To make a booking for a parent/teacher interview

1. Select ‘Book Parent/Student/Teacher Interviews’ on the home page
2. Open the 2016 Semester 1 conferences
3. You will see a lot of green available timeslots. These are your times, not the teacher’s.
4. Click on the child’s teacher to see what is still available.
5. Choose the time you wish to book.
6. Close window for teacher availability as you can’t make your booking on this page.
7. All those green timeslots will re-appear. Click on the time you want and then check the arrow and your child’s teacher should appear.
8. Click on the teacher’s name and then update and your booking is made.
9. Any concerns ring the school on 9725 1206