

How to book your 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 'Online Booking - Sobs' at the bottom of the site.

2. Type in your **email address**



The screenshot shows the 'Parent/Teacher Interview Booking System' interface for Daisy Hill College. The main content area is titled 'Interview Bookings' and contains a 'Parent registration' form. The 'Email' field is filled with 'john.smith@gmail.com'. Below the form are 'Next' and 'Cancel' buttons. A sidebar on the left contains a 'Main menu' with links for 'Change school', 'Settings', 'Book interviews', and 'Logout', and a 'Contact us' section with a 'Contact Us' link.

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 '999 1234'. The 'Next' and 'Cancel' buttons are visible 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 'Child's name' field is filled with 'John Smith' and the 'Child's year level' dropdown menu is set to 'Y17'. The 'Next' and 'Cancel' buttons are visible at the bottom.

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 Bookings' page with a list of interviews. The 'Adjust Interviews' button is highlighted. The table below shows the details of the interview.

Name	Year level	Interview dates
John Smith	Y17	Term 1 parent/teacher interviews 12-04-2011 - 13-04-2011

Buttons for 'Email Schedule' and 'Print Schedule' are also visible. The 'Adjust Interviews' button is located at the bottom right of the table.

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