



INSTRUCTIONS BOOKING AN INTERVIEW


PARENT TEACHER INTERVIEWS 2019

To make your booking you can access the site at:

<https://sobs.com.au/pt3/parent.php?schoolid=210>

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

1. Enter your contact email address:




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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

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.**


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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':**


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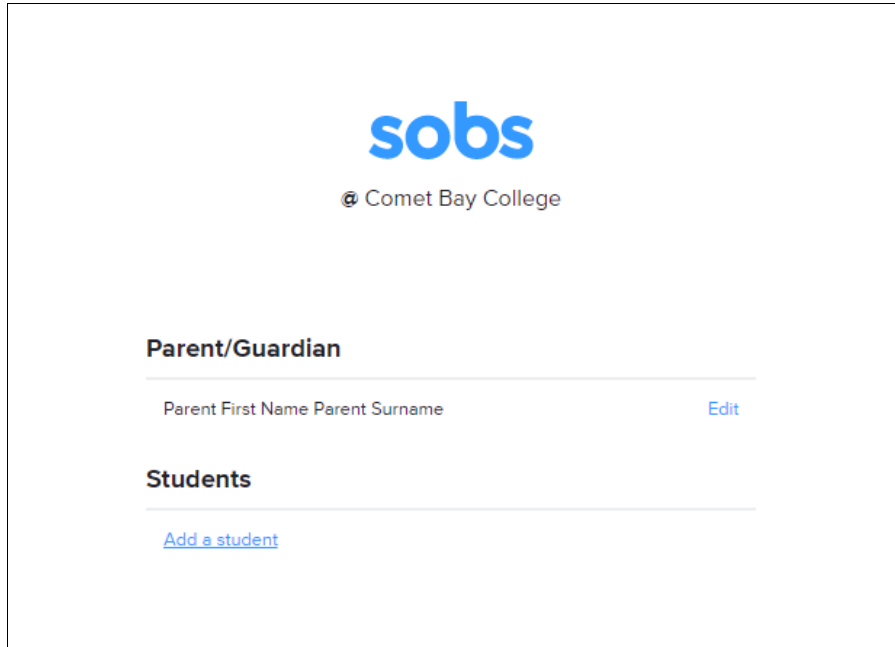
Parent Information

First name
Parent First Name

Surname
Parent Surname

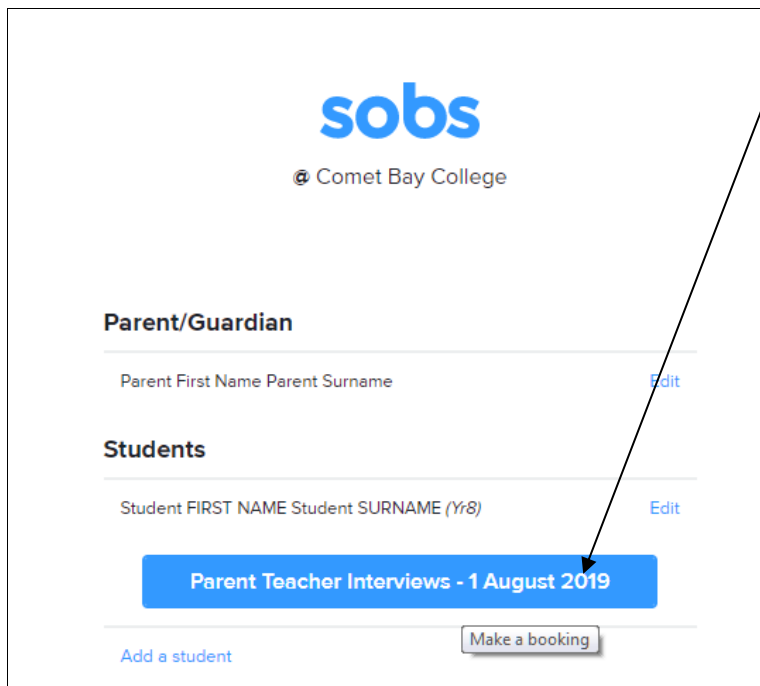
Mobile number

4. Click 'Add a Student'



The screenshot shows the 'sobs' logo at the top, followed by '@ Comet Bay College'. Below this is a section titled 'Parent/Guardian' with a form containing 'Parent First Name', 'Parent Surname', and an 'Edit' link. Underneath is a section titled 'Students' with a blue link that says 'Add a student'.

