



INSTRUCTIONS BOOKING AN INTERVIEW

YEAR 10 COURSE COUNSELLING INTERVIEWS 2019

1. You will receive an email directly from the **Student Online Booking System**. Please click on **'Make a booking now'**

From: pt210.comet.bay.college@sobs.com.au <pt210.comet.bay.college@sobs.com.au>
Sent: [REDACTED]
Cc: [REDACTED]
Subject: SOBS: Year 10 Course Counselling Interviews 2019

sobs
@ Comet Bay College

The school would like you to make a booking. Click the link below to begin this process:

[Make a booking now](#)
[Contact us](#) | [About us](#)

2. Choose a suitable interview booking time and click **'Save'**

sobs
@ Comet Bay College

Year 10 Course Counselling Interviews 2019 - booking for [REDACTED]
[REDACTED]

Click a time slot to book, click a booked time slot to delete

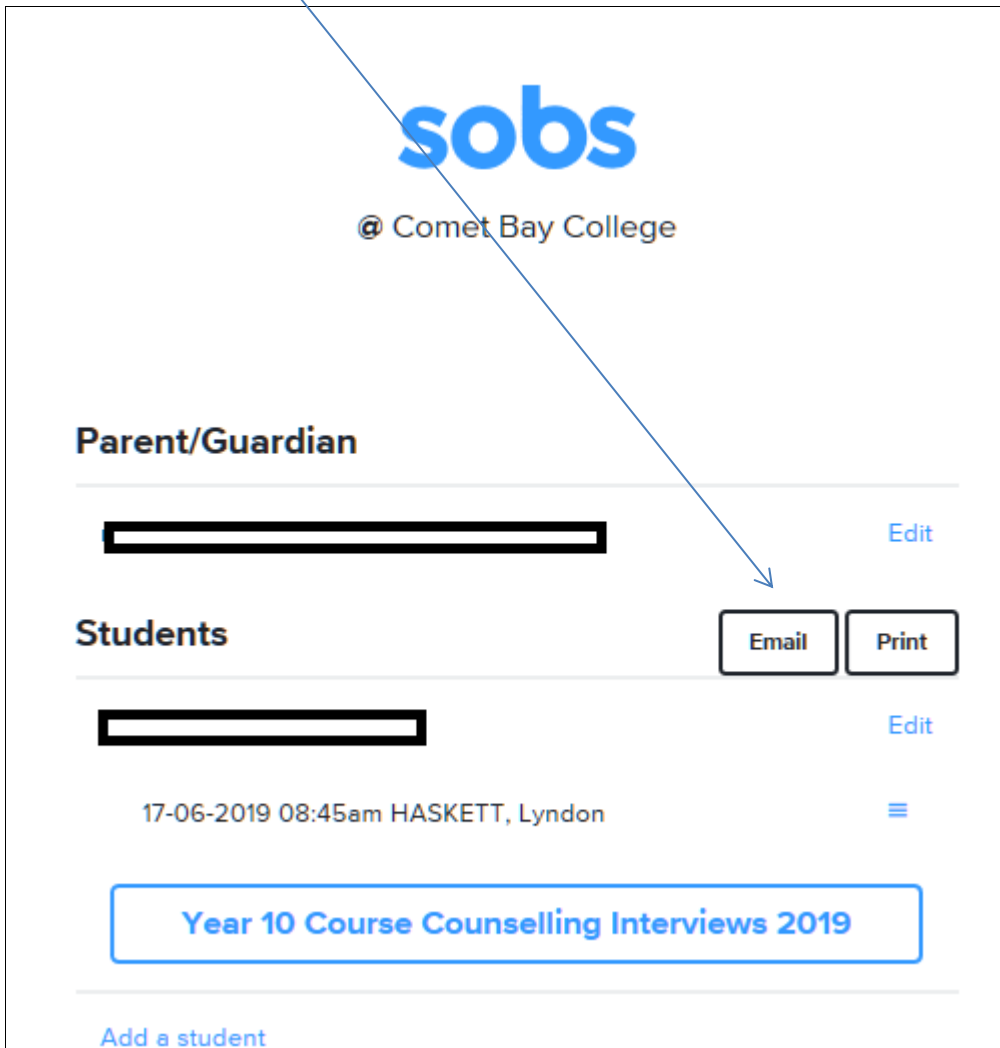
[Save](#) [Back](#)

