



Instructions for Parents at Algester State School

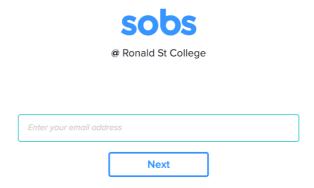
Book a time to meet with your child's teacher through SOBS (School Online Booking System) on:

- A computer, tablet or smart phone
- Please ensure you select your child's teacher/s to book an interview.

SECTION 1: Logging into SOBS

https://eq.sobs.com.au/pt3/parent.php?schoolid=70430

1. Click the above link – the school name should be the name of the school you are booking at.



2. Enter your email address into the box provided and click "Next"

The email address will be checked for validity. If it is invalid you may see an error like this:



Click "Okay" and re-enter the corrected email address

If you do not have an email address, then you can also enter your mobile phone number in place of the email address.

If you do not have an email address or a mobile phone number, then enter your first and last name in place of the email address. In this instance we may not be able to email you a list of the interviews you book, however you will still be able to record them in your own diary or print them out.

3. If this is your first SOBS booking, you may see this screen.

It allows you to select the level of security you would like to use on this site



Additional security options
I don't want to use a password here
I would like to add a password to my account
I would like my account verified by sending a code
The school has not specified any particular security option, however you can choose to include a password on your account or alternatively ask the application to send a verification code to your email or your mobile phone
Delete my details when these bookings are completed
Normally we will store your information for future events, however you can check this box and we will delete the information you enter after the current bookings are completed.
Next Skip

NOTE: The option you choose can not be changed! Once selected the option will stay with this account forever. If you are unsure go with the first option, it is the simplest.

Option 1: "I don't want to use a password here" - if you are not bothered about using a password you can use this option.

Option 2: "I would like to add a password to my account" - you will be prompted to enter a password, this same password will be required to be entered each time you access the site. When selected you can not enter a blank password – you must enter at least one character.

Option 3: "I would like my account verified by sending a code" - this is only available if you have entered a valid email or mobile phone number. We will send a 4 digit code to your email address, or to your mobile phone, we will then require you to enter this code on the next screen.

Optional 4: "Delete my details when these bookings are completed" - after the interview round is complete your details will be deleted from the system. If there are future booking rounds you will be able to register using this process again.

4. Add a password to your account:

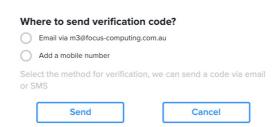


Add a password on your account Add a password This password can be any length. Valid characters you can include are: a-z A-Z 0-9.,?-_\$*()#@!%/ Next Cancel

Enter your password twice and click "Next"

5. You chose to enter a verification code:





We can send the verification code to your email address or alternatively to a mobile phone number if you would prefer. Select either option and click "Send".

6. The verification code would be sent to the selected account (in this case I have selected my email address):



Enter verification code Verification code has been sent to m3@focus-computing.com.au Verification code Save Cancel Sobs @ Ronald St College

Your verification code is 5699

The email is sent immediately – it should arrive within one minute. Be sure to check your spam/junk folder for the email:

Enter the verification code into the box on the form and click "Save".

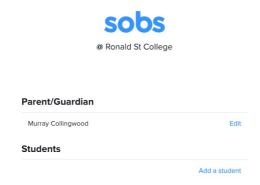
7. We have now completed the authentication. The application will prompt us for any further information the school would like. Generally this is limited to your name and mobile phone number although there can be others. In this instance because I used the verification code to authenticate the application will allow me to modify my email address:



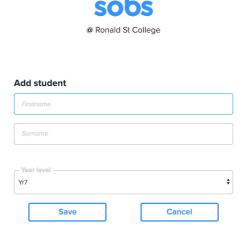
Parent Information Enter your email address ———————————————————————————————————	
m3@focus-computing.com.au	
First name	
Surname	
Mobile number	
Save	Cancel

Enter your first and last name, and optionally your mobile phone number, then click "Save".

SECTION 2: Adding and Updating Student Details



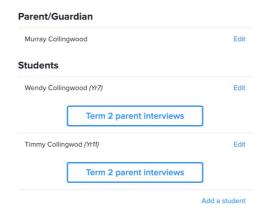
1. Clicking the "Add a student" link will display the following screen:



Enter your child's first and last name. Select the year level from the list available. (These should be year levels that are taught at your child's school).