5. Enter Student First name, Surname and click 'Parent Teacher Interviews' to make a booking:



This screenshot is similar to the previous one but includes a 'Students' section with a form for 'Student FIRST NAME' and 'Student SURNAME (Yr8)', and an 'Edit' link. A prominent blue button labeled 'Parent Teacher Interviews - 1 August 2019' is highlighted with a black arrow pointing to it from the right. At the bottom, there is a 'Make a booking' button and an 'Add a student' link.

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

Click **NEXT** to continue

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Parent Teacher Interviews - 1 August 2019

Select staff from the list below:

Select staff for Student **FIRST NAME** Student **SURNAME**

Adam Bastick	Matthew Bogensperger	Clare Burton	Jennifer Burton	Krasanka (Kaz) Carmichael	Nicolas Chidgzey	Hari Chillapa		
Addwell Chipangura	Jason D'Argent	Sushmita DattaRoy	Gillian Davidson	Cheryl Draper	Kaitlyn Dunstall	Nicole French	Amanda Hall	
Jessica Hart	Craig Heal	Meg Henderson	Alissa Hillman	Kathy Hodgson	Sarah Horan	Michelle Huma		
Kalapuge (Milani Jay) Jayathilake	Tasha Leggo	Rebecca Lockyer	Sam Mainwairing	Dana Matai	Leah McGlashan	Colleen Morrison		
Rebecca Nicholson	Shannen Page	Riley Patten-Williams	Matthew Piggott	Shannen Precious	Kendle Reid	Jeannette Rein		
Jill Roberts	Amy Roe	Gwen Sewell	Roslyn Shanks	Ruth Sims	Benjamin Smith	Shabana Tagore	Linda Thain	Lisa Thomson
Ben Treasure	Sara Tyrrell	Phil Waddy	Theresa Walsh	Michael Wood	Michelle Wood	Clayton Woolcock		

Next Cancel

7. 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. Your child's **FULL NAME** will appear in the allocated appointment slot.

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Parent Teacher Interviews - 1 August 2019 - booking for Student **FIRST NAME** Student **SURNAME**

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

Save **Back**

Thursday 01-08-2019

Meg Henderson	Kathy Hodgson	Shannen Precious	Gwen Sewell
12:30pm 10mins	12:30pm 10mins	12:30pm 10mins	12:30pm 10mins
12:40pm 10mins	12:40pm 10mins	12:40pm 10mins	12:40pm 10mins
12:50pm 10mins	12:50pm 10mins	12:50pm 10mins	12:50pm 10mins

8. You must click **SAVE**

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Parent Teacher Interviews - 1 August 2019 - booking for Student FIRST NAME Student SURNAME

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

Save Back

Thursday 01-08-2019

Meg Henderson	Kathy Hodgson	Shannen Precious	Gwen Sewell
12:30pm Student FIRST NAME Student SURNAME	12:30pm	12:30pm	12:30pm
12:40pm	12:40pm Student FIRST NAME Student SURNAME	12:40pm	12:40pm
12:50pm	12:50pm	12:50pm Student FIRST NAME Student SURNAME	12:50pm
01:00pm	01:00pm	01:00pm	01:00pm Student FIRST NAME Student SURNAME

9. You can **Print** or **Email** your interview schedule.

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Parent/Guardian

Parent First Name Parent Surname [Edit](#)

Students

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

Student FIRST NAME Student SURNAME (Yr:7) [Edit](#)

01-08-2019 12:30pm HENDERSON, Meg [☰](#)

01-08-2019 12:40pm [Delete this booking and notify the staff member](#)

01-08-2019 12:50pm PRECIOUS, Shannen [☰](#)

01-08-2019 01:00pm SEWELL, Gwen [☰](#)

[Parent Teacher Interviews - 1 August 2019](#)

[Add a student](#)