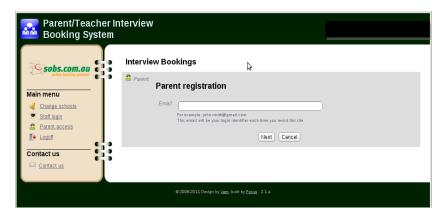


## How to book your Parent/Teacher Interviews Thursday 1st August, 2019

The booking system (SOBS) will be accessible from Monday 22<sup>nd</sup> July, 2019 at 8:30am through to Wednesday 31<sup>st</sup> July, 2019 (Midnight).

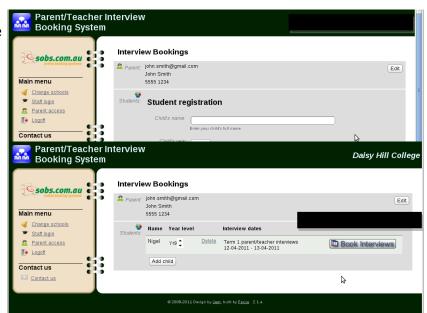
- 1. In your web browser type in the flowing link: <a href="https://sobs.com.au/pt/parent.php?schoolid=224">https://sobs.com.au/pt/parent.php?schoolid=224</a> and click on the link for 'Parent/Teacher Interviews'
- 2. Type in your **email address**



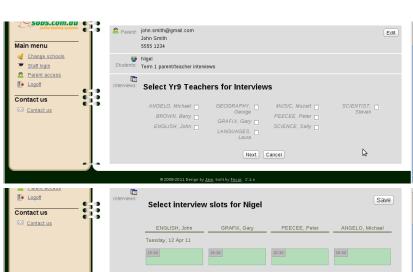
3. Enter your **name** and **contact details** 



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



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



Select interview slots for Nigel

15:30

15:50

16:10

16:30

16:50

PEECEE, Peter

15:30

15:50

16:10

16:30

Nigel 16:50

15:30

16:10

16:30

Save

Nigel

16:30

15:30

15:50

16:10

16:30

16:50

6. 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

7. 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

**I** Logoff

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