Monday 17-06-2019

Lyndon Haskett

08:45am 30mins
09:15am 30mins
09:45am 30mins
10:15am 30mins

3. You can 'Email' or 'Print' your booking.




The screenshot displays the SOBS website interface for Comet Bay College. At the top, the logo 'sobs' is shown in blue, with '@ Comet Bay College' below it. The page is divided into sections for 'Parent/Guardian' and 'Students'. Each section has a redacted name field and an 'Edit' link. The 'Students' section includes 'Email' and 'Print' buttons. A date and time stamp '17-06-2019 08:45am HASKETT, Lyndon' is visible, along with a hamburger menu icon. A prominent blue button reads 'Year 10 Course Counselling Interviews 2019'. At the bottom left, there is a link 'Add a student'. A blue arrow points from the text above to the 'Email' button.

You have now completed your interview booking.

If you have not received a direct email from PT SOBS to make your booking you can access the site at: <https://sobs.com.au/pt3/parent.php?schoolid=210>

Follow the further instructions provided below:

1. Enter your contact **email address**:




@ Comet Bay College

Enter your email address

You must use the parent's email (not your own). If the parent doesn't have an email use a mobile number or their name, so long as it is a value unique to this parent

Next

2. **NOTE: The option you choose cannot be changed!** Once selected the option will stay with this account forever. **If you are unsure go with the first option, it is the simplest.**



@ Comet Bay College

Additional security options

I don't want to use a password here

I would like to add a password to my account

I would like my account verified by sending a code

The school has not specified any particular security option, however you can choose to include a password on your account or alternatively ask the application to send a verification code to your email or your mobile phone

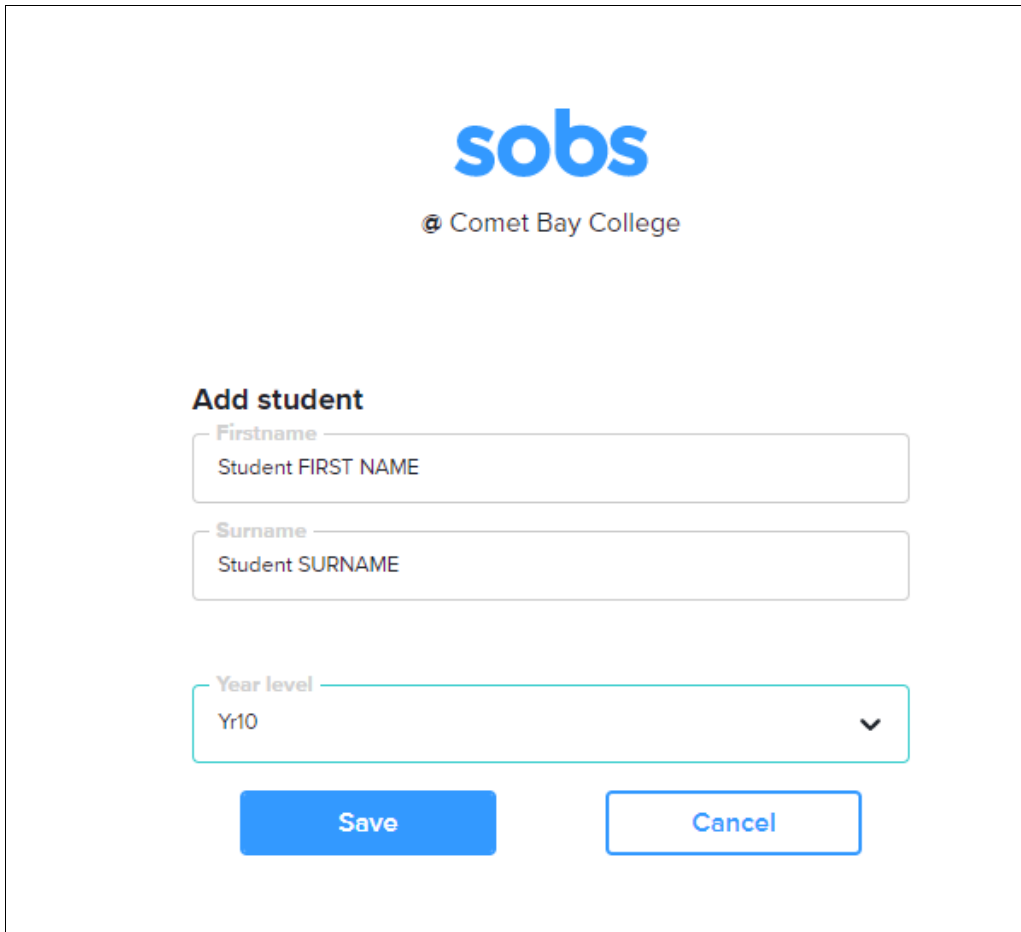
3. Enter **parent first name**, **Parent surname** and **mobile phone number** and click 'Save':

