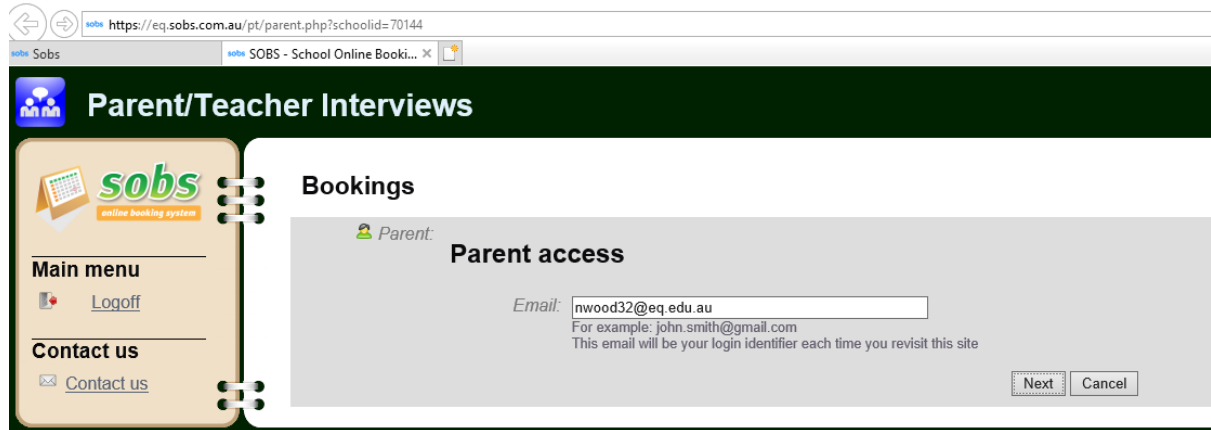


SET Plan Interview Booking Instructions

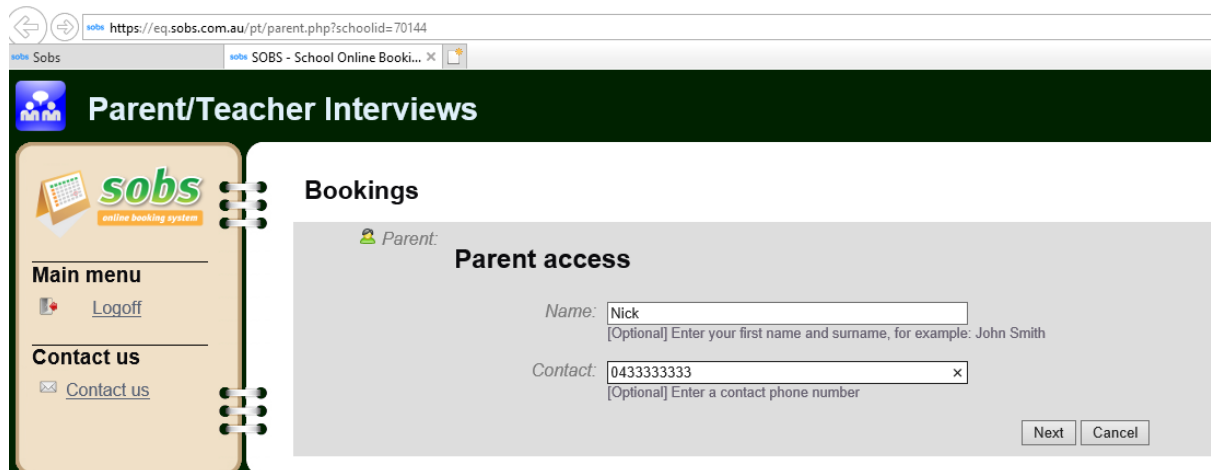
Go to the "Set Plan Interview Booking" link from the school website
(<https://eq.sobs.com.au/pt/parent.php?schoolid=70144>)

1. Enter you contact Email address



The screenshot shows a web browser window with the URL <https://eq.sobs.com.au/pt/parent.php?schoolid=70144>. The page title is "Parent/Teacher Interviews". On the left, there is a sidebar with the "sobs online booking system" logo, a "Main menu" with a "Logoff" link, and a "Contact us" section with a "Contact us" link. The main content area is titled "Bookings" and "Parent access". Under "Parent access", there is an "Email:" label followed by a text input field containing "nwood32@eq.edu.au". Below the input field, there is a note: "For example: john.smith@gmail.com" and "This email will be your login identifier each time you revisit this site". At the bottom right of the form, there are "Next" and "Cancel" buttons.

2. Enter your Contact Name and phone number



The screenshot shows the same web browser window as above. The "Parent access" section now has two input fields. The first is labeled "Name:" and contains the text "Nick". Below it is a note: "[Optional] Enter your first name and surname, for example: John Smith". The second input field is labeled "Contact:" and contains the text "0433333333". Below it is a note: "[Optional] Enter a contact phone number". At the bottom right of the form, there are "Next" and "Cancel" buttons.

3. Enter your child's name and the year they are in

The screenshot shows a web browser window with the URL <https://eq.sobs.com.au/pt/parent.php?schoolid=70144>. The page title is "Parent/Teacher Interviews" and the school name is "Robina". On the left is a navigation menu with "Main menu" (Logoff) and "Contact us" (Contact us). The main content area is titled "Bookings" and shows parent details: "Parent: nwood32@eq.edu.au", "Nick", and "0433333333". Below this is the "Student registration" section with the following fields:
- "Child's first name:" with the value "John" and a sub-label "Enter your child's first name".
- "Child's surname:" with the value "Smith" and a sub-label "Enter your child's surname or family name".
- "Child's year level:" with radio buttons for Yr7 (selected), Yr8, Yr9, Yr10, Yr11, and Yr12, and a sub-label "Select this child's current year level".
At the bottom right of the form are "Next" and "Cancel" buttons.

