

## Steps for parents booking Uniform Shop

<p>1. We use our Parent/Teacher Interview Booking System to schedule appointments in the uniform shop changing rooms.</p> <p>Go directly to the web page <a href="http://www.sobs.com.au">www.sobs.com.au</a></p> <p>OR</p> <p>Open the Rochedale SHS school web page (<a href="http://rochedaleshs.eq.edu.au">http://rochedaleshs.eq.edu.au</a>). Move your mouse pointer to Our Community, then click Parent teacher communication.</p> <p>Click the Parent/Teacher Interview Booking Interview System link or the graphic to access the Parent Teacher Interview Booking System.</p>
<p>2. At the Parent/Teacher Interview Booking System web page, click Parent access.</p>
<p>3. If it is the first time that you access this web page, you will be prompted for school selection. Enter <b>Rochedale</b> in Keywords and click Search.</p>
<p>4. Click <b>Rochedale State High School</b>.</p>
<p>5. Click the <b>Parent/Teacher Interview Bookings</b>.</p>
<p>6. Click <b>Parent access</b>.</p>
<p>7. Enter your email address as your identification. Click <b>Next</b>.</p>
<p>8. Enter your detail and click <b>Next</b>.</p>
<p>9. Enter <b>the name of your child</b> and select the correct year level.</p>
<p>10. If you have more than one child, click Add child, otherwise click <b>Book Booths</b>.</p>
<p>11. Changing room slots available for booking are green in colour.</p>
<p>12. Click the slot that you prefer, enter the number of rooms you want to book and click <b>Save</b>.</p>
<p>13. Your booking is displayed in red. If you want to change the booking, click the slot again.</p>
<p>14. If everything is the correct one, click <b>Save</b>.</p>
<p>15. The interview booking will be displayed. Click Adjust Interview as needed.</p> <p>Don't forget to logoff by <b>clicking logoff</b> before you leave the Parent/Teacher Interview Booking System.</p>
<p>16. To print the bookings made, click <b>Print Schedule</b>. Alternatively, click <b>Email Schedule</b> if you want the schedule be emailed to the email address you have registered.</p>