The screenshot shows the 'sobs' app interface for Comet Bay College. At the top is the 'sobs' logo in blue, followed by '@ Comet Bay College'. Below this is the heading 'Parent Information'. There are three input fields: 'First name' containing 'Parent First Name', 'Surname' containing 'Parent Surname', and 'Mobile number' which is currently empty. At the bottom are two buttons: a solid blue 'Save' button and a white 'Cancel' button with a blue border.

4. Click '**Add a Student**'

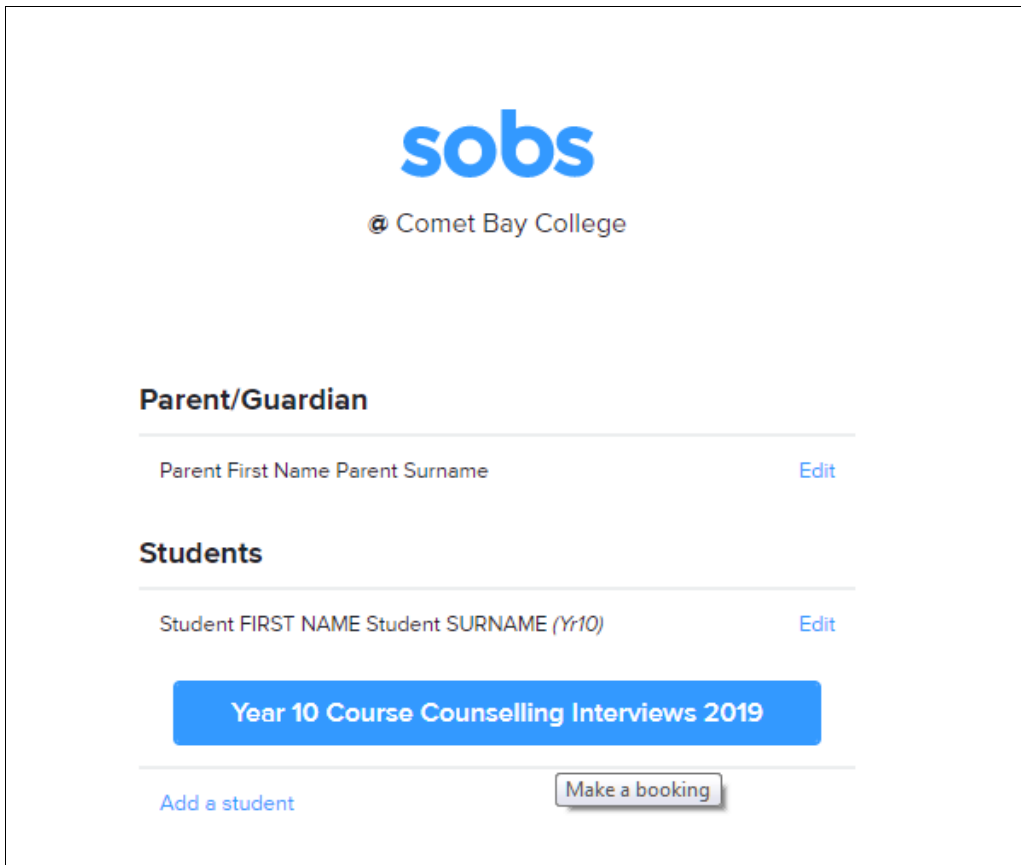
The screenshot shows the 'sobs' app interface for Comet Bay College. At the top is the 'sobs' logo in blue, followed by '@ Comet Bay College'. Below this is the heading 'Parent/Guardian'. Underneath is a list with one entry: 'Parent First Name Parent Surname' followed by a blue 'Edit' link. Below the list is the heading 'Students'. Underneath is a blue link that says 'Add a student'.

