

1. Navigate to <https://sobs.com.au/pt/parent.php?schoolid=571>
2. Enter your email address (this is your unique identifier). Click Next
3. Enter your name and a contact phone number. Click Next
4. Enter your child's name (*first-name surname*).
5. Select a year level. Click Next
6. Click Book Interviews button
7. Tick the boxes next to the teachers you wish to meet with and then scroll to the bottom of the page and Click Next
8. **Selecting interviews:**
 - GREEN timeslots are available, RED are your bookings, and GREY are unavailable.
 - Each teacher is displayed in a column and you only need to click once in each column at the times when you want to have an interview.
 - Click on a GREEN timeslot; it will turn RED and the student's name is placed in this slot.
 - If a teacher has no available timeslots, or the you are unable to locate a suitable interview time, click the 'Contact' button at the end of the column allowing the you to request an alternative meeting time, outside of these organised times.
9. Click Save. (Top right)

