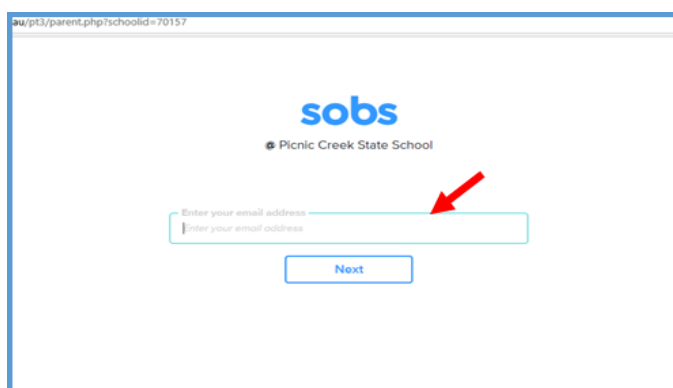


PARENT TEACHER INTERVIEW - BOOKING SYSTEM INSTRUCTIONS

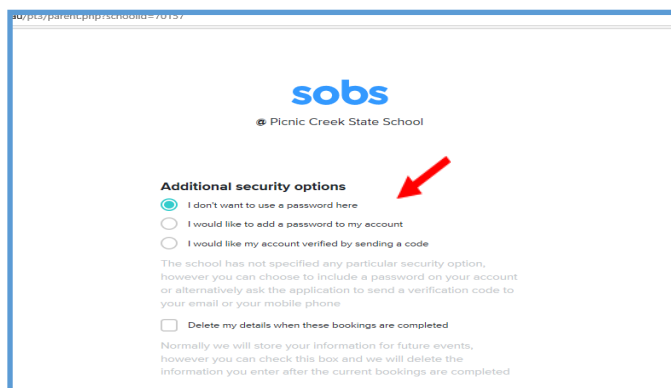
SOBS (School Online Booking System) - use the link below. This link is also available on the homepage of the school website (www.picniccreekss.eq.edu.au).

<https://eq.sobs.com.au/pt3/parent.php?schoolid=70157>

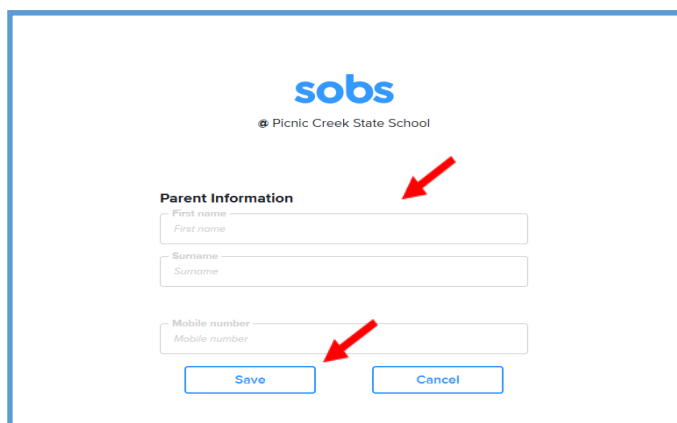
1. Type your email address the click 'next'. If you don't want to use an email address use your name, then type your first name and surname in place of an email address. **N.B. you need an email address to receive a reminder for your bookings.**



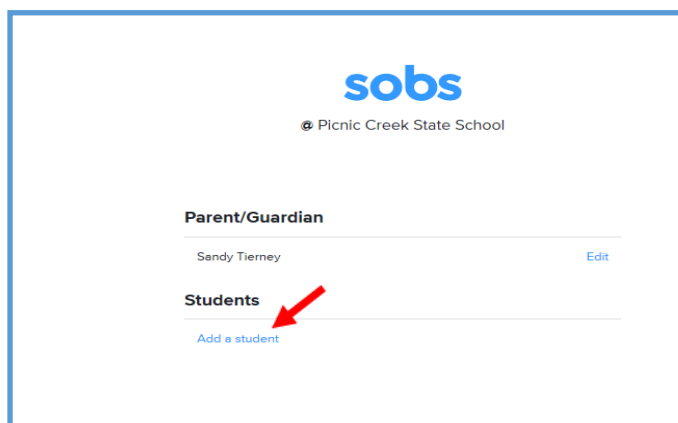
2. Choose the level of security you prefer for this site. Note - the option you choose can not be changed. If you are unsure, choose the first option as it is the simplest. Then click next. (first time users only will have this step)