5. Enter **Student First name, Surname** and **Year Level** and click **'Save'**



The screenshot shows the 'sobs' logo at the top, followed by '@ Comet Bay College'. Below this is the heading 'Add student'. There are three input fields: 'Firstname' with the placeholder text 'Student FIRST NAME', 'Surname' with the placeholder text 'Student SURNAME', and 'Year level' which is a dropdown menu currently showing 'Yr10'. At the bottom of the form are two buttons: a solid blue 'Save' button and a white 'Cancel' button with a blue border.

6. Click on **'Year 10 Course Counselling Interviews 2019'** to make a booking



The screenshot shows the 'sobs' logo and '@ Comet Bay College' at the top. Below is the heading 'Parent/Guardian' followed by a horizontal line. Underneath, it displays 'Parent First Name Parent Surname' and an 'Edit' link. Below that is the heading 'Students' followed by another horizontal line. It displays 'Student FIRST NAME Student SURNAME (Yr10)' and an 'Edit' link. A large blue button with white text reads 'Year 10 Course Counselling Interviews 2019'. At the bottom left is a link 'Add a student' and at the bottom center is a button 'Make a booking'.

7. Select the Staff member – this is the **Course Counsellor displayed on your email communication** sent with student recommendations, click **'Next'**:



The screenshot shows the 'sobs' logo at the top, with 'Comet Bay College' below it. The main heading is 'Year 10 Course Counselling Interviews 2019'. Below this, it says 'Select just one staff member from the list below:'. The selected staff member is 'Thomas Churchman'. A list of staff members is displayed in two rows, each name in a grey button: Tristen Abbott, Hayder Atti, Jennifer Burton, Phil Casas, Joseph Elson, Nadia Hall, Joanna Harmer, Susan Harrison, Jessica Hart, Lyndon Haskett, Justin Holt, Kelly Hulín, Colleen Morrison, Rebecca Nicholson, Stephen Thomson, Aimee Vukman, and Michelle Wood. At the bottom, there are two blue buttons: 'Next' and 'Cancel'.

8. Click on a suitable timeslot and click **'Save'**



The screenshot shows the 'sobs' logo at the top, with 'Comet Bay College' below it. The main heading is 'Year 10 Course Counselling Interviews 2019 - booking for Student FIRST NAME Student SURNAME'. Below this, it says 'Click a time slot to book, click a booked time slot to delete'. There are two blue buttons: 'Save' and 'Back'. The date 'Monday 17-06-2019' is displayed. Below the date, the staff member 'Tristen Abbott' is listed. There are two time slots: '08:40am' (Student FIRST NAME Student SURNAME) and '09:10am' (Unavailable). The '08:40am' slot is highlighted in blue.

9. You can now **'Email'** or **'Print'** your interview booking

sobs
@ Comet Bay College

Parent/Guardian

Parent First Name Parent Surname [Edit](#)

Students [Email](#) [Print](#)

Student FIRST NAME Student SURNAME (Yr10) [Edit](#)

17-06-2019 08:40am ABBOTT, Tristen [≡](#)


[Year 10 Course Counselling Interviews 2019](#)

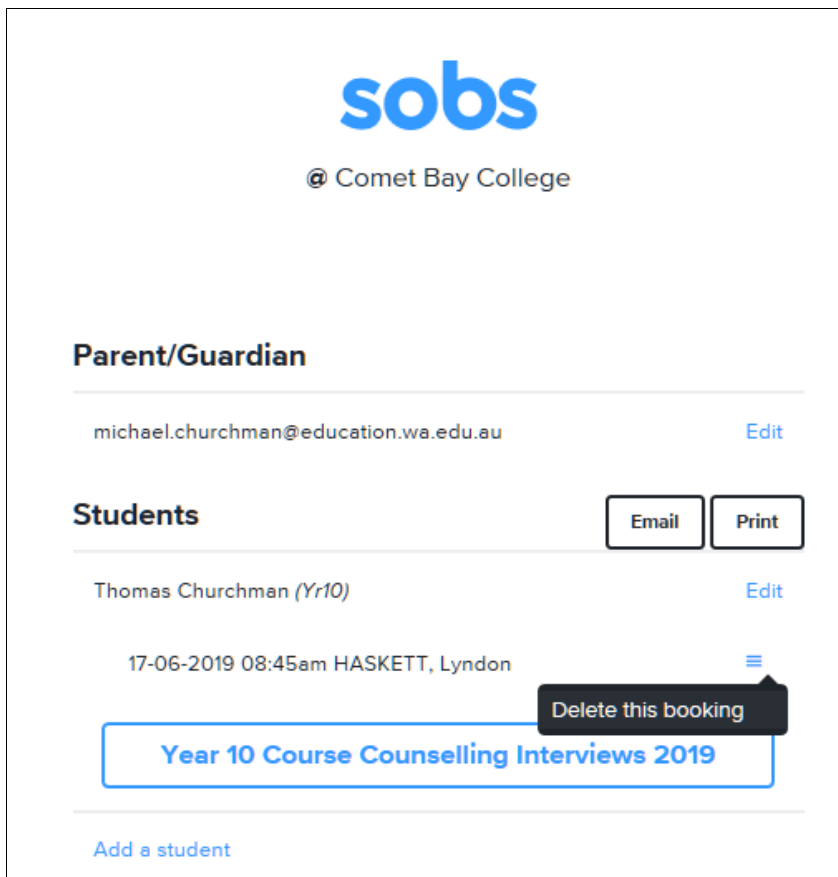
[Add a student](#)

