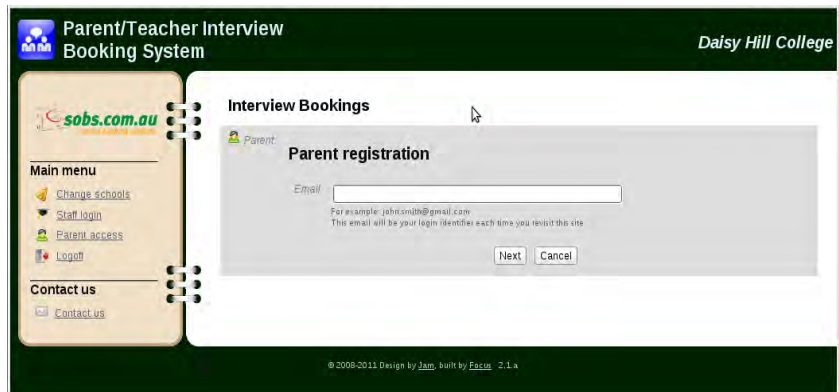# How to book your Parent/Teacher interviews

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.
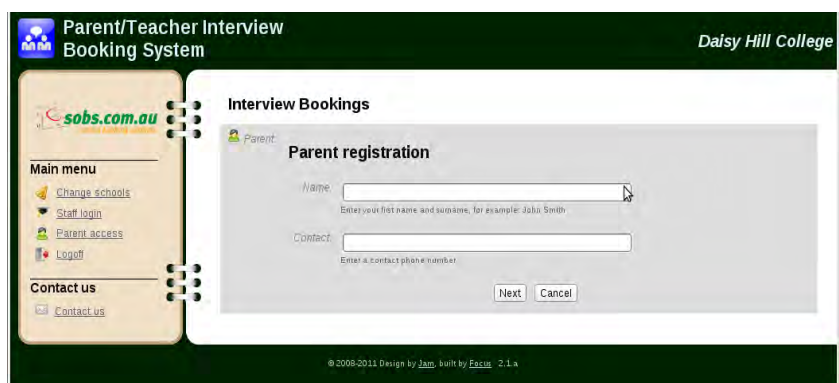
1. Visit the school website and click on the link for 'Parent/Teacher interviews'

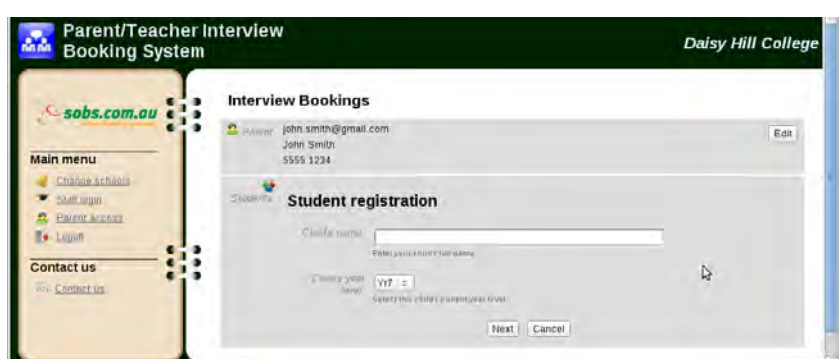2. Type in your **email address**

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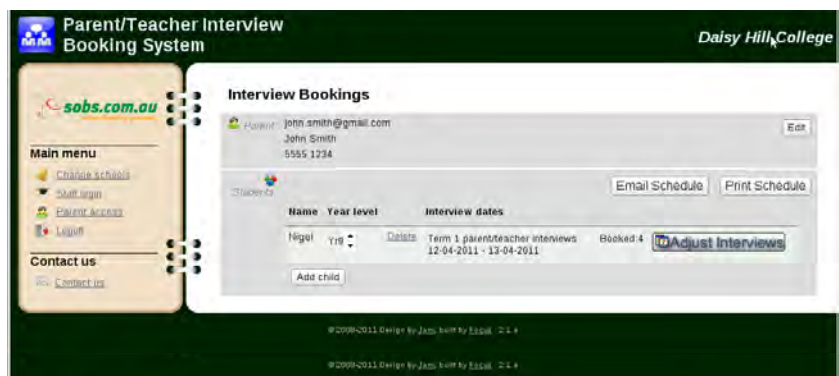
4. Enter your **child's full name** and select **year level** from the drop down menu

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

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
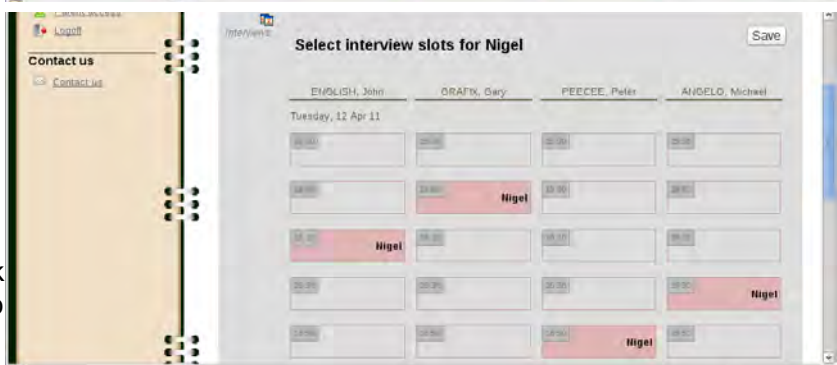
8. Once saved you will have the option of **emailing** or **printing** your interview booking times. If you select the email option the schedule is sent to the email address you initially entered