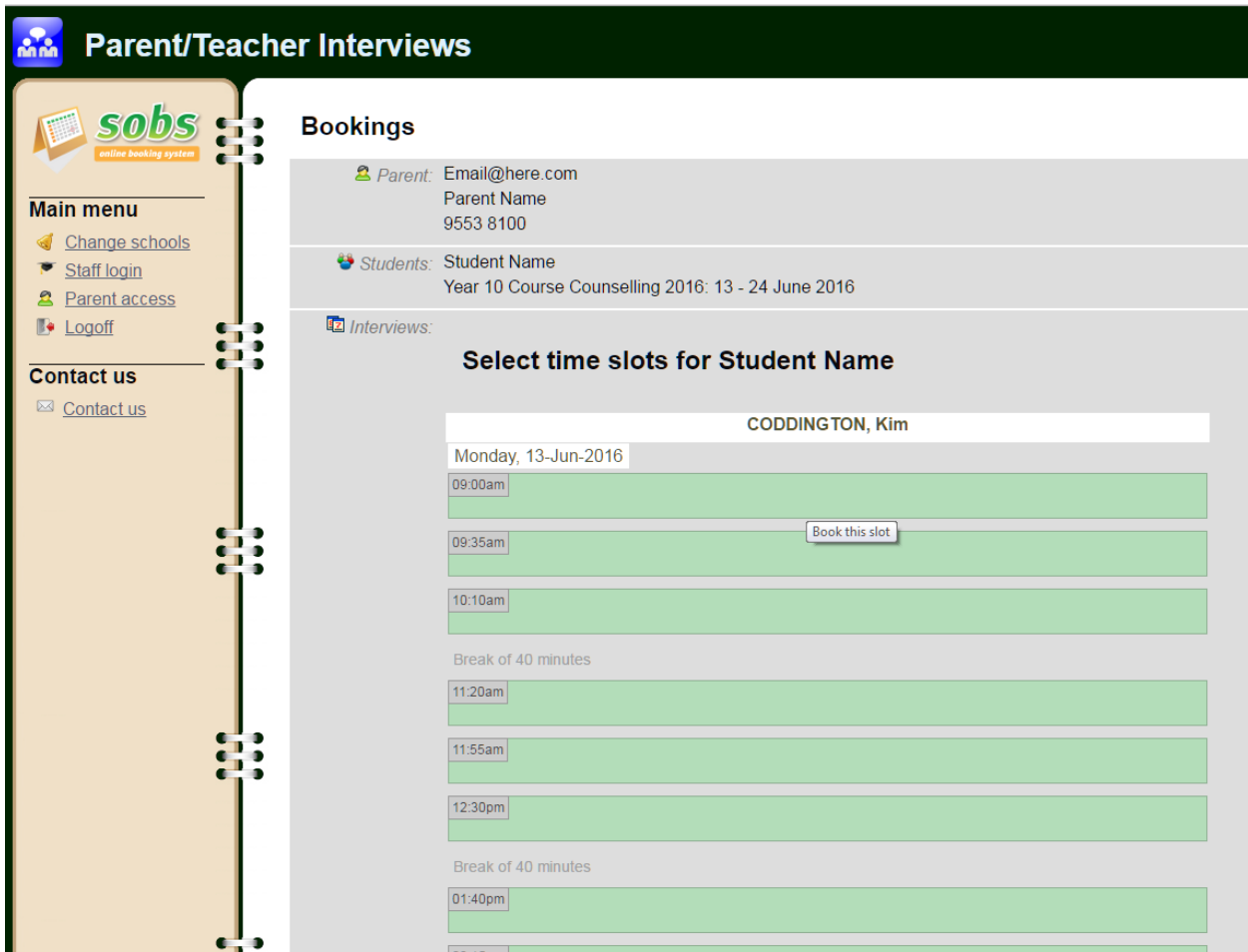
Students: Student Name
Year 10 Course Counselling 2016: 13 - 24 June 2016

Interviews: **Select Yr10 Teachers for Interviews**

BARTON, Ronald CROSS, Kerry HASKETT, Lyndon THOMSON, Stephen
 BURTON, Jennifer CROW, Kim JOYCE, Colleen TROTT, Peter
 CODDINGTON, Kim ELSON, Joseph SKEELS, Jeanine WINDSOR, Jeanette

Next Cancel

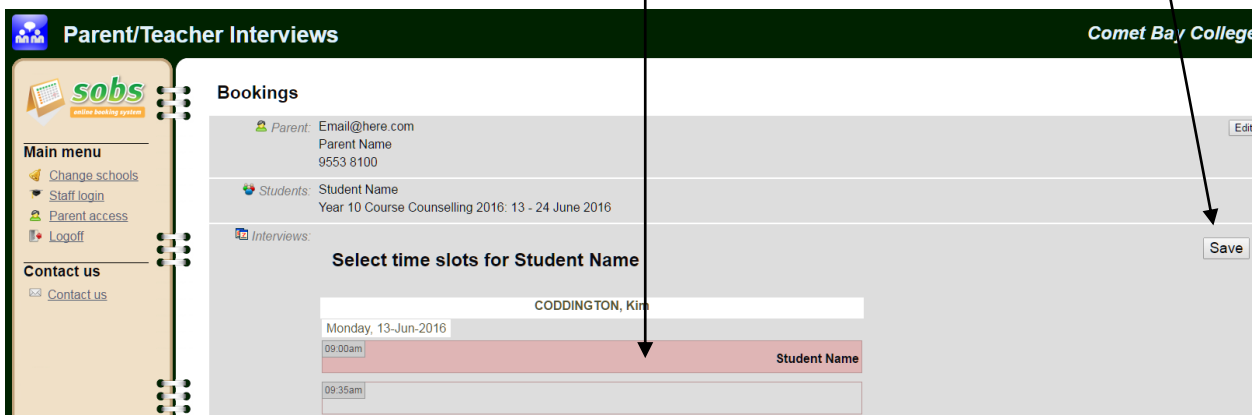
6. The following screen appears displaying the appointments available with your child's counsellor. Appointments are made for 30 minute blocks only.



