How to Book a Parent Teacher Interview:

1. Go to:

https://eq.sobs.com.au/pt/parent.php?schoolid=70383

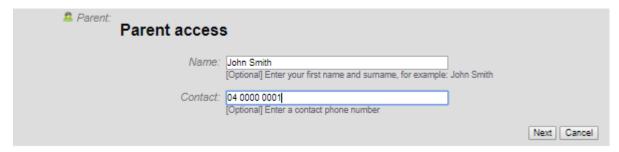
2. Type in an email that you would like to use. Click on next when done.

Bookings



3. You will then be asked to provide your name and phone number (this is optional). Click on next when done.

Bookings



4. Add your child's information and click on next, as shown below:

Bookings



5. You can add additional children by clicking on the Add Child button (highlighted below).

Bookings



- 6. Repeat steps 4 and 5 until all children have been added.
- 7. Click on Book Interviews:

Bookings



8. You will then be provided with a list of teachers. Please select the names of all teachers that you would like to see and then click next:

Bookings



9. You can then select your preferred slot (displayed in green). Teachers will have Unavailable if a slot is not free. You can only book one slot per teacher per student.



- 10. To remove an incorrect booking, click on the slot and it will turn green again.
- 11. Click "Save" to finalise your booking.

Bookings



- 12. Additional students can be booked by repeating steps 7-11.
- 13. Once your booking is finalised, you can click on email or print schedule to receive a copy of your bookings.

Bookings

