




BOOKING AN INTERVIEW

YEAR 10 COURSE COUNSELLING INTERVIEWS

Control & Click or paste the following URL into the address bar of your web browser to follow to the Student Online Booking System:

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

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



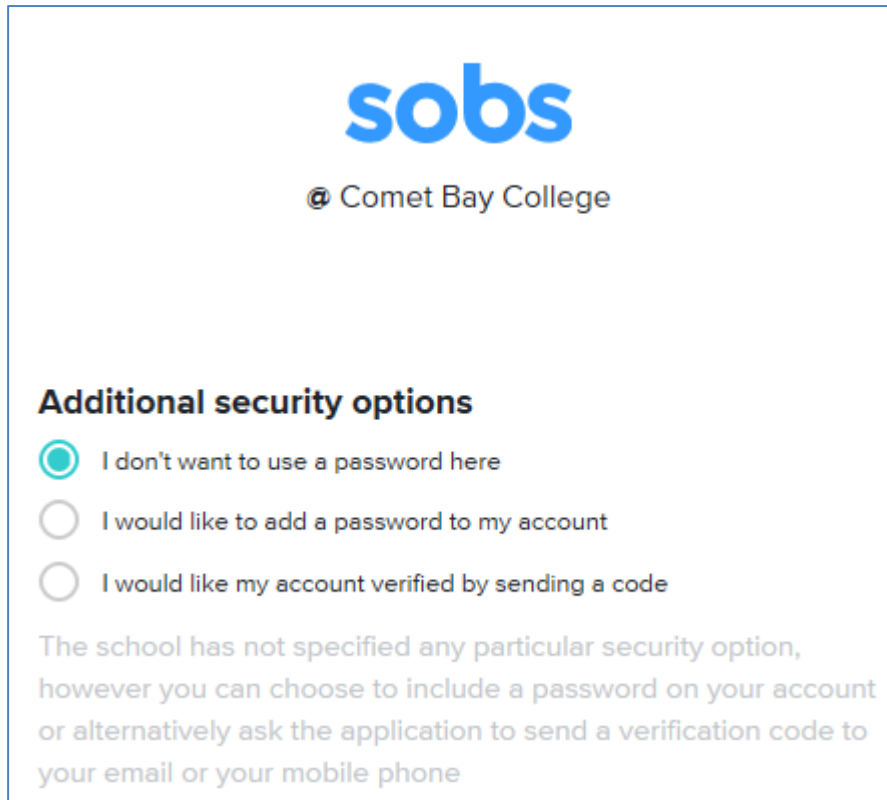
@ Comet Bay College

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

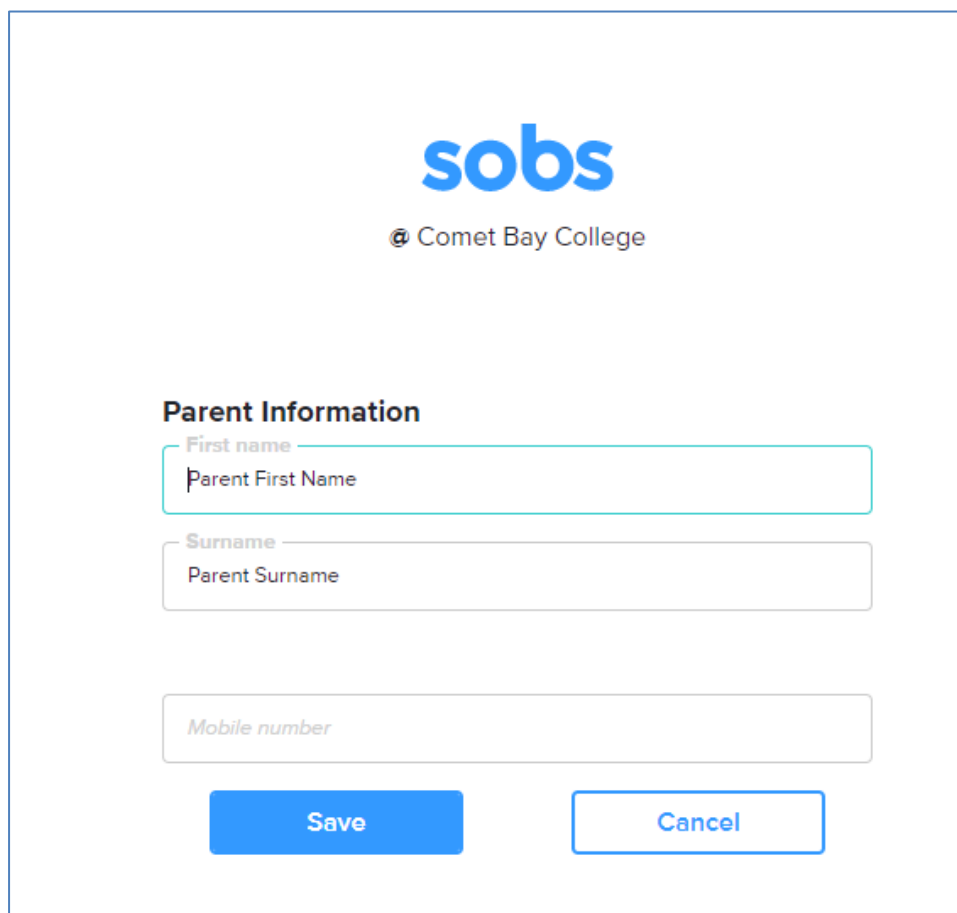
Next

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.



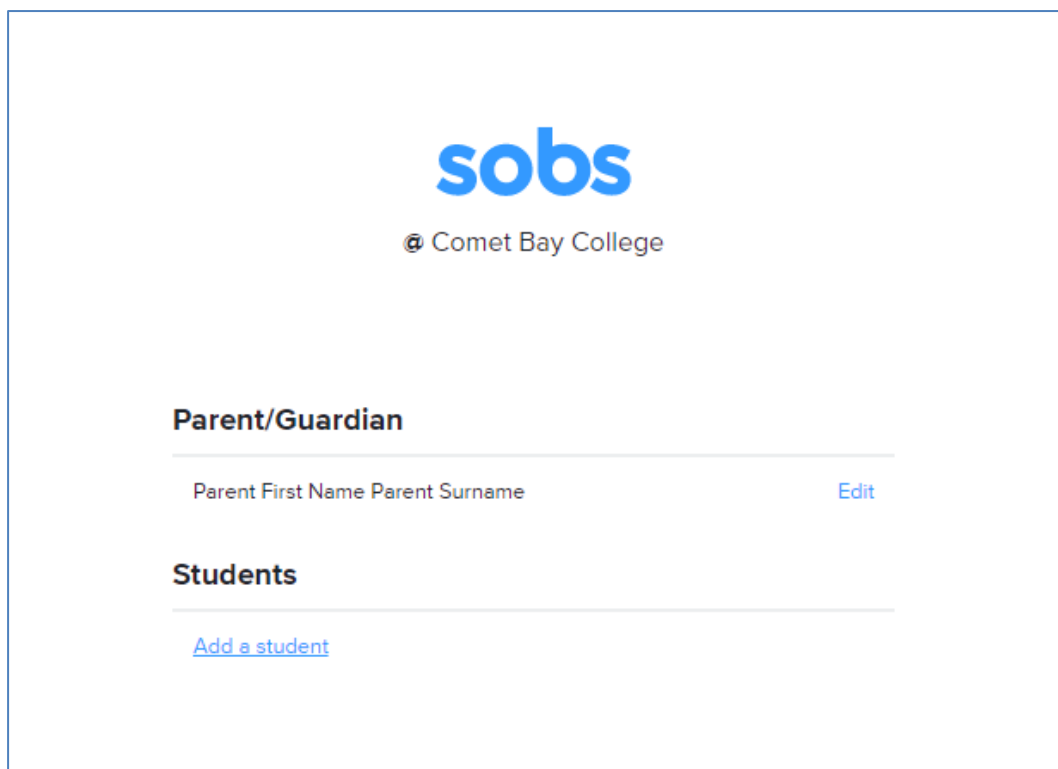
The screenshot shows the 'sobs' app interface for Comet Bay College. At the top is the 'sobs' logo in blue, followed by '@ Comet Bay College'. Below this is the heading 'Additional security options'. There are three radio button options: the first is selected and reads 'I don't want to use a password here', the second is 'I would like to add a password to my account', and the third is 'I would like my account verified by sending a code'. Below the options is a greyed-out explanatory text: '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, 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' with the text 'Parent First Name', 'Surname' with the text 'Parent Surname', and 'Mobile number'. At the bottom are two buttons: a blue 'Save' button and a white 'Cancel' button with a blue border.

