How to book your Parent / Teacher Interview

1 - Click on the following link

2 - Enter a valid email address

3 - Enter your full name

4 - Enter your child’s full name
   Select their current year level then click ‘Next’

5 - To add additional children, click ‘Add Child’ and repeat Step 4

6 - Click on the ‘Book Interviews’ button beside each child in turn

7 -

   K-6: Select your child’s teacher for interviews. Skip to Step 9

   7-12: Select all the Subjects you would like to see teachers for then click ‘Next’

PLEASE NOTE: Information entered into this booking system is outside of the school’s network and therefore under the privacy information policy of [www.sobs.com.au](http://www.sobs.com.au) – Their policy states that they will not disclose this information to any other party, nor will the information be used for any other purpose than managing these interviews.
8 - Select the appropriate teacher for your child then click ‘Next’

9 - Find an available (green) slot with each teacher and click on it to make your booking.

10 - As you click slots they will turn pink with your child’s name appearing in the slot.

   *Ideally you want to select interview slots that are chronological so that you can move from one interview to the next.*

   When you are finished click ‘Save’ found near the top and bottom of the page.

11 - Once you have booked all your interviews you have the option to email* or print a copy of your booking times.

   *email address entered in Step 2*