



# INSTRUCTIONS BOOKING AN INTERVIEW


## PARENT TEACHER INTERVIEWS 2020

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:




@ 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

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

Surname

4. Click 'Add a Student'

The screenshot shows the 'sobs' logo at the top center, with '@ Comet Bay College' below it. Under the heading 'Parent/Guardian', there is a text input field containing 'Parent First Name Parent Surname' and an 'Edit' link to its right. Below this is the heading 'Students' and a text input field containing 'Add a student' as a link.

5. Enter Student First name, Surname and click 'Parent Teacher Interview Evening – 12/08/2020' to make a booking:

This screenshot is similar to the previous one but includes a booking button. The 'Parent/Guardian' section has the same text input field and 'Edit' link. The 'Students' section has a text input field containing 'Student First Name Student Surname (Yr10)' and an 'Edit' link. Below the 'Students' section is a blue-bordered button with the text 'Parent Teacher Interview Evening - 12/08/2020'. At the bottom left, there is a blue button with the text 'Add a student'. A black arrow points from the top right of the page towards the booking button.

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

Click **NEXT** to continue

### Parent Teacher Interview Evening - 12/08/2020

Select staff from the list below.

**Select staff for Student First Name Student Surname**

Ronald Barton (Library)	Adam Bastick	Simon Bell (Cafe)	Sara Belmont-Kleingeld	Mikayla Berkelaar	Sarah BERMINGHAM
STEP - Jane Bryer	Clare Burton (Room 470)	Jennifer Burton	Krasanka (Kaz) Carmichael	GENERAL - Phil Casas	Nicolas Chidgzey (Cafe)
Hari Chillapa (Room 504)	Kim Coddington (Upstairs Staffroom)	Julie Coyle (Room 504)	ATAR - Kerry Cross	Gillian Davidson (Library)	
Bridget De Silva	<b>Cheryl Draper</b>	STEP - Zoe Druce	Jon DUNLOP	Laura Ellam (Performing Arts Centre - Room 402)	Anastazija EMBRESIC
Matthew Gardner	Jenna Gregory	Nadia Hall	Joanna Harmer	Christopher Harry (Cafe)	Jessica Hart (Performing Arts Centre 402)
Elisabeth Hartley	Lyndon Haskett	Gillian Hassan (Cafe)	Meg Henderson (Room 470)	Morgan Hill (Room 504)	Alissa Hillman (Cafe)
Kathy Hodgson (Library)	Jason Hoffman	Tara Holmes	Stuart Jackson (Student Support Offices)	Ben Jahn (Cafe)	<b>Theresa Jennings</b>
Trudy Jensen	Wayne Lanham (Upstairs Staffroom)	STEP - Jo Lewis	Rebecca Lockyer (Room 470)	Matthew Long (Cafe)	Lenore Mack
Sam Mainwairing (Cafe)	Nigel McGeough	Leah McGlashan (Performing Arts Centre - Room 402)	Jasmin Mian (Performing Arts Centre 402)		
Marc Mlachak	Susanna Nash (Library)	Ha Nguyen-Sellers	Glen Olsson (Room 504)	Riley Patten-Williams (Cafe)	Shane Pepper
Matthew Piggott (Cafe)	Petrus Potgieter (Room 504)	STEP - Matthew Potts	Shannen Precious (Library)	Jeannette Rein (Room 504)	
Jill Roberts (Cafe)	Amy Roe (Cafe)	Anne Siekman (Upstairs Staffroom)	Frank Slee (Performing Arts Centre - Room 402)	Cassandra Smedley	
Benjamin Smith (Cafe)	Michelle Statham	<b>Linda Thain</b>	Stephen Thomson	Ben Treasure	Katy Vipond
				<b>Aimee Vukman</b>	Louise Warwick
Michael Wood (Upstairs Staffroom)	Michelle Wood	Clayton Woolcock (Room 504)			

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.

### Parent Teacher Interview Evening - 12/08/2020 - booking for Student First Name Cafe Student Surname

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

**Wednesday 12-08-2020**

Cheryl Draper	Michelle Statham	Linda Thain	Aimee Vukman
<input type="button" value="04:00pm&lt;br/&gt;10mins"/>	<input type="button" value="04:00pm&lt;br/&gt;10mins"/>	<input type="button" value="04:00pm&lt;br/&gt;10mins"/>	<input type="button" value="04:00pm&lt;br/&gt;10mins"/>
<input type="button" value="04:10pm&lt;br/&gt;10mins"/>	<input type="button" value="04:10pm&lt;br/&gt;10mins"/>	<input type="button" value="04:10pm&lt;br/&gt;10mins"/>	<input type="button" value="04:10pm&lt;br/&gt;10mins"/>
<input type="button" value="04:20pm&lt;br/&gt;10mins"/>	<input type="button" value="04:20pm&lt;br/&gt;10mins"/>	<input type="button" value="04:20pm&lt;br/&gt;10mins"/>	<input type="button" value="04:20pm&lt;br/&gt;10mins"/>

8. You must click **SAVE**

## Parent Teacher Interview Evening - 12/08/2020 - booking for Student First Name Student Surname

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

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

Wednesday 12-08-2020

Cheryl Draper	Michelle Statham	Linda Thain	Aimee Vukman
04:00pm Student First Name Student Surname	04:00pm	04:00pm	04:00pm
04:10pm Unavailable	04:10pm Unavailable	04:10pm Unavailable	04:10pm Unavailable
04:20pm	04:20pm Student First Name Student Surname	04:20pm	04:20pm
04:30pm	04:30pm	04:30pm Student First Name Student Surname	04:30pm
04:40pm	04:40pm	04:40pm	04:40pm Student First Name Student Surname

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

### Parent/Guardian

Parent First Name Parent Surname [Edit](#)

### Students

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

Student First Name Student Surname (Yr10) [Edit](#)

- 12-08-2020 04:00pm DRAPER, Cheryl [≡](#)
- 12-08-2020 04:20pm JENNINGS, Theresa [≡](#)
- 12-08-2020 04:30pm THAIN, Linda [≡](#)
- 12-08-2020 04:40pm VUKMAN, Aimee [≡](#)

Parent Teacher Interview Evening -  
12/08/2020

[Add a student](#)