You can **'Add a student'** if you are making bookings for more than one child.

10. There is no specific logoff option – you can just close your browser window.

Should you require any assistance please do not hesitate to contact the college on **9553 8100**.

11. Select  if you have made an error to 'Delete your booking' or choose 'Year 10 Course Counselling Interviews 2019' box, this will take you back, and will give you the option to delete and select your counsellor again to re-book.




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Parent/Guardian

michael.churchman@education.wa.edu.au [Edit](#)

Students [Email](#) [Print](#)

Thomas Churchman (Yr10) [Edit](#)

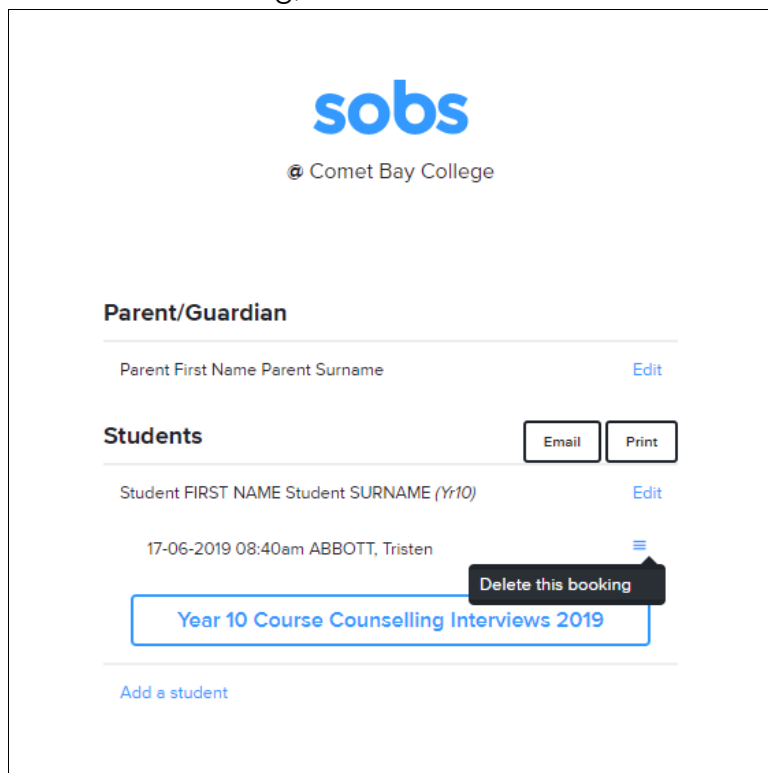
17-06-2019 08:45am HASKETT, Lyndon 

Delete this booking

Year 10 Course Counselling Interviews 2019

[Add a student](#)

12. To delete a booking, click the  icon and click 'delete this booking'




sobs
@ Comet Bay College

Parent/Guardian

Parent First Name Parent Surname [Edit](#)

Students [Email](#) [Print](#)

Student FIRST NAME Student SURNAME (Yr10) [Edit](#)

17-06-2019 08:40am ABBOTT, Tristen 

Delete this booking

Year 10 Course Counselling Interviews 2019

[Add a student](#)