2. Continue adding student entries for all your children at Algester State School.

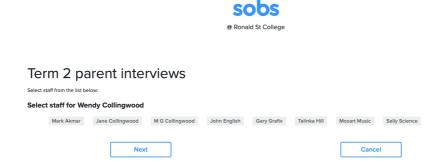




3.	Current bookable events will be listed under each student.
4.	You can use the "Edit" option to correct the details pertaining to your child. Changing their name and their year level.

SECTION 3: Booking an Interview

1. In this instance we are going to click on the "Term 3, 2022" button.



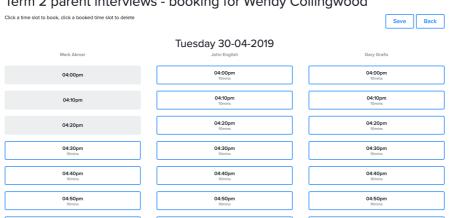
Since Wendy is in year 7 the staff listed are those that teach year 7. Select from the list the teachers you would like to interview with. In this instance I'm choosing three teachers.

Select starr for Wer	nay Collingwood							
Mark Akmar	Jane Collingwood	M G Collingwood	John English	Gary Grafix	Talinka Hill	Mozart Music	Sally Science	
	Next					Cance	d .	

Click "Next'

2. We are now presented with a list of the bookable slots for these three teachers. I'm one of the first parents to book so there is plenty of availability.





Term 2 parent interviews - booking for Wendy Collingwood

You can see that Mark Akmar is either unavailable or has already been booked for the first three time slots – you will not be able to book on those slots. You can only book a teacher once, and you can not double book yourself at the same time. To demonstrate this I'm going to book John English for 4:40pm



Notice that the other time slots at 4:40pm are now unavailable for booking. Similarly all of the other time slots for John English are unavailable.

Ideally I'm wanting to go straight from one interview to the next, so I'm going to book Mark Akmar for 4:30pm and Gary Grafix for 4:50pm

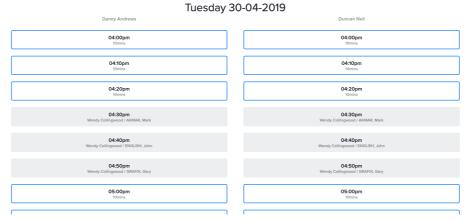


- 3. You can delete a booking simply by clicking on the blue time slot. This will delete the booking and restore the other bookable options.
- 4. Click "Save" to return to the list of students
- 5. We now have a list of three bookings for Wendy. An Email and Print button have also appeared. We haven't finished booking yet so we will wait to Email / Print until the rest of our bookings are completed. Clicking on the "Term 2 parent interviews" button for Timmy.



For Timmy we are going to interview with Danny Andrews and Duncan Neil - click "Next"

6. The available time slots show some more unavailable time slots, however this time they relate to the times we have already booked for Wendy's interviews.



My most efficient books are once again immediately before of after the current bookings I have, so I will book Danny at 4:10pm and Duncan at 4:20pm



Once again I will click "Save" to return to the list of students.

7. I now have all my bookings completed.

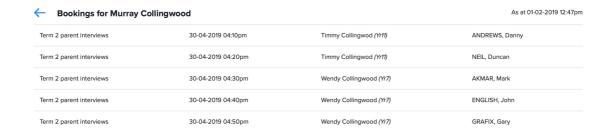
Students	Email	Print		
Wendy Collingwood (Yr7)		Edit		
30-04-2019 04:30pm AKMAR, Mark		=		
30-04-2019 04:40pm ENGLISH, John				
30-04-2019 04:50pm GRAFIX, Gary				
Term 2 parent interviews				
Timmy Collingwod (Y111)		Edit		
30-04-2019 04:10pm ANDREWS, Danny				
30-04-2019 04:20pm NEIL, Duncan				
Term 2 parent interviews				

8. Clicking the "Email" button will send a list of the bookings to my email.

A list of your bookings have been sent to m3@focus-computing.com.au

9. Clicking the "Print" button will display a list of the bookings that I can then print (on most web browsers this is Control + P).





10. There is no specific logoff option – you can just close your browser window.