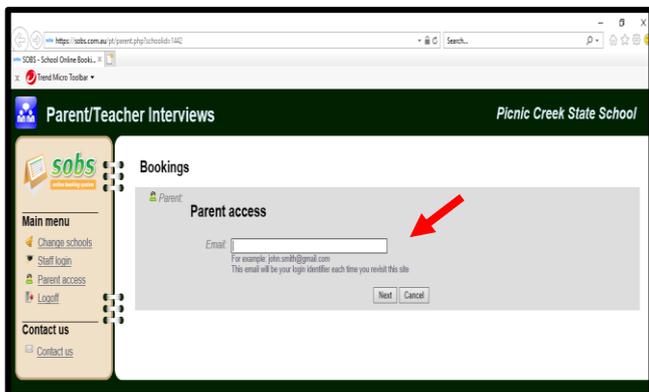


PARENT TEACHER INTERVIEW - BOOKING SYSTEM INSTRUCTIONS

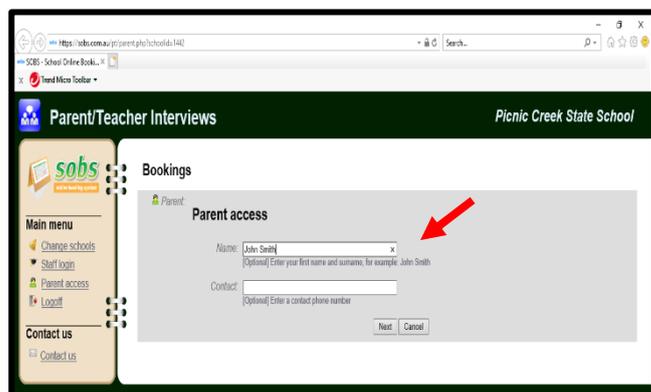
SOBS (School Online Booking System) - use the link below. This link is also available on the homepage of the school website (www.picniccreekss.eq.edu.au).

<https://sobs.com.au/pt/parent.php?schoolid=1442>

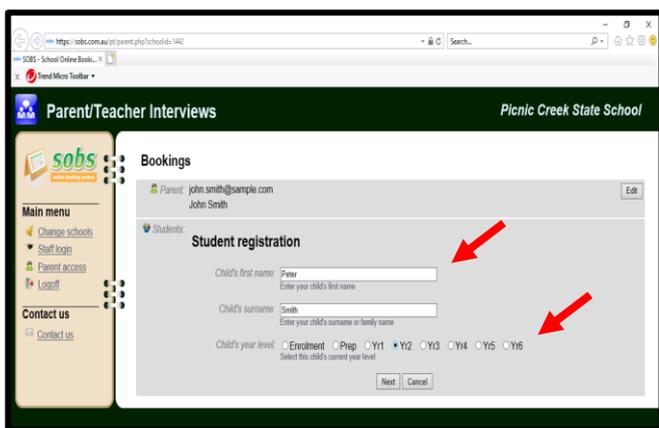
1. Type your email address then click 'next' (if you don't want to use an email address use your name – whatever you enter into this field is used to search for or amend your bookings at a later date).



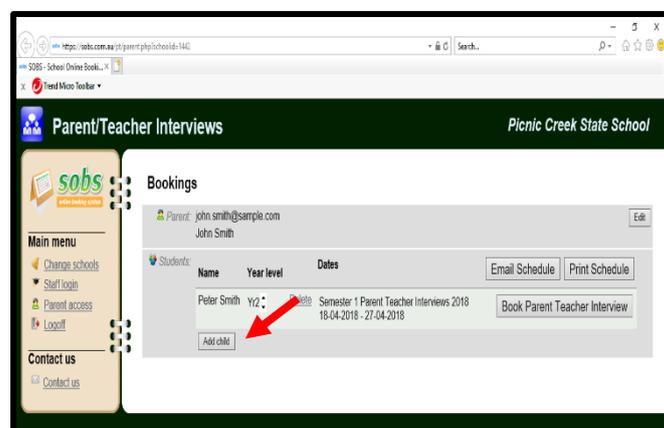
2. Enter your name (contact number not required) then click 'next'.



