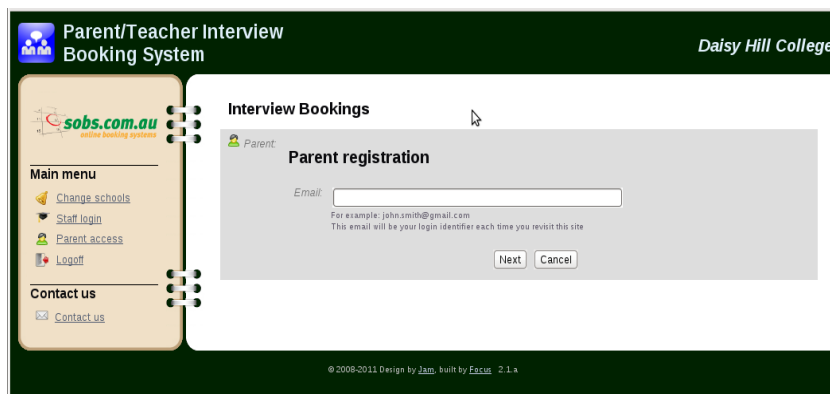


# How to book your Parent/Teacher interviews

**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.

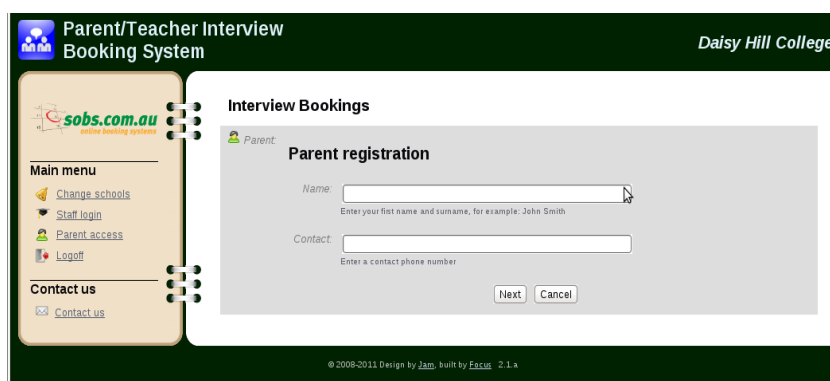
Direct link to Tumut Public School SOBS Interviews – <https://sobs.com.au/pt/parent.php?schoolid=1251>

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. On the left is a sidebar with a 'Main menu' containing links for 'Change schools', 'Staff login', 'Parent access', and 'Logout', and a 'Contact us' section with a 'Contact us' link. The main content area is titled 'Interview Bookings' and shows the 'Parent registration' form. The form has an 'Email' field with a placeholder example 'john.smith@gmail.com' and a note stating '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. The footer indicates '© 2008-2011 Design by Jam, built by Facus 2.1.a'.

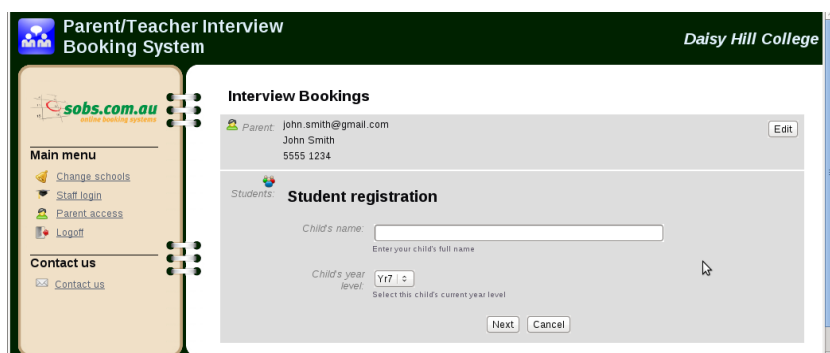
3. Enter your **name** and **contact details**



This screenshot shows the 'Parent registration' form with the 'Name' and 'Contact' fields added. 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'. 'Next' and 'Cancel' buttons are at the bottom. The sidebar and footer are identical to the previous screenshot.

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

Repeat for each child



This screenshot shows the 'Student registration' form. The 'Parent' information is pre-filled: 'john.smith@gmail.com', 'John Smith', and '5555 1234', with an 'Edit' button. The 'Students' section has a 'Child's name' field with a placeholder 'Enter your child's full name' and a 'Child's year level' dropdown menu currently set to 'Yr7'. A note says 'Select this child's current year level'. 'Next' and 'Cancel' buttons are at the bottom. The sidebar and footer are identical to the previous screenshots.

- 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

- Select the teacher you require an interview with by **ticking the box against their name**

Then repeat this for each child

- 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

- 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