

BOOKING AN APPOINTMENT

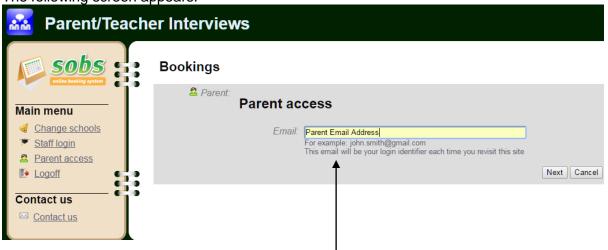
COMET BAY COLLEGE

PARENT TEACHER INTERVIEW EVENING 2 AUGUST 2018 Year 7 -12

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

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

The following screen appears:



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.)

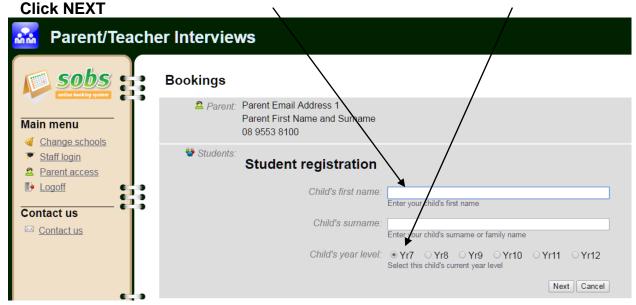
The following screen appears:

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

Parent/Teacher Interviews



3. Enter Students FIRST NAME and SURNAME and their Year Level

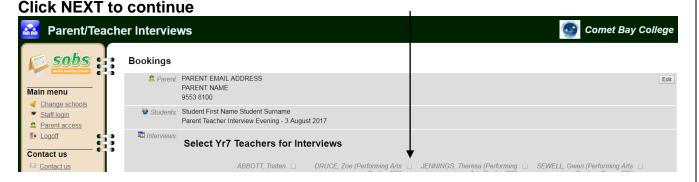


4. Click on **BOOK INTERVIEWS**

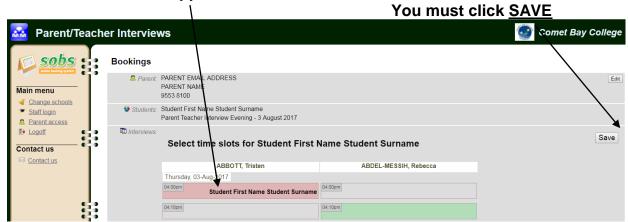


The following screen appears:

YOU CAN SELECT ALL YOUR CHILD'S TEACHERS FOR AN INTERVIEW

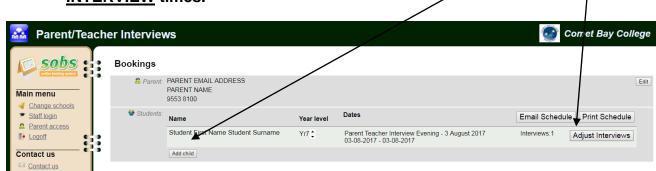


6. The following screen appears displaying the appointments available for your child's teachers. Appointments are made for 10 minute blocks only. CLICK on the date/time slot/s you wish to book. This block will change to pink and your child's FULL NAME will appear in the allocated appointment slot. You are now booked in for this appointment.



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

7. The following screen will appear to allow you to <u>ADD CHILD</u> or <u>ADJUST</u> INTERVIEW times.



8. Click on <u>Print Schedule</u> – the screen below will appear for you to print your interview time

Click on <u>Email Schedule</u> and the same schedule below will be emailed to the email address you supplied in Step One.



To exit, click on Logoff

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**.