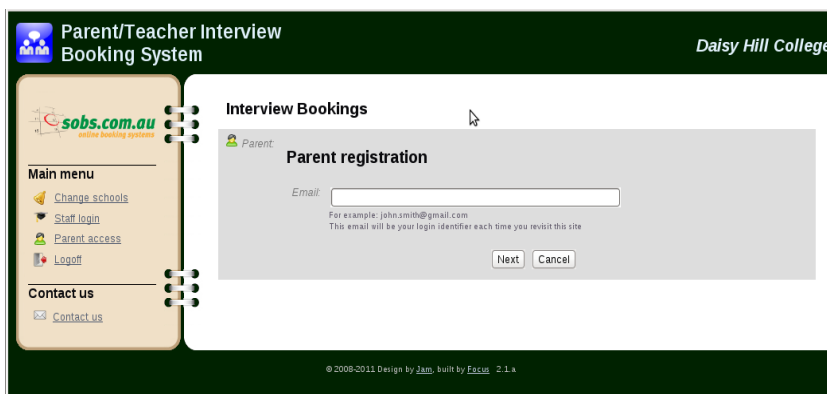


# How to book your Parent/Teacher interviews

**NOTE:** Information entered into this booking system is outside of the school's network and therefore under the privacy information policy of the website sobs.com.au – their policy states that they will not disclose this information to any other party, and nor will the information be used for any other purpose than managing these interviews.

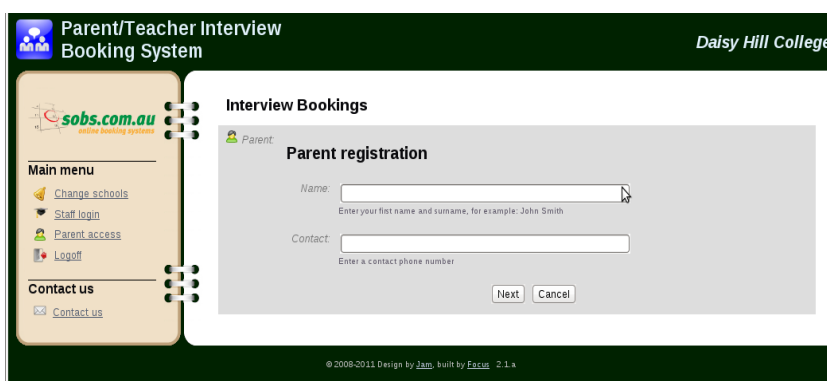
1. Visit the school website and click on the link for 'Parent/Teacher interviews'

2. Type in your **email address**



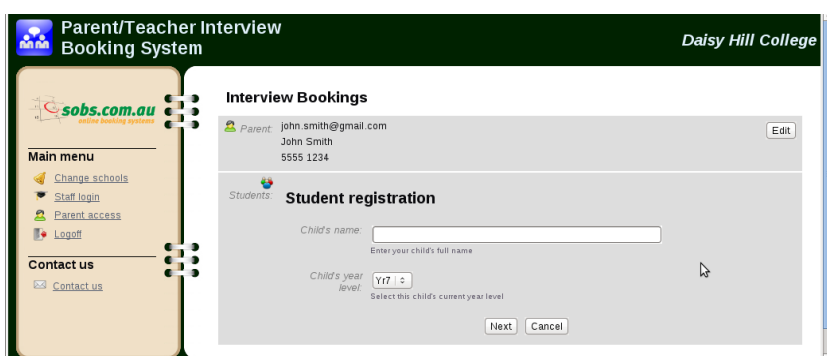
The screenshot shows the 'Parent/Teacher Interview Booking System' interface for Daisy Hill College. The main menu on the left includes 'Change schools', 'Staff login', 'Parent access', and 'Logoff'. The 'Parent registration' form is active, with an 'Email' field containing 'john.smith@gmail.com'. Below the field, it says 'For example: john.smith@gmail.com' and 'This email will be your login identifier each time you revisit this site'. 'Next' and 'Cancel' buttons are at the bottom.

