



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

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

Parent/Teacher Interviews

Bookings

Parent: Parent Email Address 1
Parent First Name and Surname
08 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: Yr7 Yr8 Yr9 Yr10 Yr11 Yr12
Select this child's current year level

Next Cancel

4. Click on BOOK INTERVIEWS

Parent/Teacher Interviews Comet Bay College

Bookings

Parent: PARENT EMAIL ADDRESS
PARENT NAME
9553 8100

Students:

Name	Year level	Dates	Email Schedule	Print Schedule
Student First Name Student Surname	Yr7	Parent Teacher Interview Evening - 3 August 2017 03-08-2017 - 03-08-2017	<input type="button" value="Email Schedule"/>	<input type="button" value="Print Schedule"/>

Add child

The following screen appears:

5. YOU CAN SELECT ALL YOUR CHILD'S TEACHERS FOR AN INTERVIEW
Click NEXT to continue

Parent/Teacher Interviews Comet Bay College

Bookings

Parent: PARENT EMAIL ADDRESS
PARENT NAME
9553 8100

Students: Student First Name Student Surname
Parent Teacher Interview Evening - 3 August 2017

Interviews: **Select Yr7 Teachers for Interviews**

ABBOTT, Tristen DRUCE, Zoe (Performing Arts) JENNINGS, Theresa (Performing Arts) SEWELL, Gwen (Performing Arts)

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.

You must click **SAVE**

Parent/Teacher Interviews Comet Bay College

Bookings

Parent: PARENT EMAIL ADDRESS
PARENT NAME
9553 8100

Students: Student First Name Student Surname
Parent Teacher Interview Evening - 3 August 2017

Interviews:

Select time slots for Student First Name Student Surname

ABBOTT, Tristen ABDEL-MESSIH, Rebecca

Thursday, 03-Aug-2017

04:00pm	Student First Name Student Surname	04:00pm
04:10pm		04:10pm

Save

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 **ADD CHILD** or **ADJUST INTERVIEW** times.

Parent/Teacher Interviews Comet Bay College

Bookings

Parent: PARENT EMAIL ADDRESS
PARENT NAME
9553 8100

Name	Year level	Dates	Email Schedule	Print Schedule
Student First Name Student Surname	Yr7	Parent Teacher Interview Evening - 3 August 2017 03-08-2017 - 03-08-2017	Interviews:1	Adjust Interviews

Add child

8. 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.

Parent/Teacher Interviews Comet Bay College

Bookings

Parent: PARENT EMAIL ADDRESS
PARENT NAME
9553 8100

Name	Year level	Dates	Email Schedule	Print Schedule
Student First Name Student Surname	Yr7	Parent Teacher Interview Evening - 3 August 2017 03-08-2017 - 03-08-2017	Interviews:1	Adjust Interviews

Add child

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**.