Step by Step instructions for Parents booking a Parent Teacher Interview

1. Click link below

2. Chose parent access from left hand side of the page

3. Enter your email address

4. Enter your name and contact number
5. Enter your child’s name and select their year level (or increment the year level using the up and down arrows shown in next screen shot if required)

6. Click the “Book Interviews” icon on the right-hand side of the page

7. Tick the boxes of the teachers you wish to meet with (only teachers from your child’s year level will be shown) and click the ‘Next’ button
8. Click green box to book an appointment. The location of the teacher is listed under their name at the top of bookings. We have allowed 1 minute breaks between appointment times, if the next teacher is in a different location it is recommended you allow more time to get to this interview.

9. From this screen you can either enter details of a second child or get a copy of your booking, using the buttons ‘Email Schedule’ or ‘Print Schedule’ (found on the right-hand side of the page).