How to book your Year 7 2024 Enrolment Interview using SOBS
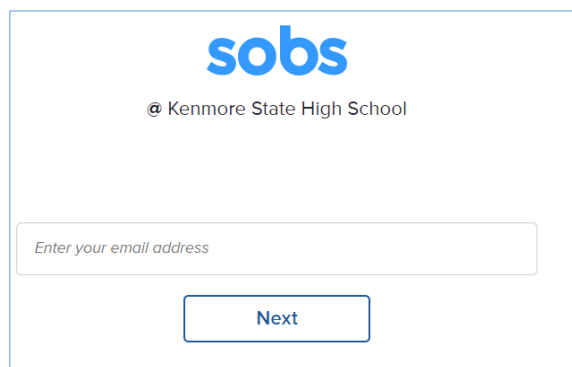
SECTION 1: Logging into SOBS

1. Click this link to book your 2024 enrolment interview for Saturday 3 June

    https://eq.sobs.com.au/pt3/parent.php?schoolid=70659

    - Year 7 2024 enrolment interview online bookings open 7am Monday 22 May 2023
    - Bookings close 7pm Wednesday 31 May 2023

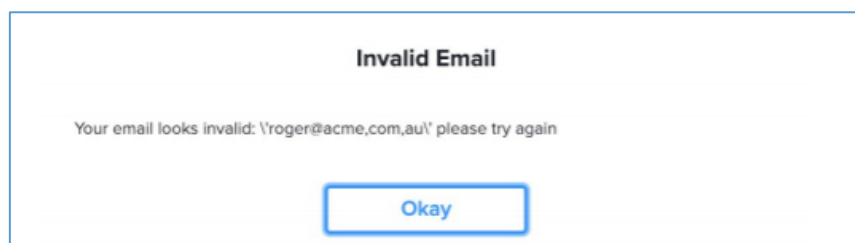   It should take you to a screen that looks like the following:

If the screen doesn't look like this you are in the wrong place. Check 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:

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.

3. If this is your first-time using SOBS you **may** see this screen, it allows you to select the level of security you would like to use on this site:

NOTE: The option you choose cannot 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.
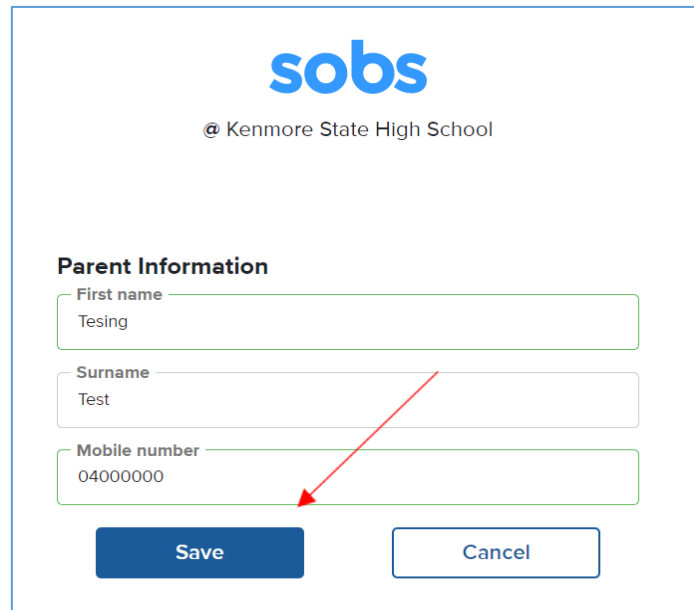
Option 2: "I would like to add a password to my account" - you will be prompted to enter a password; this same password will be required to be entered each time you access the site. When selected you cannot enter a blank password – you must enter at least one character.

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. You will be sent a 4-digit code to your email address or to your mobile phone; enter this code to move on the next screen.

Optional 4: "Delete my details when these bookings are completed" - after the interview round is complete your details will be automatically deleted from the system. If there are future booking rounds you will need to re-register using this process again.