3. Enter your **name** and **contact details**



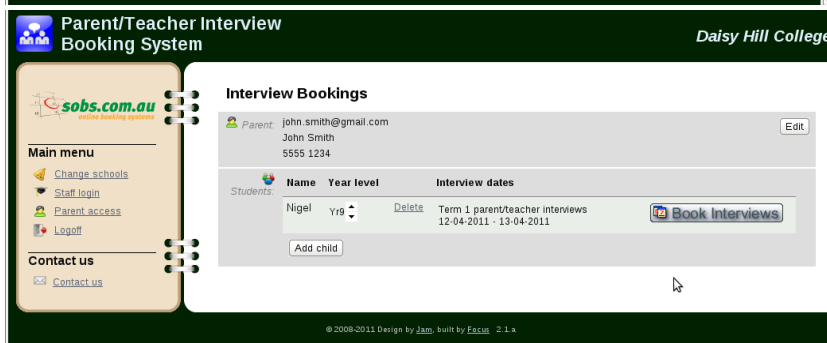
The screenshot shows the 'Parent registration' form with the 'Name' field filled with 'John Smith' and the 'Contact' field filled with '5555 1234'. The text below the name field says 'Enter your first name and surname, for example: John Smith'. The text below the contact field says 'Enter a contact phone number'. 'Next' and 'Cancel' buttons are at the bottom.

4. Enter your **child's full name** and select **year level** from the drop down menu



The screenshot shows the 'Student registration' form. The 'Parent' information is pre-filled: 'john.smith@gmail.com', 'John Smith', and '5555 1234'. The 'Child's name' field is empty, with the text 'Enter your child's full name' below it. The 'Child's year level' dropdown menu is set to 'Yr7', with the text 'Select this child's current year level' below it. 'Next' and 'Cancel' buttons are at the bottom.

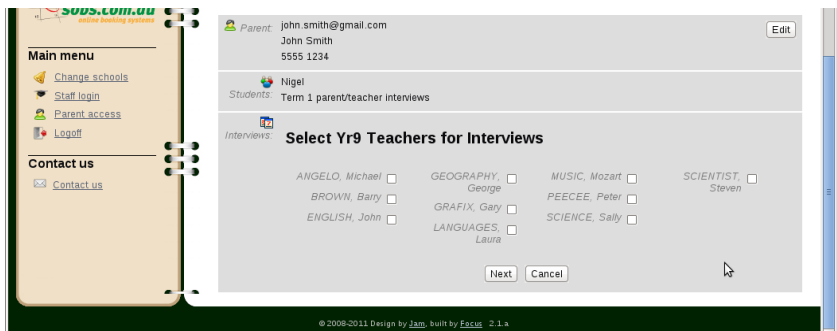
5. Click on the **'Book Interviews'** box to book your interviews



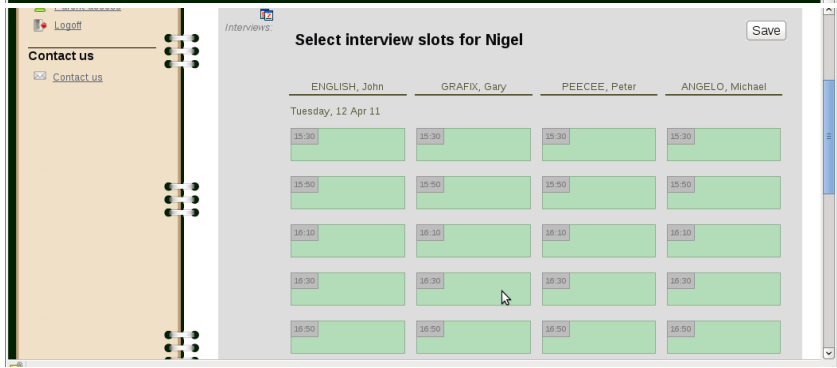
The screenshot shows the final booking confirmation screen. The 'Parent' information is pre-filled. The 'Students' table has one row: 'Nigel', 'Yr9', 'Delete', and 'Term 1 parent/teacher interviews 12-04-2011 - 13-04-2011'. A 'Book Interviews' button is next to the date range. An 'Add child' button is at the bottom left.

Name	Year level		Interview dates	
Nigel	Yr9	Delete	Term 1 parent/teacher interviews 12-04-2011 - 13-04-2011	Book Interviews

- Select all teachers you require interviews with by ticking the box



- Scroll and select available slots with each staff member. The green slots are available. Gray slots are unavailable. As you click slots they will turn pink and your child's name will appear in the slot. You will only be able to book once with each teacher, and only once in each time slot. Ideally you want to select interview slots that are chronological so that you can move from one interview to the next without having to wait around. Once you have selected your interview slots click the 'Save' button.



- Once selected you have the option of **emailing** or **printing** your interview booking times. If you select the email option the schedule is sent to the email address you initially entered