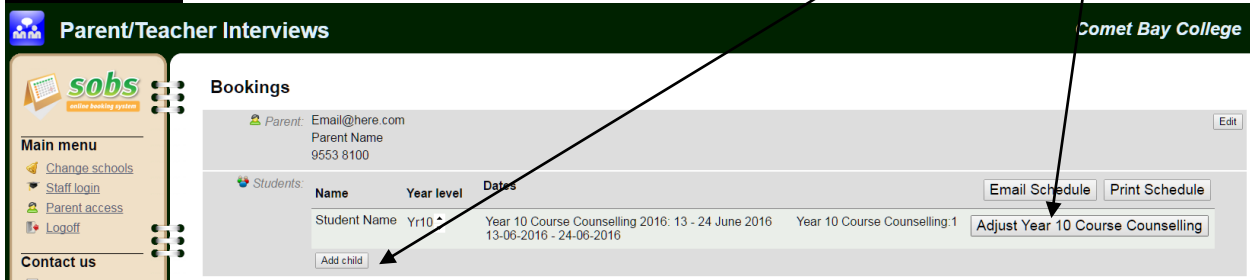
7. **CLICK** on the date/time slot/s you wish to book with the Counsellor. The block will change to pink and your child's **FULL NAME** will appear in the allocated appointment slot. You are now booked in for this appointment.

You must click **SAVE**

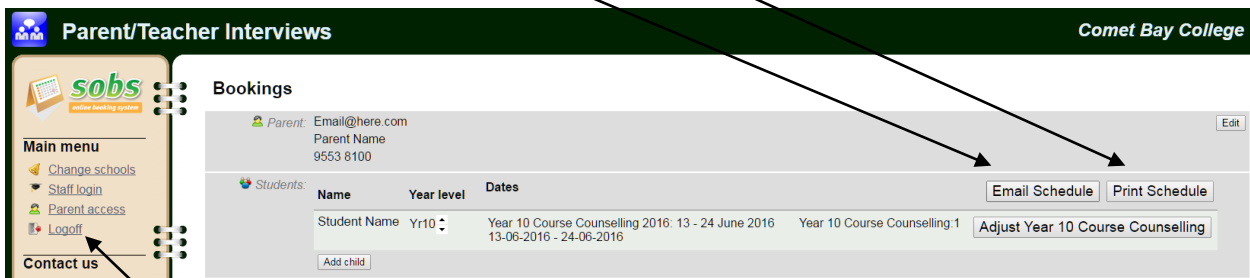
NOTE: If you make a mistake, or need to delete your selection, simply click on the allocated timeslot once again and the timeslot is cleared.



8. The following screen will appear to allow you to **ADD CHILD** or **ADJUST INTERVIEW** times.

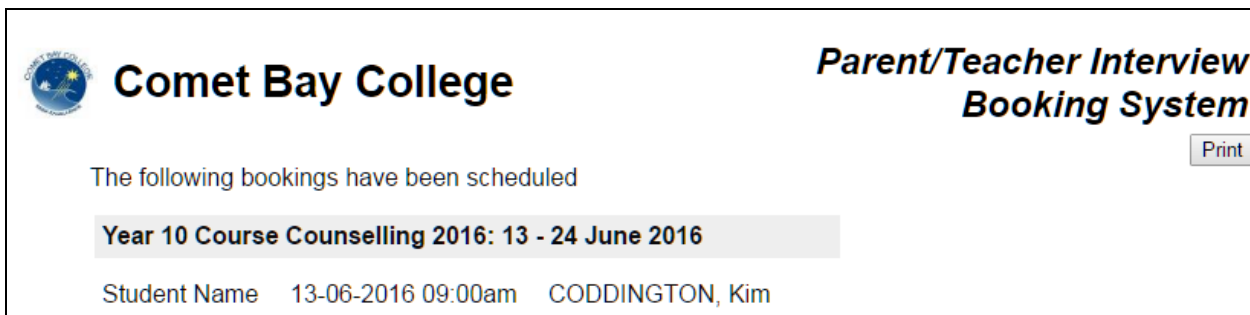


9. Click on **Print Schedule** – the screen below will appear for you to print your interview time
 Click on **Email Schedule** and the same schedule below will be emailed to the email address you supplied in Step One.



To exit click on **Logoff**

Sample of the Schedule



You have completed your bookings! If you are unable to attend an appointment, you may log back in and delete your entry, otherwise please contact the College to notify us of your inability to attend prior to the appointment.

Should you require any assistance with this Booking System, please do not hesitate to contact us on **9553 8100**.