

INSTRUCTIONS BOOKING AN INTERVIEW PARENT TEACHER INTERVIEWS

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:

sobs	
@ Comet Bay College	
Enter your email address Parent@email.com	
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 <u>go with the first option</u>, it is the simplest.

sobs
ø 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':

SO @ Comet E	Bay College
Parent Information First name Parent First Name Sumame	
Parent Surname Mobile number	
Save	Cancel

4. Click 'Add a Student'

	SObS @ Comet Bay College	
	Parent/Guardian	
	Parent First Name Parent Surname E	Edit
:	Students	
	<u>Add a student</u>	

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



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



 CLICK on the date/time slot/s you wish to book. Appointments are made for 10 minute blocks only. Your child's FULL NAME will appear in the allocated appointment slot. You must click <u>SAVE</u>

Parent Teacher I	nterviews - 1 August 2	2023 - booking f	or Student First
Name Student S	urname		
Click a time slot to book, click a booked time :	slot to delete		Save Back
	Tuesday 01-0	08-2023	
Charlotte Aiberti <i>(Q109)</i>	Tara Armstrong (Student Support Office)	Luke Ash <i>(N208, N209)</i>	Melissa Barnier (N104, N105)
01:30pm 10mins	01:30pm 10mins	01:30pm 10mins	01:30pm 10mins
01:40pm 10mins	01:40pm 10mins	01:40pm 10mins	01:40pm 10mins
01:50pm 10mins	01:50pm 10mins	01:50pm 10mins	01:50pm 10mins

8. You can Print or Email your interview schedule.

SOBS @ Comet Bay College				
'arent/Guardian				
Parent First Name Parent Surname	Edit			
itudents 🔛 Email	🖶 Print			
Student First Name Student Surname (Yr8)	Edit			
Tuesday 01-08-2023 01:30pm AIBERTI, Charlotte	=			
Tuesday 01-08-2023 01:40pm ARMSTRONG, Tara	=			
Tuesday 01-08-2023 02:00pm ASH, Luke	=			
Tuesday 01-08-2023 02:10pm BARNIER, Melissa	=			