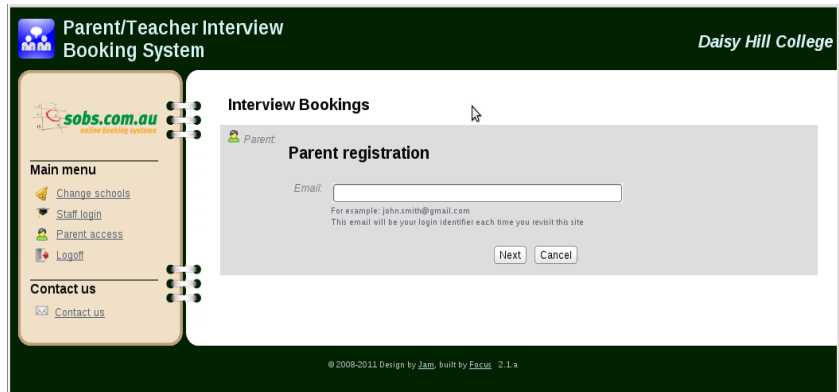


# How to book your Parent/Teacher interviews

**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.

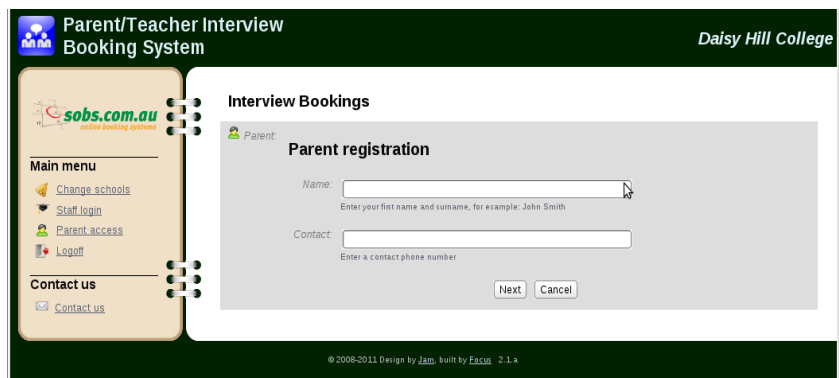
1. Visit the school website and click on the link for 'Parent/Teacher interviews'

2. Type in your **email address**



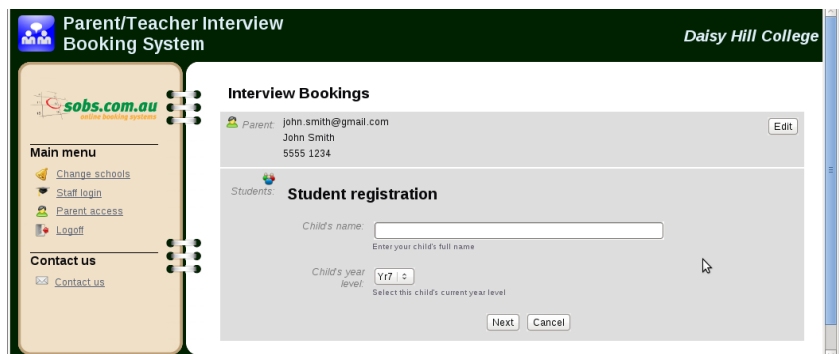
The screenshot shows the 'Parent/Teacher Interview Booking System' interface for Daisy Hill College. The main menu on the left includes 'Change schools', 'Staff login', 'Parent access', and 'Logoff'. The 'Parent registration' form is displayed, with an 'Email' field containing 'john.smith@gmail.com'. 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'. There are 'Next' and 'Cancel' buttons at the bottom of the form.

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'. Below the fields, it says 'Enter your first name and surname, for example: John Smith' and 'Enter a contact phone number'. There are 'Next' and 'Cancel' buttons at the bottom of the form.