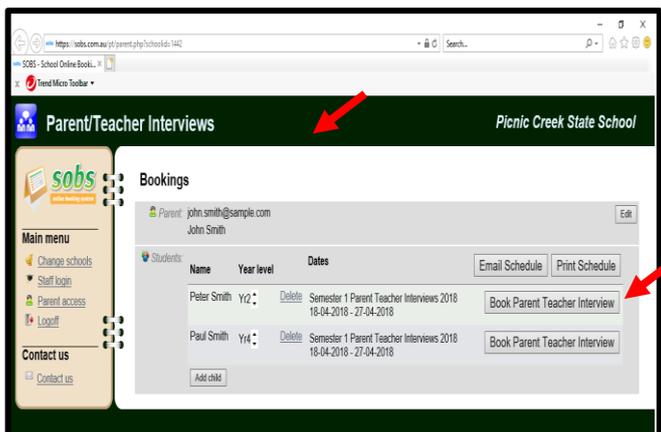
3. Enter your child's name, choose their year level and click 'next' (*if you have more than one child to book for then go to step 4. – if you are only booking for one child then go to step 5*).



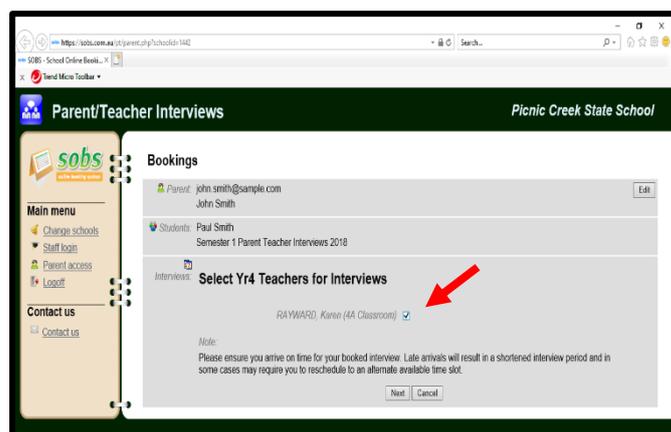
4. To add another child click 'add child' and follow same process as step 3.



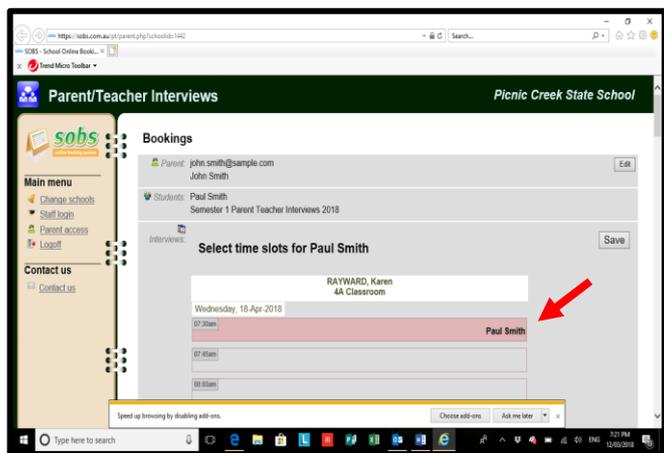
5. To book the first interview click 'Book Parent Teacher Interview'.



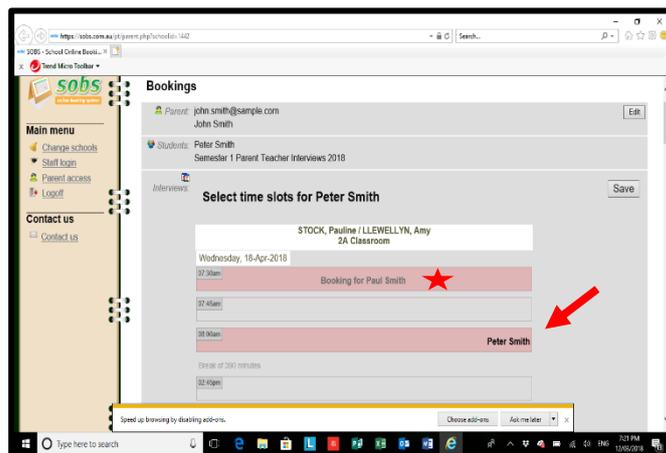
6. Select the teacher for the child and click 'next'.



