Instructions for Getting To Know You Interviews 2014

Making a booking time for Parent Teacher Interviews? Please follow the steps below.

1. Log on to the website – www.schoolinterviews.com.au

3. You will now need to enter your details and then click **GO**

2. Enter the event code: **JZVQ4**
   Then click **GO**

3. Select the number of children you need to make interviews for.
   Then type in each child’s name.
   Then click **GO**

4. You will now need to select **each child’s Home Group Teacher** as the person you wish to book an interview with.
5. A list of times that the Home Group Teachers are available will appear. Choose a day and time that suits you from what is listed.

**Step 3: Choose the time(s) you want. You should leave time to get from one booking to the next - back-to-back bookings are not a good idea.**

- Missing checkboxes mean that time has already been booked by someone else.
- Press the green "Go" button to confirm your bookings.

<table>
<thead>
<tr>
<th>Time</th>
<th>Available Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>4pm</td>
<td>For Lucy</td>
</tr>
<tr>
<td>5pm</td>
<td>For Arthur</td>
</tr>
<tr>
<td>6pm</td>
<td>Arthur Loughridge</td>
</tr>
<tr>
<td>7pm</td>
<td>Jan Keogh (Principal)</td>
</tr>
</tbody>
</table>

Please leave a break between interview times if you need to see more than one teacher so that interviews can begin on time.

6. Once you have selected a time you need for each child, scroll down to the bottom of the screen and click **Go**

7. A new screen will appear that has your interview details. Please check that these are correct.

**For example:** If you wanted an interview time for Wednesday 26th of June at 4:30pm, you would click to tick the box like this:

Please note that the hour is listed above and then the minutes past that hour are listed underneath to represent the start of the interview time.

If the information is correct click on **finished**.

You will receive an email to confirm this booking.