Instructions for booking online Parent/Teacher Meetings

Following are some screen shots to help you navigate your way through the SOBS (School Online Booking System).

1. Navigate to www.sobs.com.au

![Image of SOBS homepage]

2. Click on Parent/Teacher Meeting Bookings

![Image of SOBS Parent/Teacher Interview Booking System]
3. Click on Parent Access (left hand side of screen)

4. Type Nerang as the keyword and click search

5. Click on Nerang State High School
6. Choose the Parent button

7. Registration
   - Enter your email address – this is your unique identification – click next.
   - Additionally you enter your name and a contact number – click next.
• Enter your child’s name (First Name, Last Name)

• Select the year level – click next

• Please check details are correct
• Tick the boxes of those teachers you wish to meet with, then scroll to the bottom of the page and click next

Selecting meetings
GREEN time slots are available, RED slots are your bookings, and GREY slots are unavailable. Each teacher is displayed in a column, so the parent only needs to click once in each column the parent wants to book meeting times that are: (A) suitable for them, and (B) adjacent to any other bookings they are making. This form enables them to see when each teacher is available, and also where there are adjacent available slots. Click on a GREEN slot and it will turn RED, the student’s name is placed in this slot. This makes it very easy for the parent to change their mind while still maintaining the integrity of the booking system. If a teacher has no available slots, or the parent is unable to locate a suitable meeting time, we provide a ‘Contact’ button at the end of the column allowing the parent to request an alternative meeting time, outside of these organized times.
Save.