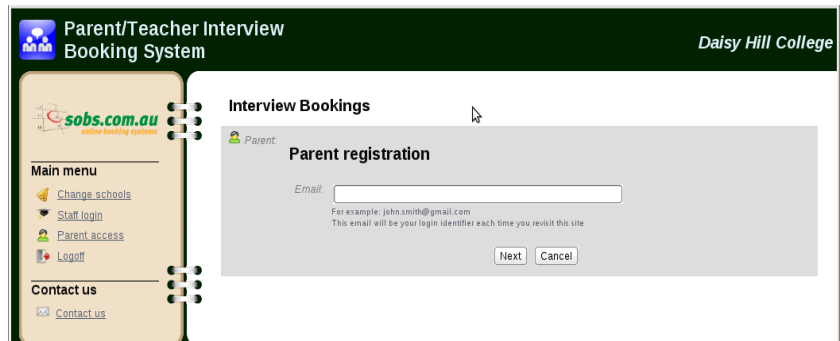


How to book your Parent/Teacher interviews

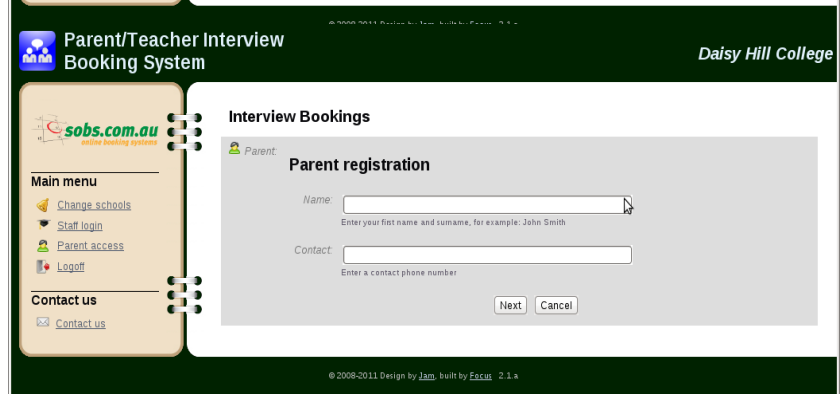
NOTE: Information entered into this booking system is outside of the school's network and therefore under the privacy information policy of the website sobs.com.au – their policy states that they will not disclose this information to any other party, and nor will the information be used for any other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



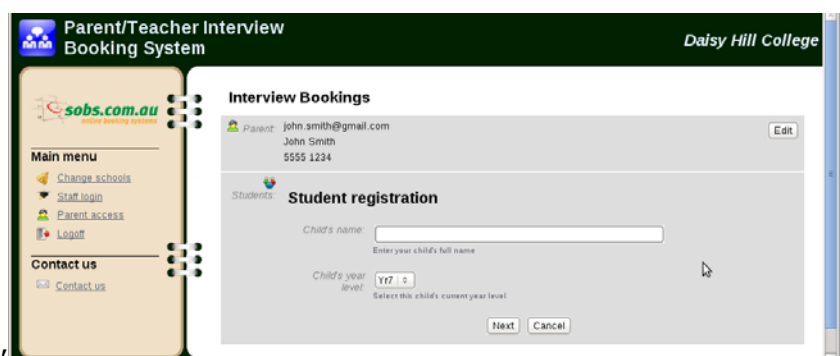
The screenshot shows the 'Parent registration' form. The page title is 'Parent/Teacher Interview Booking System' and the school name is 'Daisy Hill College'. The main menu on the left includes 'Change schools', 'Staff login', 'Parent access', and 'Logout'. The 'Parent registration' form has an 'Email' field with a placeholder 'For example: john.smith@gmail.com' and a note 'This email will be your login identifier each time you revisit this site'. There are 'Next' and 'Cancel' buttons at the bottom.

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



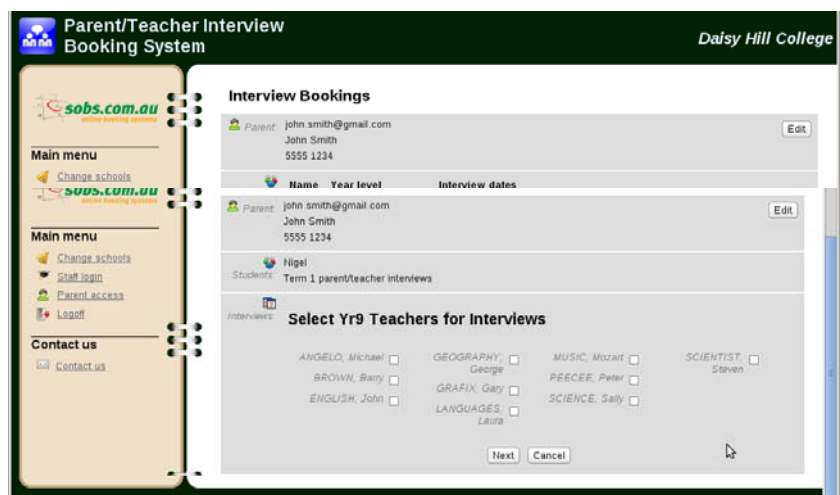
The screenshot shows the 'Name' and 'Contact' fields. The 'Name' field has a placeholder 'Enter your first name and surname, for example: John Smith'. The 'Contact' field has a placeholder 'Enter a contact phone number'. There are 'Next' and 'Cancel' buttons at the bottom. The footer text reads '© 2008-2011 Design by Jam, built by Escal, 2.1.x'.

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 has a placeholder 'Enter your child's full name'. The 'Child's year level' dropdown menu is set to 'Yr7'. There are 'Next' and 'Cancel' buttons at the bottom.

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



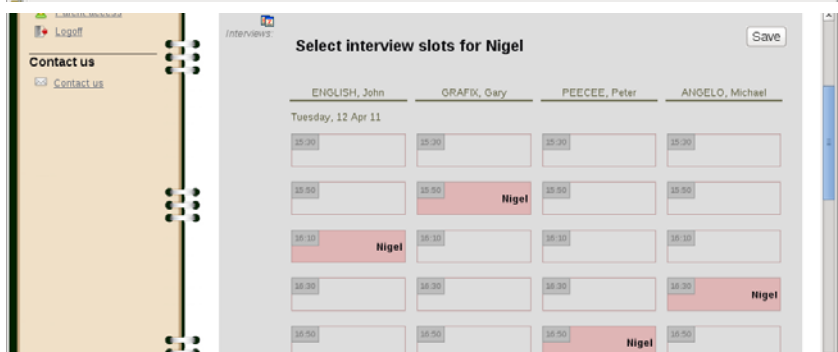
The screenshot shows the 'Select Yr9 Teachers for Interviews' form. The 'Parent' information is pre-filled. The 'Students' section shows 'Nigel' and 'Term 1 parent/teacher interviews'. The 'Interviews' section has a table of teachers with checkboxes:

Name	Year level	Interview dates
ANGLO, Michael		
BROWN, Barry		
ENGLISH, John		
GEOGRAPHY, George		
GRAFIX, Gary		
LANGUAGES, Laura		
MUSIC, Mozart		
PEECE, Peter		
SCIENCE, Sally		
SCIENTIST, Steven		

There are 'Next' and 'Cancel' buttons at the bottom. The footer text reads '© 2008-2011 Design by Jam, built by Escal, 2.1.x'.

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

7. 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.



8. 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

