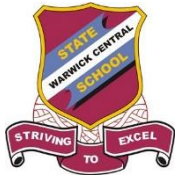




Warwick Central State School

INSTRUCTIONS FOR BOOKING PARENT TEACHER INTERVIEWS FOR STUDENTS



Please use SOBS Online (instructions below) or you can ring the school office on 4660 4333 if you do not have internet access.

1. Go to the school's website – <https://warwickcentrals.s.s.eq.edu.au> and select **School Online BookingSystem (SOBS)** in the Quick links list at the right of the homepage. You will be directed to SOBS at Warwick Central State School.
2. Enter your email address then click on NEXT.

sobs

@ Warwick Central State School

Enter your email address

Next

3. This section allows parents to set their **security options**.

Additional security options

- I don't want to use a password here
- I would like to add a password to my account
- I would like my account verified by sending a code

The school has not specified any particular security option, however you can choose to include a password on your account or alternatively ask the application to send a verification code to your email or your mobile phone

- Delete my details when these bookings are completed

Normally we will store your information for future events, however you can check this box and we will delete the information you enter after the current bookings are completed

Next

Skip

4. Parents enter your details and save.

Parent Information

First name

Parent name

Surname

Parent name

Mobile number

Save

Cancel

5. Click **Add a student**



6. Enter your **students name** and **select his/her year level** and click **SAVE**

The screenshot shows the 'Add student' form. It has two text input fields: 'Firstname' and 'Surname'. Below these is a dropdown menu for 'Year level' with 'Prep' selected. At the bottom are two buttons: 'Save' and 'Cancel'. A black arrow points to the 'Firstname' field, and another black arrow points to the 'Year level' dropdown.

7. Click on **Term 1 Parent/Teacher Interviews** button

The screenshot shows the 'Parent/Guardian' section with '(Your Name)' and an 'Edit' link. Below is the 'Students' section with 'Tom (Yr5)' and an 'Edit' link. At the bottom is a blue button labeled 'Term 1 Parent/Teacher Interviews'. A black arrow points to this button.

8. Select your student's **CLASS TEACHER** to book an interview. You can also select a **specialist teacher**, IF required, then click **NEXT**

The screenshot shows the 'Select staff for Tom' section. It lists two names: 'Ellen McConville' and 'Brooke Wilson'. A black arrow points to the name 'Brooke Wilson'.

9. Click on the **TIME you would like to have your interview** and then click the **SAVE** button

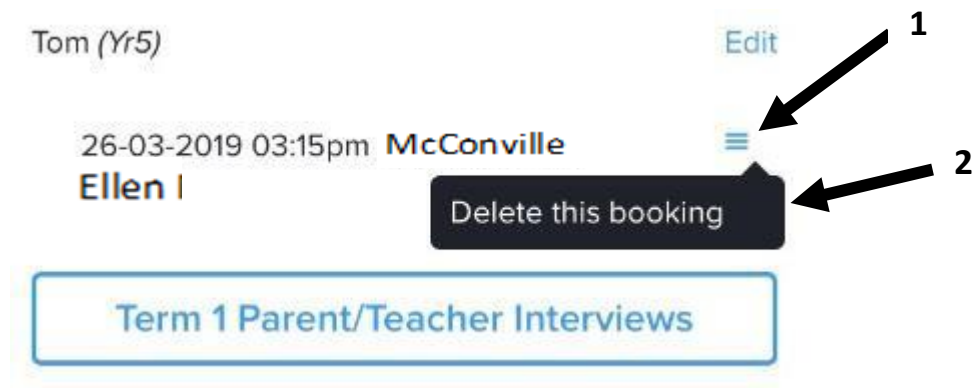
The screenshot shows the 'Term 1 Parent/Teacher Interviews - booking for Tom' page. It has a heading and a sub-heading. Below the sub-heading is a text instruction: 'Click a time slot to book, click a booked time slot to delete'. To the right of this text are two buttons: 'Save' and 'Back'. A black arrow points to the 'Save' button.

The screenshot shows the date 'Tuesday 26-03-2019' and the teacher name 'Ellen McConville'. Below the teacher name is a blue button labeled '03:15pm 15mins'. A black arrow points to this button.

10. This is what it will look like after saving your booking. Here you can **print** or **email** your interview times to save as a reminder.



11. If you make a mistake or you wish to delete this booking click here (1) then click on **Delete this booking (2)**.



12. To **view your appointment times**, log back onto the website using the same email address registered previously.

Should you have any problems setting up or viewing your interview timeslots, please contact the school office on 4660 5333.