4. Click 'Add a Student'



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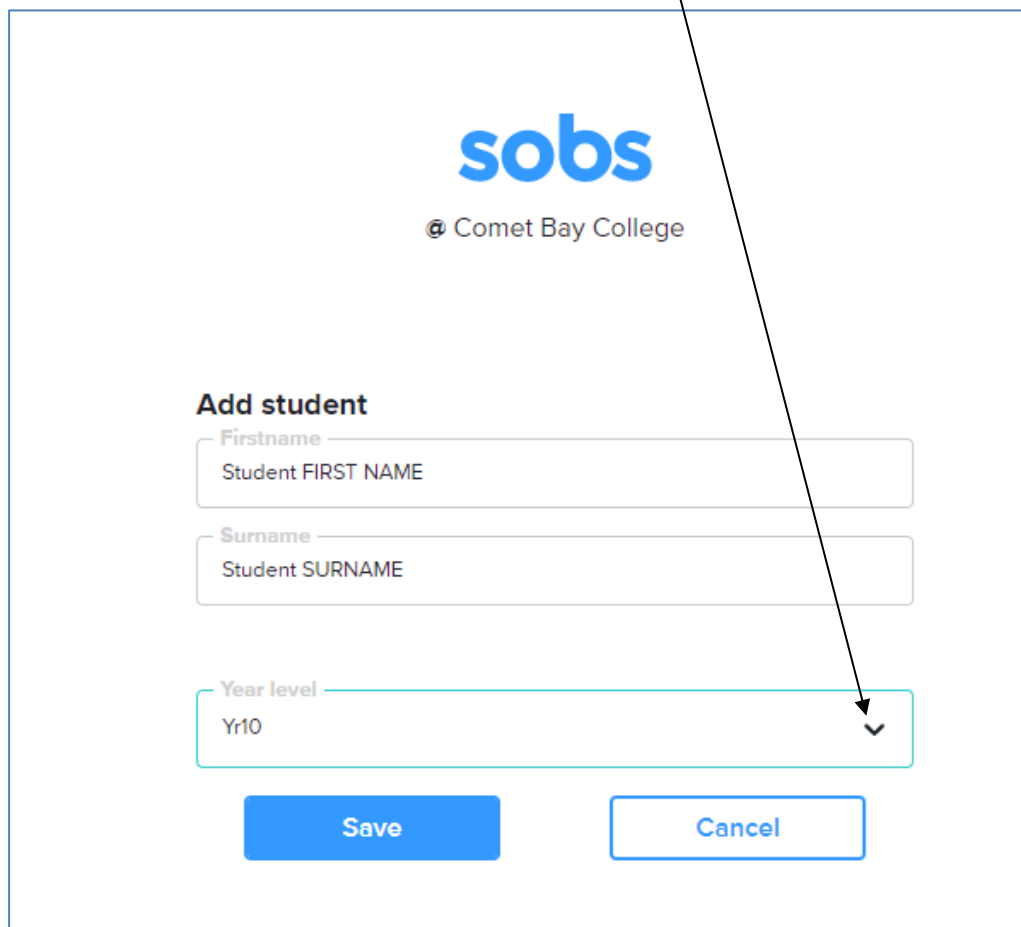
Parent/Guardian

Parent First Name Parent Surname [Edit](#)

Students

[Add a student](#)

5. Enter **Student First name, Surname** and **Year Level - Yr10** and click '**Save**'



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Add student

Firstname
Student FIRST NAME

Surname
Student SURNAME

Year level
Yr10

[Save](#) [Cancel](#)

6. Click on **'Year 10 Interviews – ATAR, GENERAL & FEE for SERVICE'** to make a booking – OR if choosing the **STEP Program**, you can make a **STEP** interview for Term 3.

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Parent/Guardian

Parent First Name Parent Surname [Edit](#)

Students

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

Year 10 Interviews - ATAR, GENERAL, FEE for SERVICE

Year 10 Interviews - STEP

[Add a student](#)

[Make a booking](#)

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Parent/Guardian

Parent First Name Parent Surname [Edit](#)

Students

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

Year 10 Interviews - ATAR, GENERAL, FEE for SERVICE

Year 10 Interviews - STEP

[Add a student](#)

[Make a booking](#)

7. Select the Staff member – **choose ATAR, GENERAL OR FEE for SERVICE Course Counsellor.**
8. If applying for the STEP program - select '**Year 10 Interviews – STEP**' (above) and **choose a STEP Course Counsellor.**

The screenshot shows the 'sobs' logo at the top, followed by 'Comet Bay College'. The main heading is 'Year 10 Interviews - ATAR, GENERAL, FEE for SERVICE'. Below this, it says 'Select just one staff member from the list below.' and 'Select staff for Student First Name Student Surname'. There are 15 staff members listed in buttons, each with their name and program type. At the bottom, there are 'Next' and 'Cancel' buttons.

