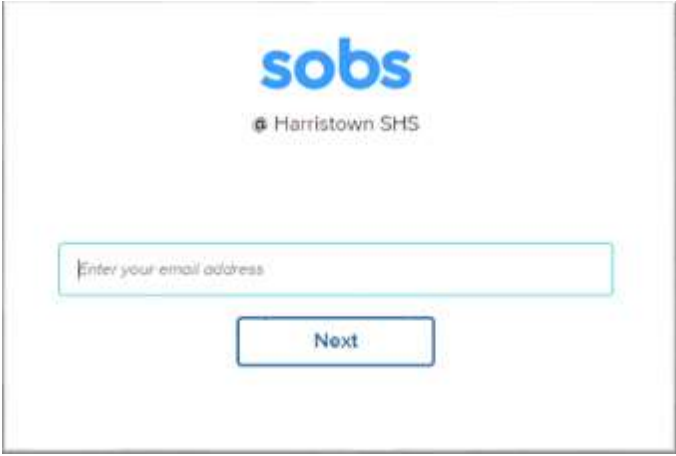


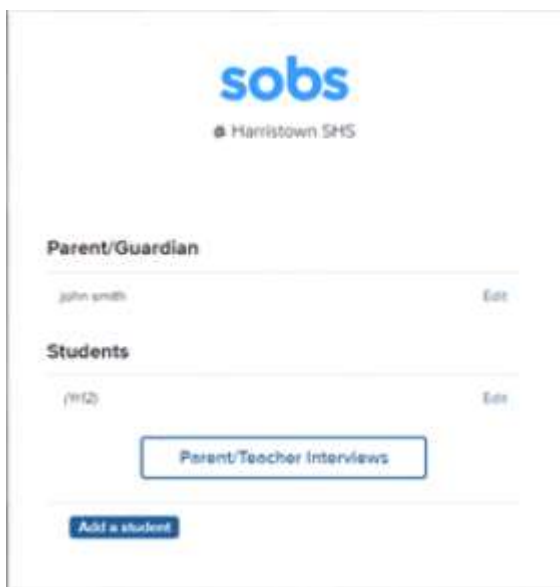


PARENT/CARER INSTRUCTIONS FOR USE OF THE ONLINE BOOKING OF PARENT/TEACHER INTERVIEWS

<p>1. Type in the web address below to go to the online booking web page.</p>	<p>https://eq.sobs.com.au/pt3/parent.php?schoolid=70116</p> <p>OR access can also be gained via the Harristown SHS website</p>
<p>2. Type in an email address. If you do not have an email address then you can type in any text e.g. name. Your interview times cannot be emailed to you without a valid email address.</p>	
<p>3. Additional security options</p>	
<p>4. Parent Information: Enter your name and contact details.</p>	

5. Enter your **child's full name** and select **year level** from the dropdown menu. Another Child's name by clicking on **'Add child'**. Then click on the **Parent Teacher Interviews** box to book your interviews



6. Select **teachers** for interviews (teacher's names will appear blue) and then press 'Next'. Scroll and select an **available time**



7. After pressing 'Save', you will see a summary of the bookings you have made. Then there is an option of **emailing** or **printing out** interview booking times.

