



Instructions for Parents SOBS version 3

SOBS – School Online Booking System – allows the school to run parent bookable functions. The bookings may be for any of the following:

- An interview with your child's teacher(s)
- An interview with an unspecified staff member (e.g. subject selection interview)

This documentation is in three sections:

1. Logging into SOBS
2. Adding and updating student details
3. Booking an interview

The screens displayed for different booking functions will vary.

You will need:

- A computer, tablet or smart phone
- Access to the internet or ask the school to book.
- Below is the URL provided by your school:
<https://sobs.com.au/pt3/parent.php?schoolid=878>

SECTION 1: Logging into SOBS

The link is on the school website and in the previous section of these instructions.

1. Click the 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):

A screenshot of the SOBS login interface. At the top center is the 'sobs' logo in blue. Below the logo is the text '© UC SSC Lake Ginninderra'. Underneath is a white rectangular input field with a light blue border and the placeholder text 'Enter your email address'. Below the input field is a blue rectangular 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"

If you do not have an email address, then you can 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 you will still be able to record the interview date/time in your own diary or print it.

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:

sobs
@ UC SSC Lake Ginninderra

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 once selected the option will stay with this account.
If you are unsure, go with the first option, it is the simplest.
Or the fourth option which requires entry of your details each time you use the system.

4. We have now completed the authentication. The application prompts for further information.

sobs
@ UC SSC Lake Ginninderra

Parent Information

First name

Surname

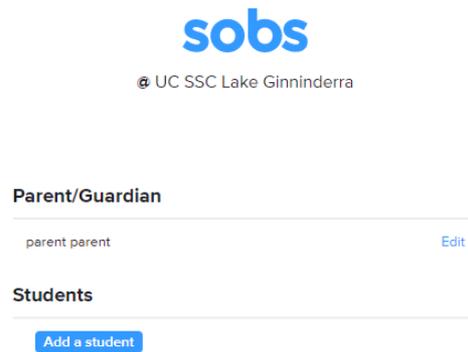
During this pandemic we are making the phone number mandatory. You can enter a home, work, or mobile number

Mobile number

Save **Cancel**

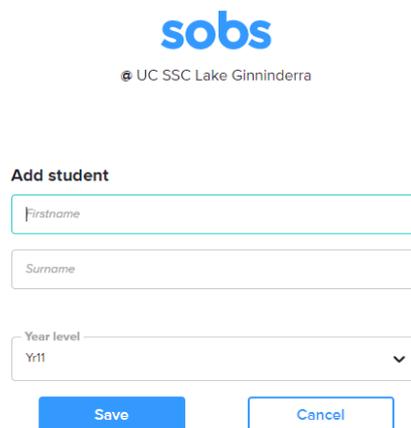
Enter your first and last name, and (preferably) a mobile phone number, then click "Save".

SECTION 2: Adding and Updating Student Details



The screenshot shows the 'sobs' logo at the top, followed by the text '@ UC SSC Lake Ginninderra'. Below this, there are two sections: 'Parent/Guardian' and 'Students'. The 'Parent/Guardian' section shows a list with one entry: 'parent parent' and an 'Edit' link. The 'Students' section shows a blue button labeled 'Add a student'.

1. Clicking the “Add a student” link will display the following screen:
- 2.



The screenshot shows the 'sobs' logo at the top, followed by the text '@ UC SSC Lake Ginninderra'. Below this, there is a section titled 'Add student'. It contains three input fields: 'Firstname', 'Surname', and 'Year level'. The 'Year level' field is a dropdown menu with 'Yr1' selected. At the bottom, there are two buttons: 'Save' and 'Cancel'.

Enter your child's first and last name.

Note: When you log in there will be two sessions available to choose.

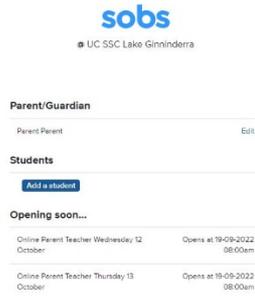
- Online Parent Teacher Wednesday 12 October
- Online Parent Teacher – Thursday 13 October

Please choose the option which suits.

3. Repeat the adding of student entries if you have more than one child.
4. You can use the “Edit” option to correct the details pertaining to your child. Changing their name and their year level.

SECTION 3: Booking an Interview

1. In this instance click the Online Parent Teacher 12 or 13 October button.



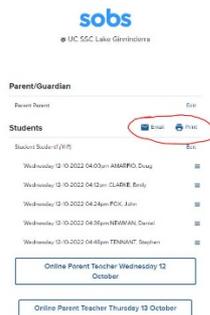
2. Press OK to proceed to selecting teachers for interview.



3. Select a time for each teacher.



4. Click "Save" to return to the list of your students if there is more than one.



5. All bookings completed.

6. Clicking the "Email" button will send a list of the bookings to your email.

A list of your bookings have been sent to parent@parent.com.au

7. Clicking the "Print" button will display a list of the bookings that can then be printed (on most web browsers this is Control + P).

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