4. Select the **Book Interviews** button for SET Plan Interviews

The screenshot shows the same web browser window. The page title is "Parent/Teacher Interviews" and the school name is "Robina State High School". The navigation menu is the same. The "Bookings" section shows the same parent details and an "Edit" button. Below is a table of students with the following columns: "Name", "Year level", "Dates", "Email Schedule", and "Print Schedule".

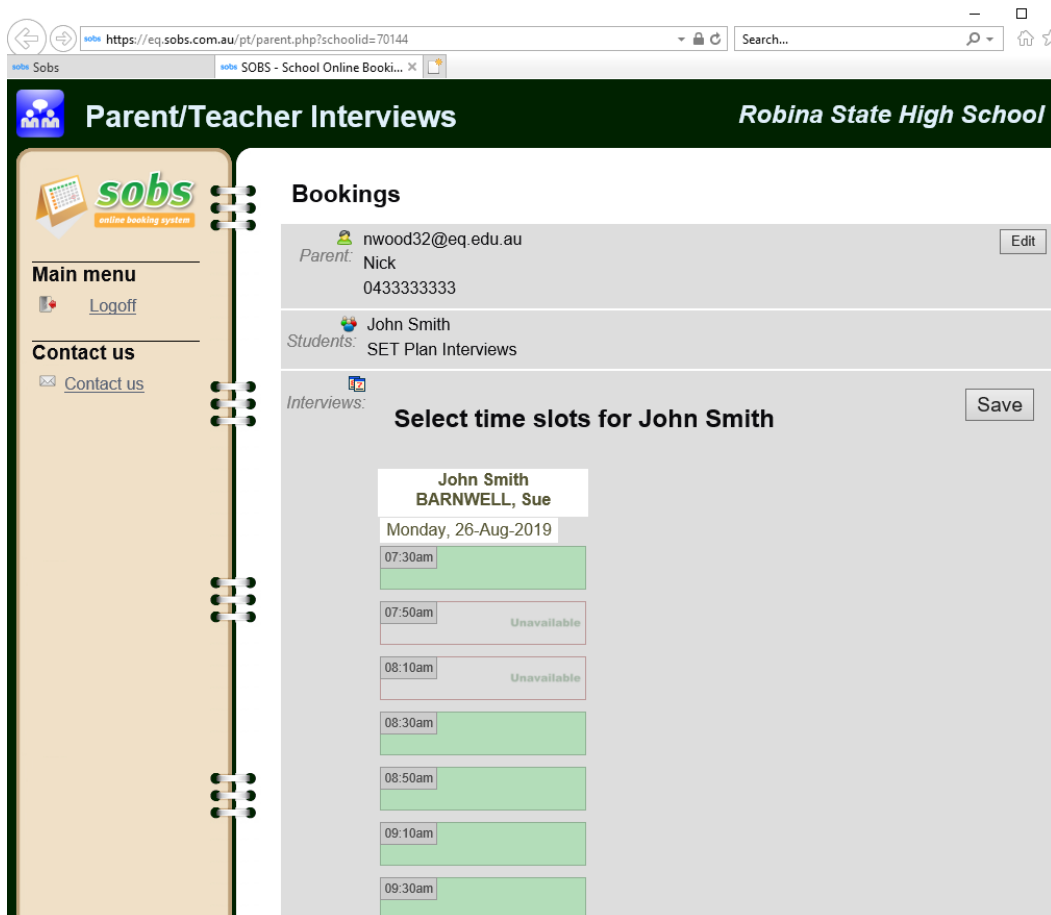
Name	Year level	Dates	Email Schedule	Print Schedule
John Smith	Yr7	Delete SET Plan Interviews 26-08-2019 - 02-09-2019	Email Schedule	Print Schedule

Below the table is an "Add child" button. The "Book Interviews" button in the "Dates" column is highlighted with a grey background.

5. Select the teacher you wish to request an interview with



6. Select the times you would like to book an interview, scrolling down will show all available times and dates and then press Save.



7. You then have the option to Email/Print or adjust your interviews. If you have a second child to book interviews for this is also an option.

The screenshot shows a web browser window with the URL <https://eq.sobs.com.au/pt/parent.php?schoolid=70144>. The page title is "Parent/Teacher Interviews" and the school name is "Robina State High School".

On the left side, there is a sidebar menu with the "sobs" logo and the text "online booking system". The menu includes "Main menu" with a "Logoff" link and "Contact us" with a "Contact us" link.

The main content area is titled "Bookings". It shows the parent's information: "Parent: nwood32@eq.edu.au", "Nick", and "0433333333". There is an "Edit" button next to the parent's email.

Below the parent information is a table of students. The table has columns for "Name", "Year level", and "Dates". There are buttons for "Email Schedule" and "Print Schedule" next to the table. Below the table is an "Add child" button.

Name	Year level	Dates	Email Schedule	Print Schedule
John Smith	Yr7	SET Plan Interviews 26-08-2019 - 02-09-2019	Interviews: 1	Adjust Interviews

Once finished you can simply close the browser. If you need to access the site again simply go to the "Parent Teacher Interview Booking" link from the school website (<https://eq.sobs.com.au/pt/parent.php?schoolid=70144>)