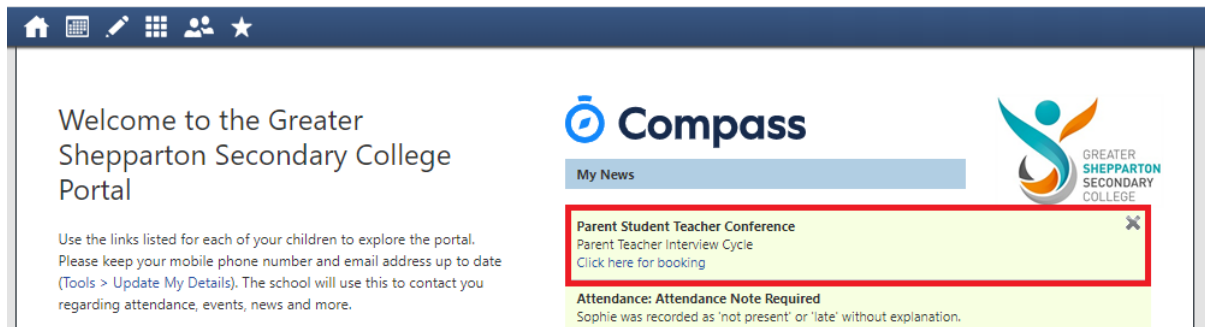


## BOOKING A TIME FOR PARENT STUDENT TEACHER CONFERENCES

To book an interview time, first login to Compass with your parent account.

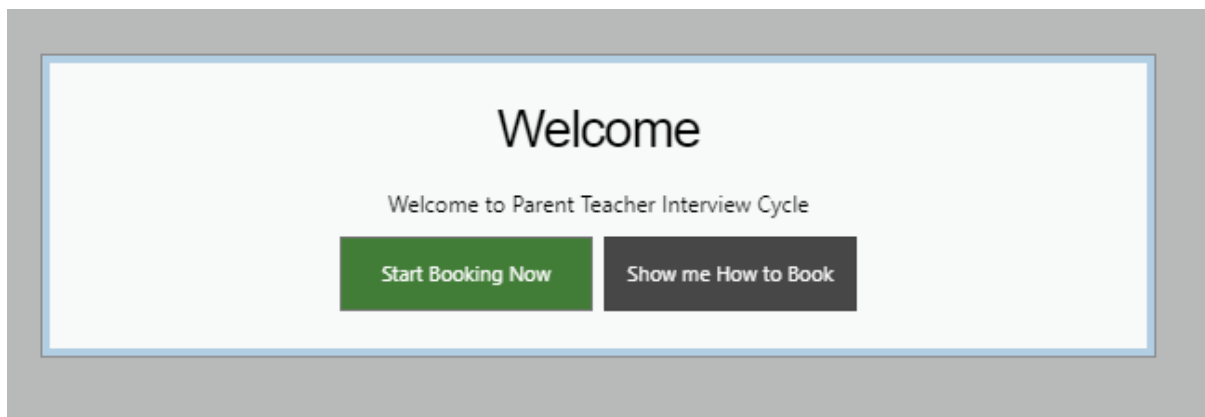
On your Compass homepage, at the top of the 'My News' section you will have an article letting you know that a new conference is available, it will have a booking link at the bottom.



The screenshot shows the Compass homepage for Greater Shepparton Secondary College. The header includes navigation icons and the school logo. The main content area features a 'Welcome to the Greater Shepparton Secondary College Portal' message. A 'My News' section contains a notification for a 'Parent Student Teacher Conference' with a 'Click here for booking' link. Below this, an attendance note is visible.

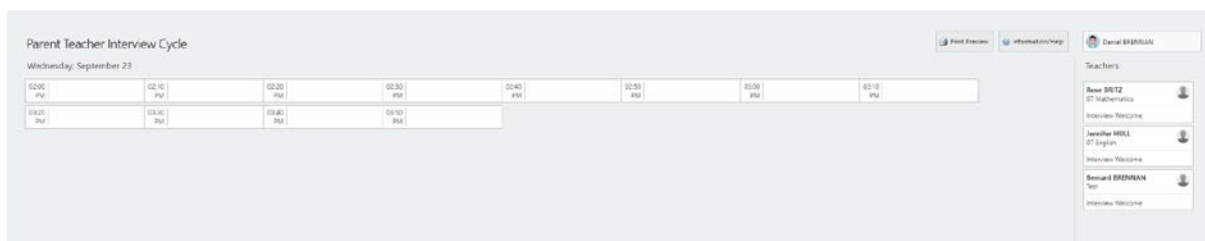
Clicking this link will take you to the conference booking page. If this is your first time booking, Compass will offer you a tutorial on how to book.

