

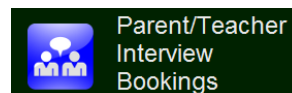
Dear Parents/Guardians,

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.

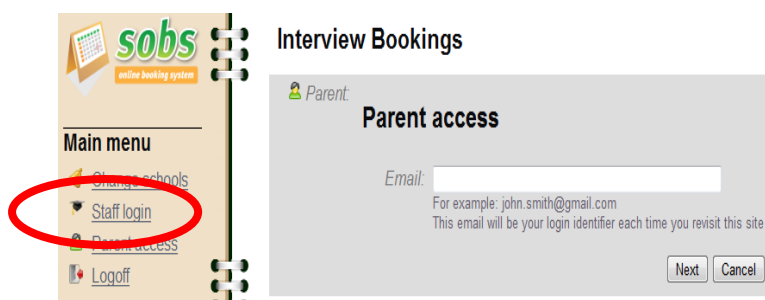
Instructions

1. Log on to SOBS – Parent Teacher Booking by logging on to the college website www.pimpamassc.eq.edu.au and navigating to “Parent teacher communication” under the “Our Community” Tab.

2. Once you have opened the SOBS page click on the icon

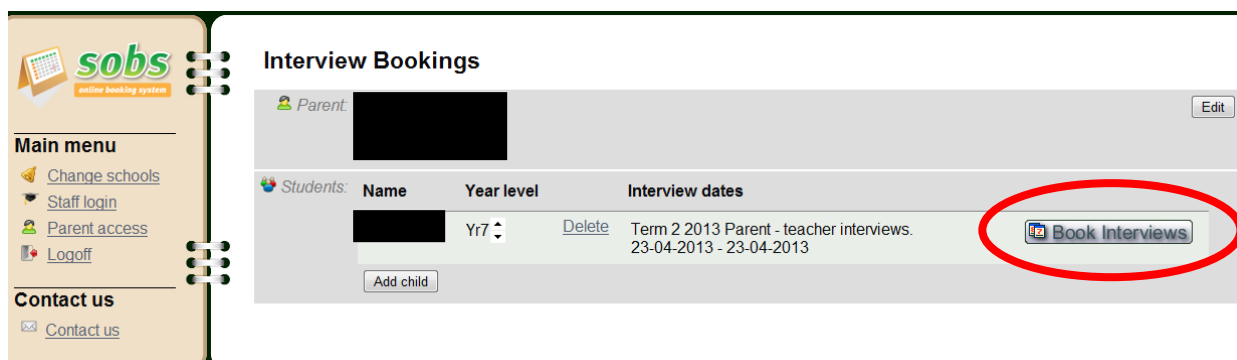


3. Click **parent access**.

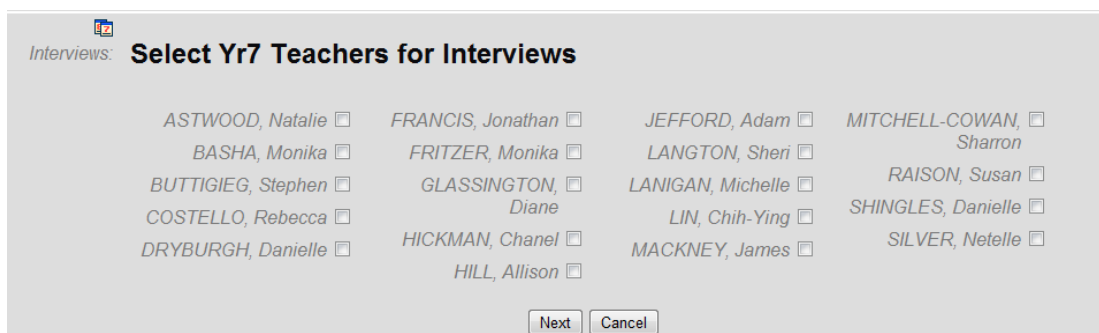


4. The first time you access the site you will need to enter your details.
 - a. You will be asked to enter an email address which will be your login identifier each time you revisit the site. Click next.
 - b. Enter your first and last name and a contact. Click next.
 - c. Enter your child’s first and last name and select their current year level.

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



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



7. 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

8. 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.

Interview Bookings

Parent: [Redacted] Edit

Students:

Name	Year level	Interview dates	Booked
[Redacted]		Delete Term 2 2013 Parent - teacher interviews. 23-04-2013 - 23-04-2013	Adjust Interviews

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

[Add child](#)

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