

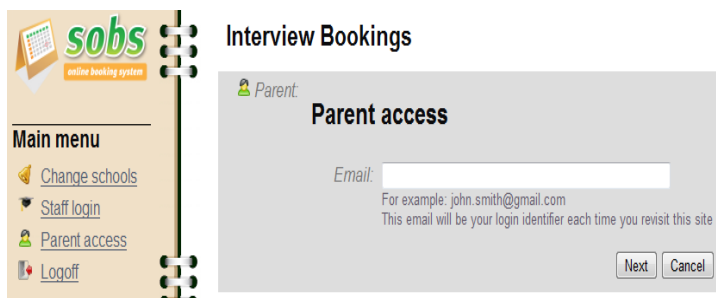
Dear Parents/Guardians,

We are using SOBS – School Online Booking System for Parent/Teacher interviews. To make a booking to see your child’s teacher(s) please follow the instructions below. All interviews will be 10 minutes long.

### Instructions on how to log on to SOBS – Parent Teacher Booking

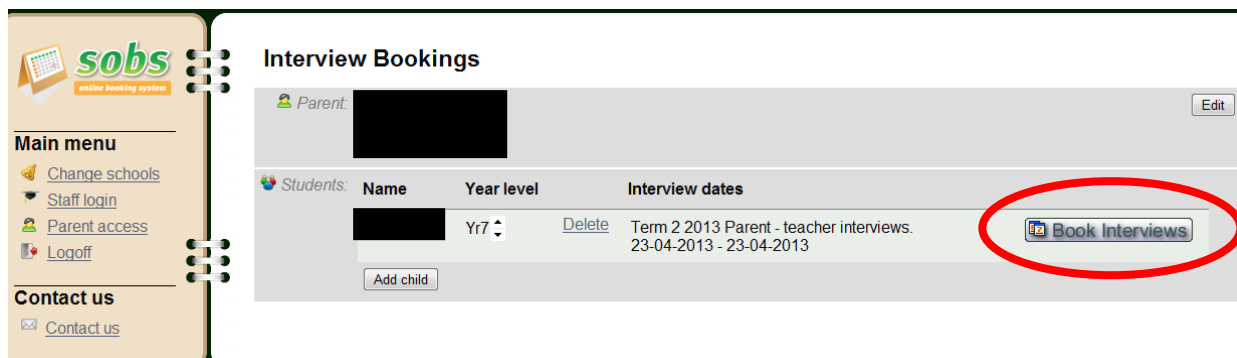
1. Log on to the college website [www.pimpamassc.eq.edu.au](http://www.pimpamassc.eq.edu.au)

2. Click on the SOBS icon located under ‘Schools Apps’

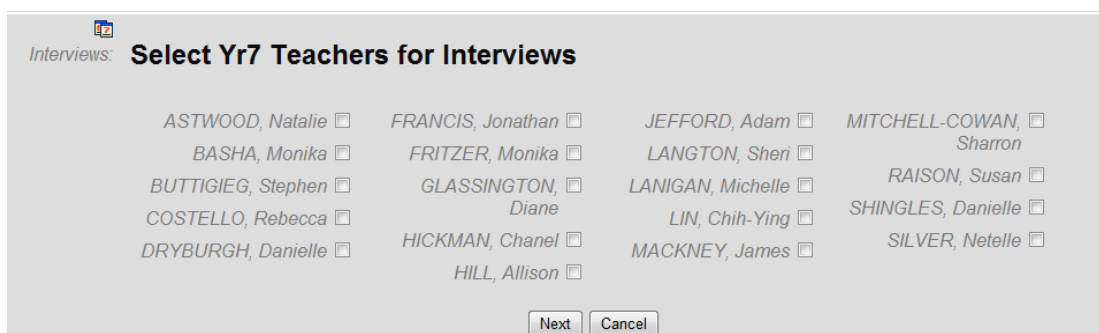


- 3. The first time you access the site you will need to enter your details.
  - a. Enter the school name – Pimpama State Secondary College in the search field
  - b. Select Parent access
  - c. You will be asked to enter an email address which will be your login identifier each time you revisit the site. Click next.
  - d. Enter your first and last name and a contact. Click next.
  - e. Enter your child’s first and last name and select their current year level.

4. To book an interview with you your child’s teacher click on the **Book Interviews** tab.



5. Select each of the teachers you wish to see for an interview then click **next**



6. Select an interview slot from the available times for each teacher and click **save**.

Interviews: **Select interview slots for billy brown** Save

COSTELLO, Rebecca	GLASSINGTON, Diane	MITCHELL-COWAN, Sharron
Tuesday, 23-Apr-2013 03:30pm	03:30pm	03:30pm
03:40pm	03:40pm	03:40pm
03:50pm	03:50pm	03:50pm

7. From the next screen you can make changes to your bookings by clicking on **Adjust interviews**. You can also Email or Print your schedule to bring with you when you come to the College.

**sobs** online booking system

**Main menu**

- Change schools
- Staff login
- Parent access
- Logoff

**Contact us**

- Contact us

### Interview Bookings

Parent: [Redacted] Edit

Students:

Name	Year level	Interview dates	Booked
[Redacted]		<a href="#">Delete</a> Term 2 2013 Parent - teacher interviews. 23-04-2013 - 23-04-2013	<a href="#">Adjust Interviews</a>

[Email Schedule](#) [Print Schedule](#)

[Add child](#)

8. When you have finished click **Logoff**