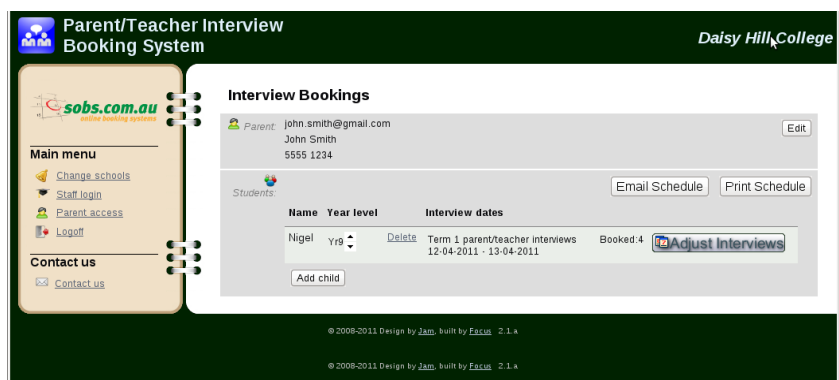
4. Enter your **child's full name** and select **year level** from the drop down menu



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

5. If your child's name already appears in this list, check the **year level** and adjust this as necessary by **clicking the arrows**

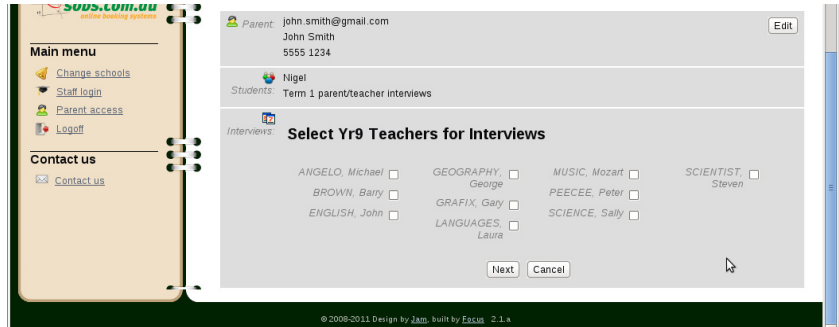
Click on the **Book Interviews** or **Adjust Interviews** button to book or change your interviews



The screenshot shows the 'Interview dates' table. The table has columns for 'Name', 'Year level', 'Interview dates', and 'Booked'. The first row shows 'Nigel', 'Yr7', 'Delete', 'Term 1 parent/teacher interviews', '12-04-2011 - 13-04-2011', and 'Booked: 4'. There is an 'Adjust Interviews' button next to the 'Booked: 4' text. There are also 'Email Schedule' and 'Print Schedule' buttons above the table. An 'Add child' button is at the bottom left of the table area.

Name	Year level	Interview dates	Booked
Nigel	Yr7	Delete Term 1 parent/teacher interviews 12-04-2011 - 13-04-2011	Booked: 4

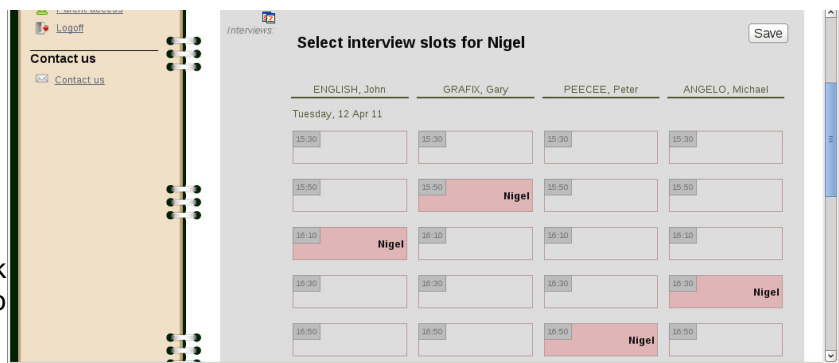
6. Select all teachers you require interviews with by **ticking the boxes**



7. Scroll and select available slots with each staff member. The green slots are available. Gray slots are unavailable. As you **click a green slot** it will turn pink and your child's name will appear in that time. 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



If you **change your mind** click the pink slot and it will revert to green allowing you to choose a different time slot



8. Once saved you will 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