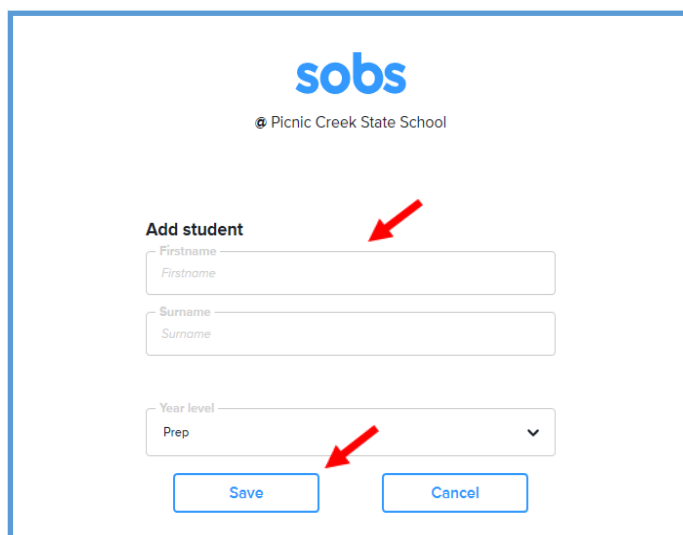
3. Parent information. Enter your first name, surname and mobile number then click 'save'.



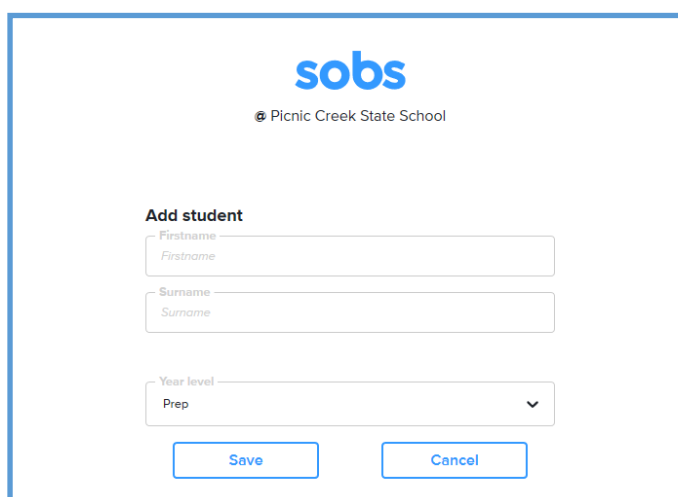
4. Add a student/students. Click on 'Add a student'.



5. Student details. Enter student first name, surname and year level. Then click 'save'.



6. If you have more than one child to book an interview for then repeat Step 5. for each child. If only booking for one child go to Step 7.



7. Book an interview time. Click on 'Term 1 Parent/Teacher Interview'.

The screenshot shows the sobs website for Picnic Creek State School. Under the 'Students' section, there is a button labeled 'Term 1 Parent/Teacher Interview'. A red arrow points to this button. The 'Parent/Guardian' section shows 'Sandy Tierney' with an 'Edit' link. The 'Students' section shows 'John Smith (Y3)' with an 'Edit' link.

8. Select the teacher. Click on the name of the teacher for your child then click 'next'.

The screenshot shows the 'Select staff for John Smith' screen. It lists four teachers: Penny Maher, Tim Stark, Logan Swain, and Natalie Wilkes. A red arrow points to the 'Next' button at the bottom. There is also a 'Cancel' button on the right.

9. Select an interview time. Click on the date and time you prefer then click 'save'. **N.B. Repeat step 7 to 9 for each child.**

The screenshot shows the 'Tuesday 26-03' booking screen for Penny Maher. It lists three time slots: 02:45pm, 03:00pm, and 03:15pm. A red arrow points to the 'Save' button. There is also a 'Back' button.

10. Bookings list. Your bookings can be printed or emailed. Click on your preferred method. When you are finished booking simply close the browser page. There is no 'log off' feature as such.

The screenshot shows the 'Bookings list' screen. It displays a message: 'A list of your bookings have been sent to sandra.tierney@bigpond.com'. Below this, it shows the 'Parent/Guardian' section with 'Sandy Tierney' and the 'Students' section with 'John Smith (Y3)'. There are 'Email' and 'Print' buttons. A red arrow points to the 'Email' button. At the bottom, it shows the booking details: '26-03-2019 02:45pm MAHER, Penny'.

Important notes

- You will receive a reminder email 24 hours prior to your booked interview time (only if you have entered an email address in step 1.)
- You will be able to adjust your bookings while the system is open for parent bookings i.e. until 24 hours prior to the date of your booking. If you need to change your bookings after this time you will need to contact the relevant classroom teacher.
- 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.