

## Parent Teacher Interviews Online Booking

1. Click on the link on the school website for Parent Interviews, or enter the following URL into your web browser: <http://www.clarksonchs.wa.edu.au/sobs/pt/school-selection.php>
2. You will be presented with the Parent Registration page the first time you visit the site.
3. You will need to enter a valid email address to begin with, as confirmations will be sent to that address. Once entered click on Next.
4. You will now be prompted to enter your name and a contact phone number. Please enter a daytime phone contact. Click on Next
5. Enter the name of your child attending Clarkson CHS. You can enter additional children later. Please enter first name and surname for your child. Select the child's Year group. Now click on Next.
6. If you have more than one child, click on the Add Child button and enter the name of your second child attending Clarkson CHS. Select the Year group. Finally click on Next. Repeat this step for each additional child you have attending our school.
7. You are now ready to book interviews.
8. For each child complete the following steps:
9. Click on the Book Interviews Button
10. You will be presented with a list of all staff that teach the year group for the selected child. Simply place a tick, by clicking in the box to the right, next to the name of each teacher you would like an interview with. Now click on next at the bottom of the screen.
11. You now get a table showing the selected teachers and available time slots. Available slots are shown in green. Simply click on the slots you would like to book. They will change from green to red. If you make a mistake or want to change a slot, simply click on the wrong slot a second time. Once you are happy with your selections click on Save.
12. You can now either email yourself the schedule or print it out. We suggest you print it and bring it along on the night of the interviews.