



ROCHEDALE STATE HIGH SCHOOL

Instructions: How to book Uniform Shop appointments

You must make one booking for each student.

1. We use our Parent/Teacher Interview booking System to schedule appointments in the Uniform Shop changing rooms.

Go directly to the web page - <https://eq.sobs.com.au/pt/parent.php?schoolid=70381>

2. Put in your email address and select **Next**

The screenshot shows the 'Parent/Teacher Interviews' page for Rosedale State High School. On the left is a sidebar with 'sobs' logo, 'Main menu' (Logoff), and 'Contact us'. The main area is titled 'Bookings' and 'Parent access'. It contains an 'Email' input field with a placeholder 'For example: john.smith@gmail.com' and a note 'This email will be your login identifier each time you revisit this site'. There are 'Next' and 'Cancel' buttons at the bottom right.

3. Put in your name and contact, select **Next**

The screenshot shows the 'Parent/Teacher Interviews' page for Rosedale State High School. The 'Bookings' section now includes 'Name' and 'Contact' input fields. The 'Name' field has a placeholder 'Optional: Enter your first name and surname, for example: John Smith'. The 'Contact' field has a placeholder 'Optional: Enter a contact phone number'. 'Next' and 'Cancel' buttons are at the bottom right.

4. If your child's name is there, select the Uniform Shop Booking **Book Seats**, go to 6
If your child's name is not there, select **Add child**

The screenshot shows the 'Parent/Teacher Interviews' page for Rosedale State High School. The 'Bookings' section displays a list of students with columns for 'Name', 'Year level', and 'Dates'. The list includes Peter Smith (Yr7) and John Smith (Yr7). For each student, there are 'Book Seats' buttons. A blue circle highlights the 'Add child' button at the bottom left. Another blue circle highlights the 'Book Seats' button for John Smith's '2020 Jan Uniform Shop Booking' entry.

5. Put in your child's name, confirm the year level, then select **Next**

The screenshot shows the 'Parent/Teacher Interviews' page for Rosedale State High School. The 'Bookings' section displays a 'Student registration' form. It includes input fields for 'Child's first name' and 'Child's surname', and a radio button selection for 'Child's year level' (Yr7, Yr8, Yr9, Yr10, Yr11, Yr12). There are 'Next' and 'Cancel' buttons at the bottom right.

6. The available time slots are shown in green, select the slot you prefer

The screenshot shows the 'Bookings' page for Peter Smith. The event is '2020 Jan Uniform Shop Booking' on Monday, 20-Jan-2020. There are five green time slots available, each with '3 Seats available': 08:00am, 08:15am, 08:30am, 08:45am, and 09:00am. The left sidebar contains links for 'Main menu', 'Logoff', and 'Contact us'. The top header shows 'Parent/Teacher Interviews' and 'Rosedale State High School'.

7. Make sure it is "1" seat, then select **Save**

The screenshot shows the same booking page, but the '08:45am' slot is selected. A text input field next to it says 'Enter the number of Seats required: 1'. The 'Save' button is circled in blue. The left sidebar and top header are the same as in the previous screenshot.

8. Your booking is displayed in red. If you wish to change the booking, click the preferred slot again. If everything is correct, select **Save**

The screenshot shows the booking confirmed. The '08:45am' slot is now red and says 'You have 1 Seats booked'. The other slots are green and say 'There are 3 Seats available'. The 'Save' button is visible in the top right. The left sidebar and top header are the same.

9. Your booking is displayed. Select **Adjust Seats** as needed. Select **Email Schedule** to have it emailed to the registered email address. To print the booking, select **Print Schedule** Make sure to **Exit** and **Logoff**

The screenshot shows the 'Bookings' page with a list of bookings. The '2020 Jan Uniform Shop Booking' for Peter Smith is highlighted. The 'Email Schedule', 'Print Schedule', and 'Adjust Seats' buttons are circled in blue. The left sidebar contains links for 'Main menu', 'Logoff', 'Contact us', and 'Session Paused'. The top header shows 'Parent/Teacher Interviews' and 'Rosedale State High School'.