

How to book your 3-Way Conferences (Parent/Teacher/Student 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**

The screenshot shows the 'Parent/Teacher Interview Booking System' interface for Daisy Hill College. On the left is a 'Main menu' with links for 'Change schools', 'Staff login', 'Parent access', and 'Logoff'. The main content area is titled 'Interview Bookings' and shows a 'Parent registration' form. The form has an 'Email' input field with a placeholder example 'john.smith@gmail.com'. Below the input field are 'Next' and 'Cancel' buttons. The footer indicates the design is by Jam, built by FOCUS, version 2.1.3.

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

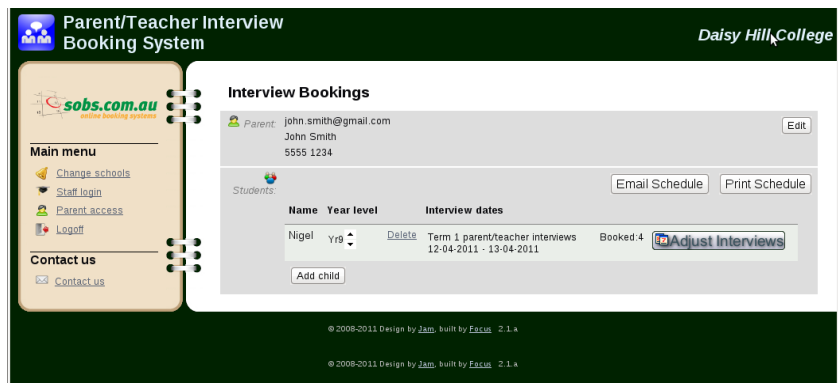
This screenshot shows the 'Parent registration' form with two additional input fields: 'Name' and 'Contact'. The 'Name' field has a placeholder example 'John Smith'. The 'Contact' field has a placeholder example '5555 1234'. 'Next' and 'Cancel' buttons are at the bottom. The footer remains the same as the previous screenshot.

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

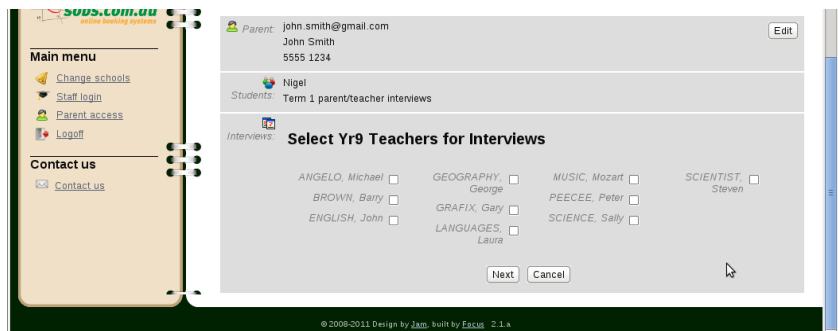
This screenshot shows the 'Student registration' form. The parent's information is pre-filled: 'John.smith@gmail.com', 'John Smith', and '5555 1234', with an 'Edit' button. The 'Student registration' section has a 'Child's name' input field and a 'Child's year level' dropdown menu with 'Yr7' selected. 'Next' and 'Cancel' buttons are at the bottom. The footer remains the same.

- 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

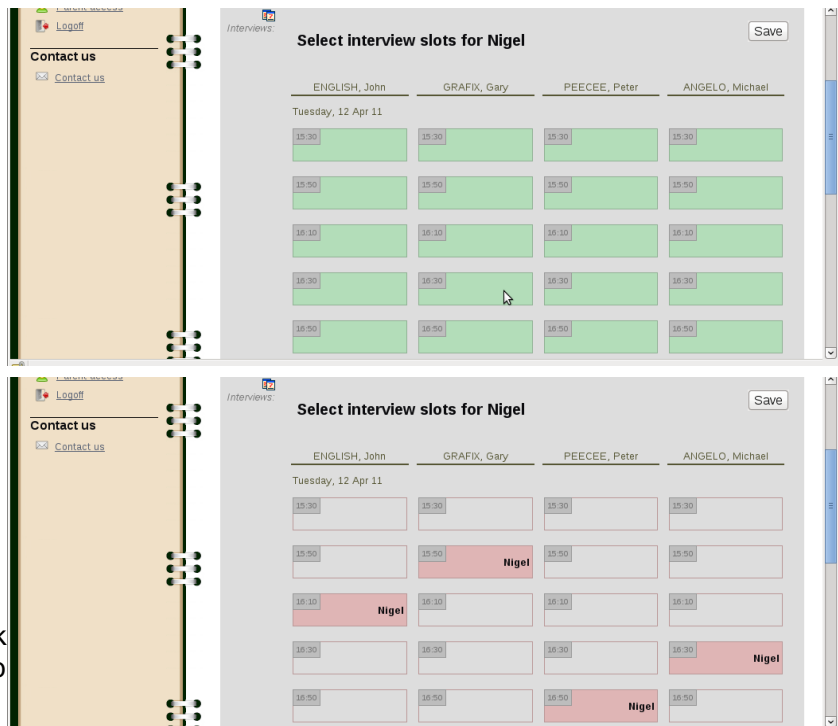


- Select all teachers you require interviews with by **ticking the boxes**



- 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