

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

Parent: **Parent access**

Email:

For example: john.smith@gmail.com
This email will be your login identifier each time you revisit this site

Next Cancel

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

Bookings

Parent: **Parent access**

Name:

[Optional] Enter your first name and surname, for example: John Smith

Contact:

[Optional] Enter a contact phone number

Next Cancel

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

Bookings

Parent: john.smith@email.com
John Smith
04 0000 0001

Students: **Student registration**

Child's first name:

Enter your child's first name

Child's surname:

Enter your child's surname or family name

Child's year level: Yr7 Yr8 Yr9 Yr10 Yr11 Yr12

Select this child's current year level

Next Cancel

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

Bookings

Parent: john.smith@email.com
John Smith
04 0000 0001

Students:

Name	Year level	Actions	Dates	Buttons
Jane Smith	Yr7	Delete	2018 Term 2 Parent Teacher Interviews 2.5.18 02-05-2018 - 02-05-2018	Email Schedule Print Schedule Book Interviews

Add child

6. Repeat steps 4 and 5 until all children have been added.

7. Click on Book Interviews:

Bookings

Parent: john.smith@email.com
John Smith
04 0000 0001

Students:

Name	Year level	Actions	Dates	Buttons
Jane Smith	Yr7	Delete	2018 Term 2 Parent Teacher Interviews 2.5.18 02-05-2018 - 02-05-2018	Email Schedule Print Schedule Book Interviews

Add child

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

Parent: dsaf
sdf
sdf

Students: sdf sdf
2018 Term 2 Parent Teacher Interviews 2.5.18

Interviews:
Select Yr7 Teachers for Interviews

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.

Wednesday, 02-May-2018

12:30pm	12:30pm	Unavailable
12:40pm	12:40pm	Unavailable
12:50pm	12:50pm	
01:00pm	01:00pm	

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

Bookings

Parent: dsaf
sdf
sdf Edit

Students: sdf sdf
2018 Term 2 Parent Teacher Interviews 2.5.18

Interviews:
Select time slots for sdf sdf Save

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

Parent: dsaf
sdf
sdf Edit

Students:

Name	Year level		Dates	
sdf sdf	Yr7	Delete	2018 Term 2 Parent Teacher Interviews 2.5.18 02-05-2018 - 02-05-2018	Email Schedule Print Schedule

[Add child](#) [Book Interviews](#)