



Rochedale State High School

Performers for every stage expressing talents in every field

Steps for parents booking an interview session with a teacher



Instructions for Parents' Booking

SOBS version 3

SOBS – School Online Booking System – allows the school to run various parent bookable functions. As a parent you are here to make some bookings, however exactly what you will see will depend on the type of booking the school has configured. The bookings may be for any of the following:

- An interview with your child's teacher(s)
- An interview with an unspecified staff member (for example an enrolment interview)
- Indicating your attendance at an event
- Booking a number of seats (for example at a performance)
- Volunteering at a school event

We have arranged this documentation into three sections:

1. Logging into SOBS
2. Adding and updating student details
3. Booking an interview with your child's teacher(s)

Please understand that the screens displayed for different booking functions will vary from those displayed here.

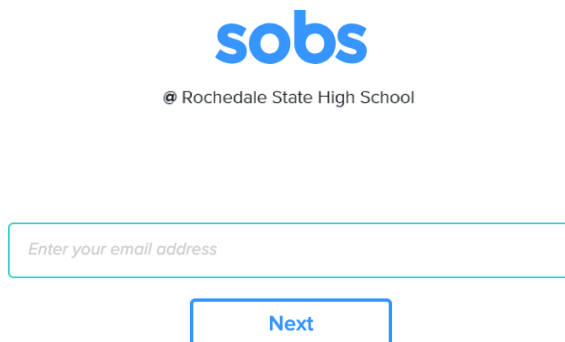
Things you will need:

- A computer, tablet or smart phone
- Access to the internet
- Use this link <https://eq.sobs.com.au/pt3/parent.php?schoolid=70381> to login
- You will need to know which teachers to book with (for interviews with your child's teachers). You don't need this if you are booking for Year 7 Enrolment Interview

SECTION 1: Logging into SOBS

The school should provide you with a link to access the application. Sometimes it is on the school website, otherwise it may have been sent to you in an email or via some other communication tool.

1. Click this link – it should take you to a screen that looks like the following (the school name should be the name of the school you are booking at):

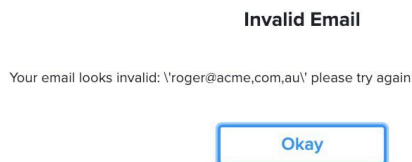


The screenshot shows the SOBS login interface. At the top, the 'sobs' logo is displayed in blue. Below the logo, the text '@ Rochedale State High School' is centered. A text input field with a light blue border contains the placeholder text 'Enter your email address'. Below the input field is a blue button with the text 'Next' in white.

If the screen doesn't look like this you are in the wrong place. Check the school's website or the email sent to you again for the link. If you still can't get to this screen then please contact the school for the correct link.

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:



The screenshot shows an error message. The text 'Invalid Email' is centered. Below it, the message 'Your email looks invalid: \\'roger@acme.com,au\' please try again' is displayed. At the bottom of the error message is a blue button with the text 'Okay' in white.

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 time you may see this screen, it allows you to select the level of security you would like to use on this site:



@ Rochedale State High School

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. You chose to add a password to your account:

sobs
@ Rochedale State High School

Add a password on your account

Add a password

Retype the 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:

sobs
@ Rochedale State High School

Where to send verification code?

Email via m3@focus-computing.com.au

Add a mobile number

Select the method for verification, we can send a code via email or SMS

[Send](#) [Cancel](#)

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):

sobs
@ Rochedale State High School

Enter verification code

Verification code has been sent to m3@focus-computing.com.au

Verification code

[Save](#) [Cancel](#)

sobs
@ Rochedale State High School

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:



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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”.

If you book for Enrolment Interview for Year 7 in 2021, please note the important message!

Important !

If your student is verified or requires additional educational support. Please make contact by email with our HOSES Mrs Rowena Condoleon rcond1@eq.edu.au.

Thank you.

SECTION 2: Adding and Updating Student Details



@ Rochedale State High School

Parent/Guardian

Murray Tymms

[Edit](#)

Students

[Add a student](#)

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



@ Rochedale State High School

Add student

Firstname

Surname

Enrolment

When checked this student will be valid for booking an enrolment interview

Year level

Save

Cancel

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).

If you are booking for an enrolment interview you will select the year level and an estimated start date for your child in that year level.

2. Continue adding student entries until you have run out of children:



@ Rochedale State High School

Parent/Guardian

Murray Tymms

[Edit](#)

Students

Joe Tymms (2021 Yr7)

[Edit](#)

Year 7 Enrolment Interview May 2020

John Murray (2021 Yr7)

[Edit](#)

Year 7 Enrolment Interview May 2020

[Add a student](#)

3. You can use the “Edit” option to correct the details pertaining to your child. Changing their name and their year level.

If there are no current bookings you will also have the option to delete this entry. Deleted entries will be visible for the remainder of the day and will be removed overnight.

SECTION 3: Booking an Interview

1. In this instance we are going to click on the "Year 7 Enrolment Interview May 2020" button under Joe, we are now presented with a list of the bookable slots for Joe, you may need to scroll down to check other available slots or dates if there is any.


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Year 7 Enrolment Interview May 2020 - booking for Joe Tymms

Click a time slot to book, click a booked time slot to delete Save

Monday 25-05-2020

03:30pm <small>20 seats available</small>
04:00pm <small>20 seats available</small>
04:30pm <small>20 seats available</small>
05:00pm <small>20 seats available</small>
05:30pm <small>20 seats available</small>

2. Click on the time slot you prefer, the time slot now changes to blue, and click "Save".
3. If you want to change what you selected, just click again on the time slot and it changes back to white, choose other time slot then click "Save".
4. Repeat the same for John.
5. Once you finished all the bookings and saved, it takes you back to this page indicating the bookings of the students.


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Parent/Guardian

Murray Tymms [Edit](#)

Students

[Email](#) [Print](#)

Joe Tymms (2021 Yr7) [Edit](#)

25-05-2020 03:30pm Year 7 Enrolment Interview May 2020 ☰

Year 7 Enrolment Interview May 2020

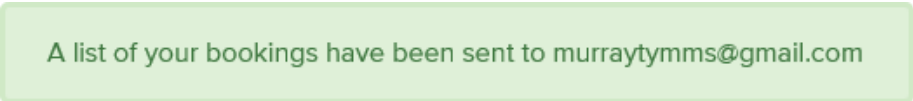
John Murray (2021 Yr7) [Edit](#)

25-05-2020 04:00pm Year 7 Enrolment Interview May 2020 ☰

Year 7 Enrolment Interview May 2020

6. I now have all my bookings completed.

7. Clicking the “Email” button will send a list of the bookings to my email.



A list of your bookings have been sent to murraytymms@gmail.com

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

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