Click the grey box to participate in the tutorial or the green box to book now.



The screenshot shows the 'Parent Teacher Interview Cycle' booking page. It features a large 'Welcome' heading and a sub-heading 'Welcome to Parent Teacher Interview Cycle'. Two buttons are present: a green 'Start Booking Now' button and a grey 'Show me How to Book' button.

This is the booking screen.



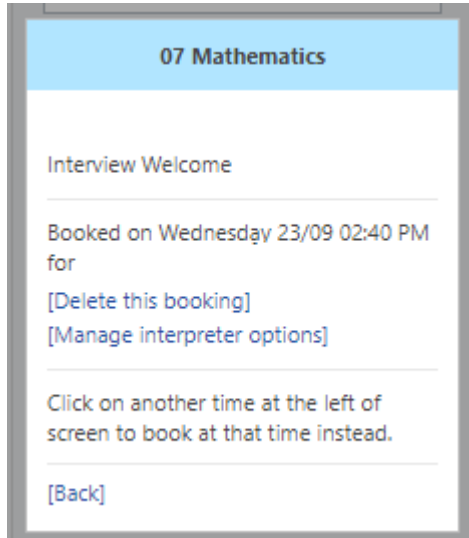
The screenshot shows the 'Parent Teacher Interview Cycle' booking screen. The page title is 'Parent Teacher Interview Cycle' and the date is 'Wednesday, September 23'. A grid of available times is displayed, with columns for 02:00, 02:10, 02:20, 02:30, 02:40, 02:50, 02:59, and 03:10. The grid shows two rows of available times. On the right side, there is a 'Teachers' list with names and roles.

02:00	02:10	02:20	02:30	02:40	02:50	02:59	03:10
02:00	02:10	02:20	02:30	02:40	02:50	02:59	03:10
03:20	03:30	03:40	03:50				

Click on the teacher you wish to meet, and then click on the time you wish meet. Available slots with highlight when the teacher is selected.

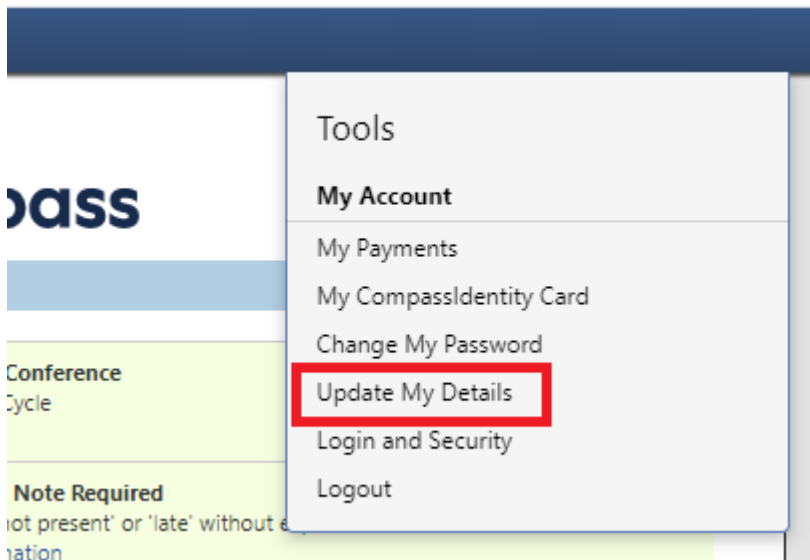
Do this for each teacher you wish to talk to.

If you wish to remove a booking, click the teacher and select 'Delete this Booking'.



Next we need to make sure your contact details are up to date. The Parent\Teacher conference is being held online We need you to ensure your email address is correct to we can email you the link to participate.

On your Compass homepage, click the cog and select 'Update My Details'.



This will allow you to update your email address and mobile phone number.

After updating click the 'Update My Details' button.

If the details are already correct, click the link below that button.

Your booking is complete.