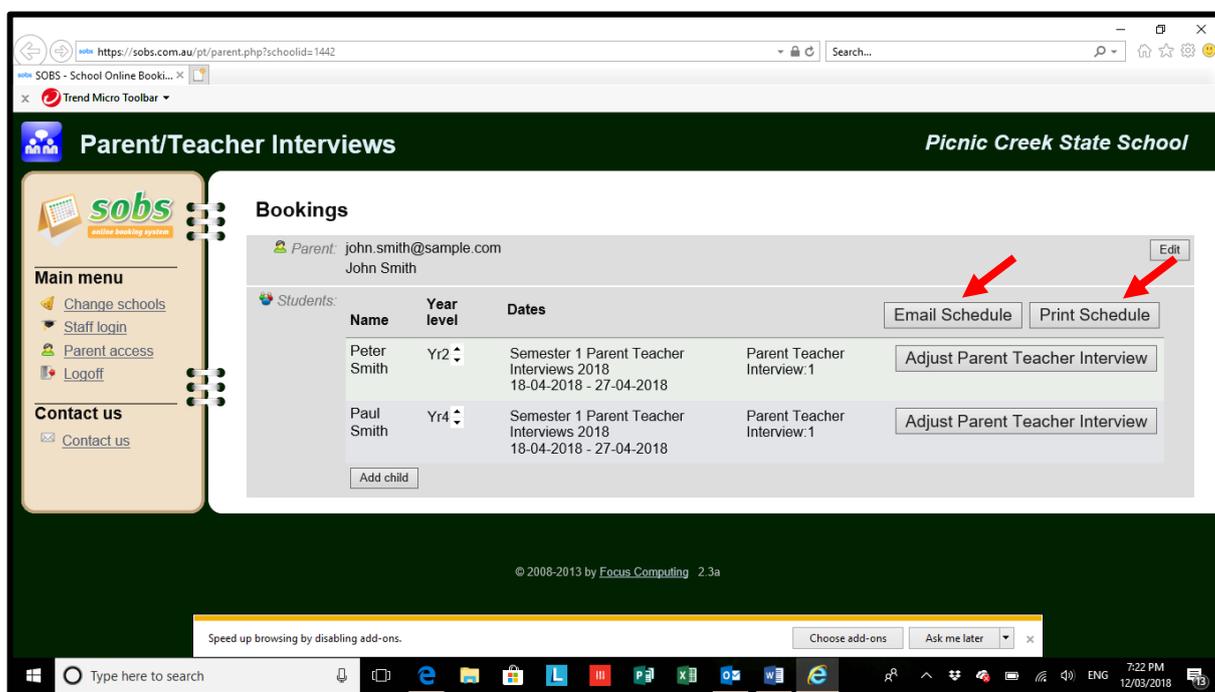
7. Choose your preferred day and time (your child's name will appear in that time slot) and click 'save'. **If you are only booking for one child go to step 9.**



8. Repeat the process for each child you need to book an interview for. ★ The system prevents you from booking interviews for different students at the same time.



9. After you have booked all interviews required you can print your interview schedule or email it to yourself.



Important notes

- You will be able to adjust your bookings while the system is open for parent bookings **i.e.** until midnight on Thursday 29 March. If you need to change your bookings after this date you will need to contact the relevant classroom teacher. *(the system will be in view only mode for parents from Friday 30 March until Thursday 27 April - so you can view your interview times but not make bookings)*
- If you need to book an interview outside the available times then please contact the classroom teacher.
- Teacher booking times will vary depending on the availability of the individual teacher.
- Bookings are strictly 15 minutes in length. Please arrive on time so you can get the full time available to you. If you arrive late it will result in a shorter interview period or possibly your interview needing to be re-booked so that the overall schedule can remain on time.
- If you do not have internet access to make a booking please contact the office on Ph 5671 9333. The admin team will be able to make a booking for you while the system is open for parent bookings.