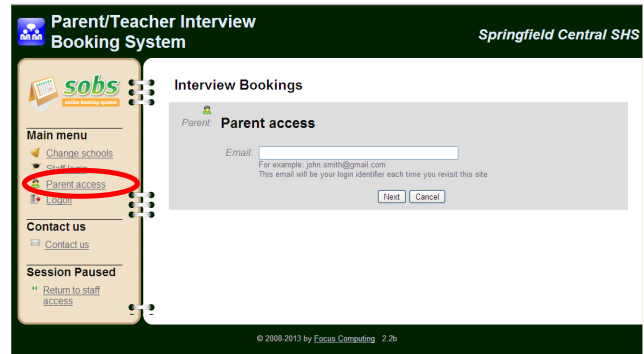


## How to make an appointment for Uniform Fittings and purchases

**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 appointments.

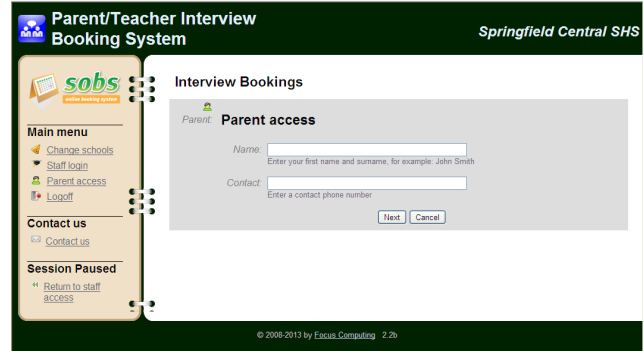
1. Visit the school website and click on the link for Schools online booking system (SOBS) in the Quick Links at the bottom of the home page or in the P&C uniform shop page.

2. Select the **Parent access** under Main menu then type in your **email address**



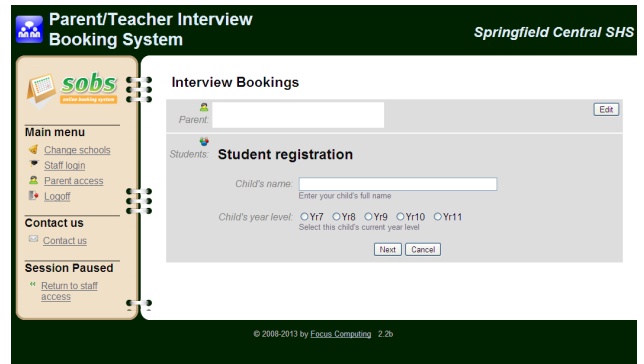
The screenshot shows the 'Parent/Teacher Interview Booking System' interface for Springfield Central SHS. On the left is a 'Main menu' with 'Parent access' highlighted in a red circle. The main area is titled 'Interview Bookings' and shows 'Parent: Parent access'. There is an 'Email' input field with a placeholder example: 'john.smith@gmail.com'. Below the field are 'Next' and 'Cancel' buttons.

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



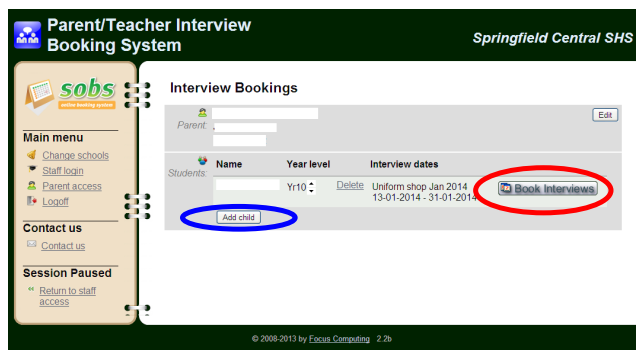
The screenshot shows the 'Parent/Teacher Interview Booking System' interface. The 'Parent: Parent access' section now includes 'Name' and 'Contact' input fields. The 'Name' field has a placeholder: 'Enter your first name and surname, for example John Smith'. The 'Contact' field has a placeholder: 'Enter a contact phone number'. 'Next' and 'Cancel' buttons are at the bottom.

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



The screenshot shows the 'Parent/Teacher Interview Booking System' interface. The 'Parent' field is filled with a name and has an 'Edit' button. Below it is the 'Students: Student registration' section. It has a 'Child's name' input field with a placeholder: 'Enter your child's full name'. Below that is a 'Child's year level' section with radio buttons for 'Y7', 'Y8', 'Y9', 'Y10', and 'Y11'. A 'Next' and 'Cancel' button are at the bottom.

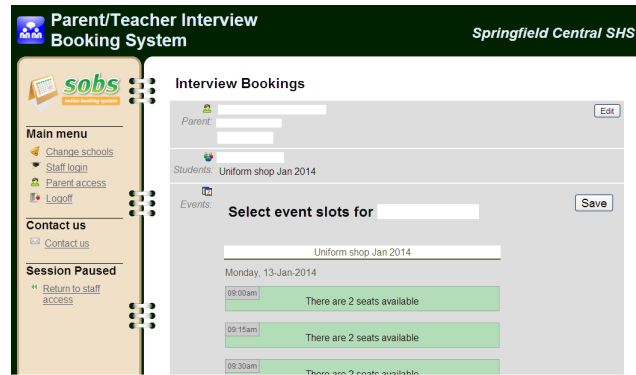
5. Click on the **Book interviews** box to book your appointment. Each student in the family will need to be registered.



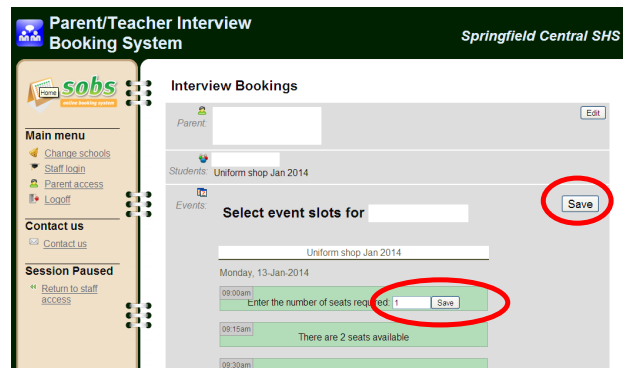
The screenshot shows the 'Parent/Teacher Interview Booking System' interface. The 'Students' section contains a table with columns for 'Name', 'Year level', and 'Interview dates'. The 'Year level' column has a dropdown menu set to 'Y10'. The 'Interview dates' column shows 'Uniform shop Jan 2014 13-01-2014 - 31-01-2014'. A red circle highlights a 'Book Interviews' button. A blue circle highlights an 'Add child' button below the table.

Name	Year level	Interview dates
	Y10	Uniform shop Jan 2014 13-01-2014 - 31-01-2014

6. Scroll and **select your choice** of available time slots. Green are available, grey are not. **Only one appointment per student please.** If you have more students requiring fitting please. **register and book them in separately** to ensure sufficient time is allocated (see step 5).



7. As you select a time slot you will be asked to enter the number of seats required, **select 1**. Click the **save** button beside the time slot and then click the **save** button for the event.



8. Once selected you have the option of **emailing or printing your appointment details**. If you select the email option the details will be sent to your contact email.