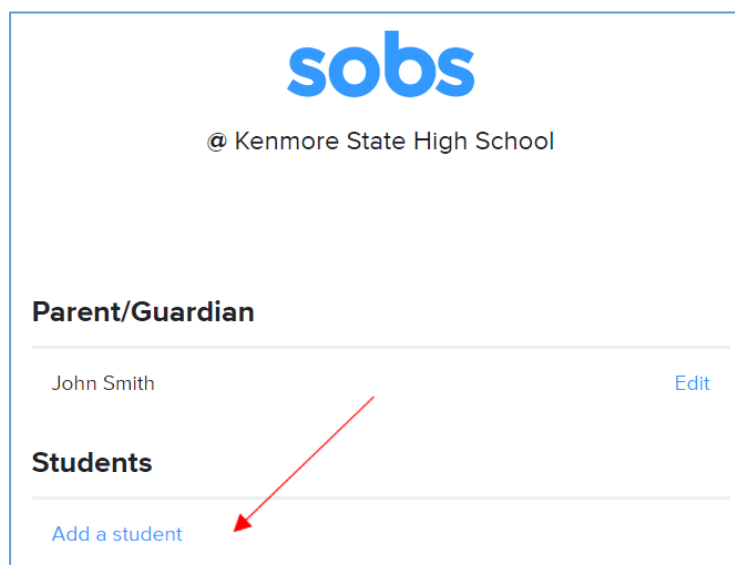Complete any authentication process if you selected Option 2 or 3

4. Enter your first and last name, and your mobile phone number, then click "save".

SECTION 2: Adding and updating student details

1. Click "Add a student"

2. Clicking the "Add a student" link will display the following screen:
Enter your child's first and last name. Select the "Enrolment" checkbox, then select "Starting school in 2024" and make sure "Year 7" is selected in the dropdown box. **Press "Save".**

Edit student

Firstname
Will

Surname
Smith

☑ Enrolment
Check this option if the student has not yet started at the school

◯ Starting school in 2023
⦿ Starting school in 2024
◯ Starting school in 2025

Select the year in which the student will be starting at this school

Year level
Yr7 ⌄

☐ Delete student
When checked this student will be scheduled for deletion

[Save]   [Cancel]

3. Once you have saved your student's entry, you will return to this screen:

Parent/Guardian

John Smith eg.   Edit

Students

Will Smith *(2024 Yr7)*   Edit

[Year 7 2024 Enrolment Interviews]

[Year 7 2024 Program of Excellence Testing - KENX]

[Year 7 2024 Program of Excellence Testing - GIEP]

[Year 7 2024 Enrolment Interviews - TALS]

[Year 7 2024 Enrolment Interviews - EALD]

If you need to add another student, repeat Section 2 again.

SECTION 3: Book an Interview

Which Year 7 2024 Enrolment Interview do I need to Book?

If you are applying for Mainstream you only need to book a Mainstream Interview

If you are applying for a Program of Excellence, you will need to book a Mainstream Interview and then a following booking for your choice of Excellence Program testing. (You may wish to book the testing first and then the Interview depending on timeslots available).

If you are applying for an International Student you will need to book an EALD Interview

If you are applying for learning assistance/disability you will need to book a TALS Interview

Please allow your student time to get from their Interview to a testing as it is in a different building, at least 5 – 10 minutes.

- Allow 15min for your Mainstream Interview
- Allow 30min for your EALD Interview
- Allow 30min for your TAL Interview
- Allow 60min for Ken-X Excellence Program testing
- Allow 30min for GIEP testing

1. Click on the interview you need to book, according to the above directions.

2. You are now presented with a list of the bookable slots**.**
Select an available timeslot.

Year 7 2024 Enrolment Interviews - booking for Will Smith

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

Saturday 03-06-2023

08:00am
19 spaces available
15 mins

08:20am
19 spaces available
15 mins

08:40am
19 spaces available
15 mins

09:00am
19 spaces available
15 mins

You can remove a booking simply by clicking on the blue timeslot. This will remove your booking and restore the other bookable options.

3. Once you've selected a timeslot, scroll up to the top of the screen and click "Save**".**

Year 7 2024 Enrolment Interviews - booking for Will Smith

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

Saturday 03-06-2023

08:00am
Will Smith

08:20am
Unavailable

When you have saved your selected timeslot, you will then return to a screen which highlights your booked timeslot:

PLEASE NOTE: **To receive an email confirmation of your booking. Please select the Email**

Click the "Email" button to send confirmation of completed bookings to your email address.

For a printed copy - click the "Print" button to display a list of your bookings

You also have the option to "Download bookings to your calendar".

Once you have sent a confirmation email and/or printed your booking information, you can exit the page. There is no specific logoff option – you can just close your browser window.

A booking reminder will be sent to your nominated email address at 5.00am on the day of your interview.

Q: Once I have exited the page, how do I view my booking or make any changes to parent, student or booking details?

To sign back into your account to view your bookings or make any changes, use the link provided on page 1 and use the same email address from your original booking to sign back in.

If you have any issues with your booking, please email enrolments@kenmoreshs.eq.edu.au