

# BOOKING AN APPOINTMENT

## JOHN TONKIN COLLEGE PARENTS' NIGHT

1. Type the following web address into your web browser:

<https://sobs.com.au/pt/parent.php?schoolid=384>

The following screen appears:

Parent/Teacher Interviews John Tonkin College

**Bookings**

Parent: **Parent access**

Email:

For example: john.smith@gmail.com  
This email will be your login identifier each time you revisit this site

2. Enter an email address you prefer correspondence to be sent to, then click **NEXT**. (Please note, this email address is only used by this booking system and is not shared/copied to any other applications.)

Parent/Teacher Interviews John Tonkin College

**Bookings**

Parent: **Parent access**

Name:

[Optional] Enter your first name and surname, for example: John Smith

Contact:

[Optional] Enter a contact phone number

3. Enter parent/guardian name and contact number in the next screen and click **NEXT**.
4. Enter the student's FIRST NAME, SURNAME and check the appropriate YEAR box. Click **NEXT**

Parent/Teacher Interviews John Tonkin College

**Bookings**

Parent: JoeBloggs@gmail.com  
Joe Bloggs  
1111 222 333

Students:

Name	Year level	Dates	Delete
Joseph Bloggs	Yr7	TERM 2 2018 08-05-2018 - 08-05-2018	<input type="button" value="Delete"/>

5. Click on **BOOK INTERVIEWS**.

The following screen appears:

This screen displays all teachers who teach your child's Year Group.

- Click in the box alongside the teachers with whom you wish to meet. Click NEXT.

The following screen appears displaying the appointment slots available for the teachers you have selected. Appointments are made for 10 minute blocks.

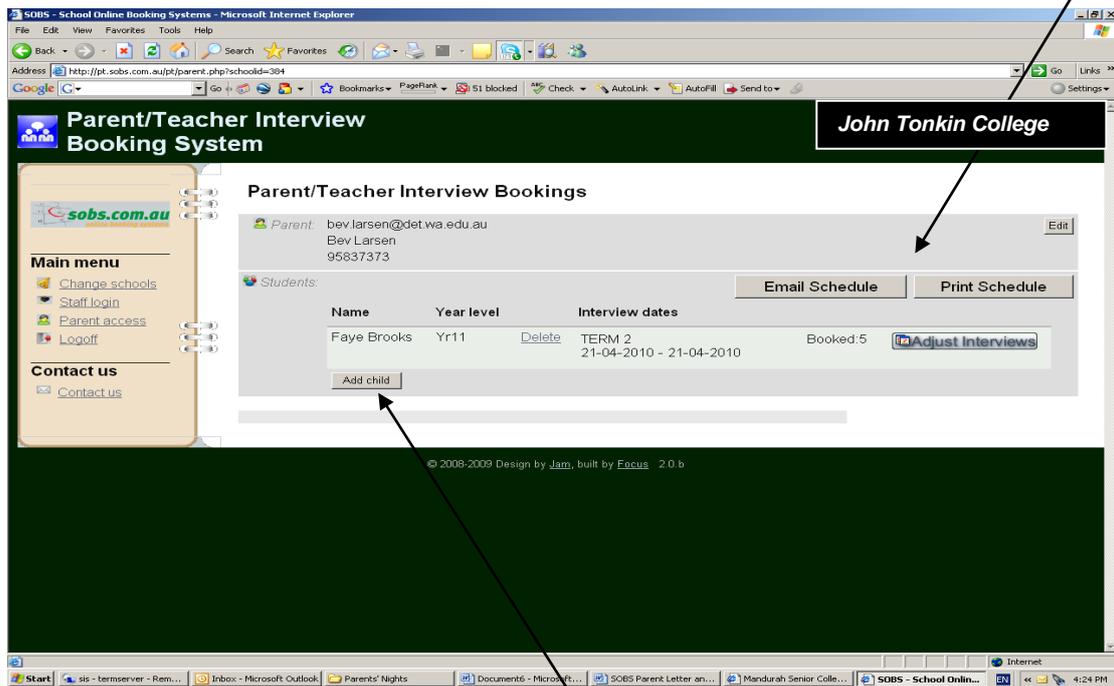
ALFORD, CAITLIN	ANTAL, Robert MET Campus	ASHFOLD-HUTTON, TENEALE	BELL, GILLIAN
Tuesday, 08-May-2018			
04:00pm Unavailable	04:00pm <b>Joseph Bloggs</b>	04:00pm Unavailable	04:00pm Unavailable
04:10pm <b>Joseph Bloggs</b>	04:10pm Unavailable	04:10pm Unavailable	04:10pm Unavailable
04:20pm Unavailable	04:20pm Unavailable	04:20pm Unavailable	04:20pm <b>Joseph Bloggs</b>
04:30pm Unavailable	04:30pm Unavailable	04:30pm <b>Joseph Bloggs</b>	04:30pm Unavailable

7. **CLICK on the time slot you wish to book for each selected teacher. The slot will change to pink and your child's FULL NAME will appear** (if you make a mistake, or need to delete your selection, simply click on the allocated slot once again and the slot is cleared).

**CLICK SAVE**

**You are now booked in for those appointments.**

At this stage you can email (to yourself) or print your bookings by clicking on the appropriate tab. You can also make further adjustments to interviews should you wish at this stage.



It is possible to add another student now should it be necessary by clicking on ADD child. The steps for booking appointments for a new student are the same as previously outlined.

You have now completed your bookings. If you are unable to attend an appointment, you may log on again and delete your entry; otherwise please contact the College to notify us of your inability to attend prior to the appointment.

Should you require any assistance using this Booking System, please do not hesitate to contact us on **9583 7327(MET) or 9535 0100(Tindale)**.