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Year 10 Interviews - ATAR, GENERAL, FEE for SERVICE

Select just one staff member from the list below.

Select staff for Student First Name Student Surname

Jane Bryer - FEE for SERVICE/STEP Phil Casas - GENERAL Kerry Cross - ATAR Bridget De Silva - FEE for SERVICE/STEP Nadia Hall - ATAR
Joanna Harmer - GENERAL Susan Harrison - ATAR Tricia Miels Michelle Statham - GENERAL Linda Thain - GENERAL Ben Treasure - GENERAL
Aimee Vukman - GENERAL Melissa Webb - ATAR Michelle Wood - ATAR

Next Cancel

9. click '**Next**':

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

The screenshot shows the 'sobs' logo at the top, followed by 'Comet Bay College'. The main heading is 'Year 10 Interviews - ATAR, GENERAL, FEE for SERVICE - 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 'Save' and 'Back' buttons. The date 'Monday 21-06-2021' is displayed, along with the staff member 'Phil Casas - GENERAL'. At the bottom, there is a blue bar with the time '08:45am' and the student name 'Student First Name Student Surname'.

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Year 10 Interviews - ATAR, GENERAL, FEE for SERVICE - booking for Student First Name Student Surname

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

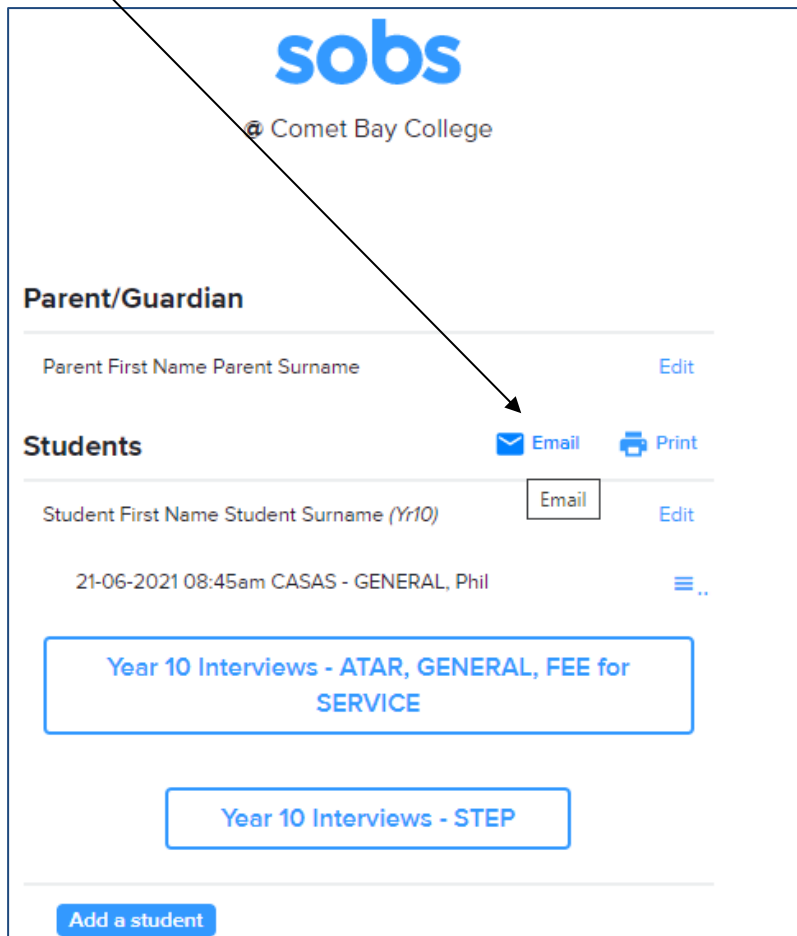
Save Back

Monday 21-06-2021

Phil Casas - GENERAL

08:45am
Student First Name Student Surname

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



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

13. 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**.*

Other options - Deleting a booking

1. To delete a booking, click the ☰ icon and click **'delete this booking'**
2. To make another booking for a different time, simply click on your interview booking preference below and make another booking.

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Parent/Guardian

Parent First Name Parent Surname [Edit](#)

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

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

21-06-2021 08:45am CASAS - GENERAL, Phil ☰

Year 10 Int SERVICE

Year 10 Interviews - STEP

[Add a student](#)