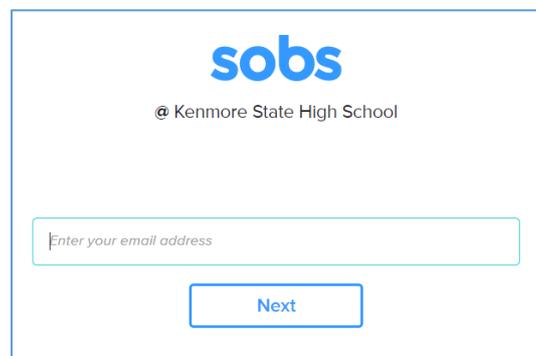# How to book your Year 7, 2021 Enrolment Interview using SOBS

SECTION 1: Logging into SOBS

1. **Click this link to book your Year 7, 2021 Enrolment Interview for Saturday 17th October 2020:**
   https://eq.sobs.com.au/pt3/parent.php?schoolid=70659

   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, or the booking round is not yet open. 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:
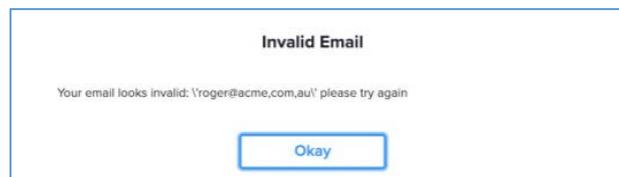
   Click "Okay" and re-enter the corrected email address

   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:
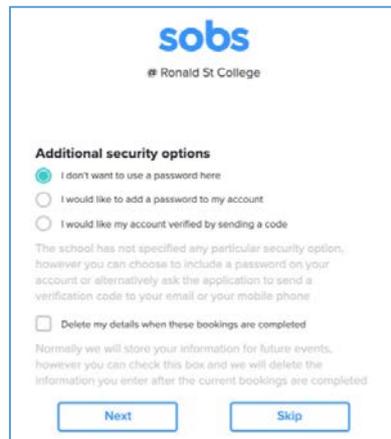
NOTE: The option you choose cannot be changed! Once selected the option will stay with this account forever. If you are unsure go with the first option, it is the simplest.

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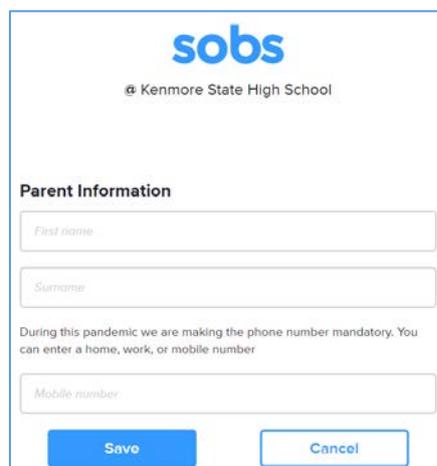
Option 2: "I would like to add a password to my account" - you will be prompted to enter a password, this same password will be required to be entered each time you access the site. When selected you cannot enter a blank password – you must enter at least one character.

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. 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.

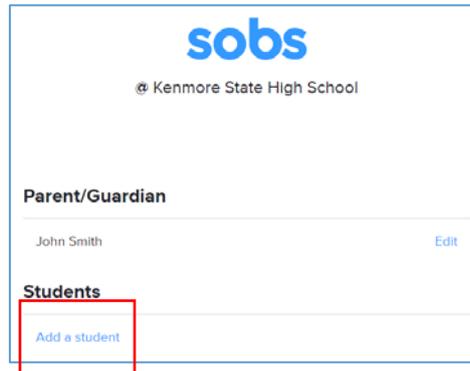Complete any authentication process if you selected Option 2 or 3.

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:**
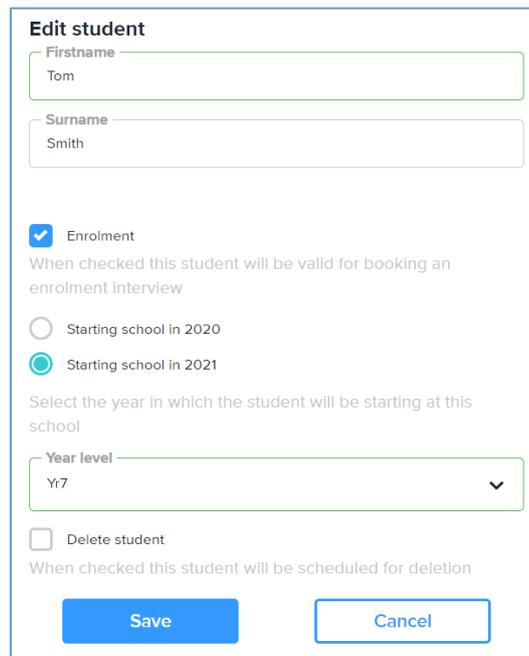
Enter your child's first and surname and make sure the "Enrolment" checkbox and "Starting school in 2021" is selected. Select "Yr7" in the year level dropdown box.

Press "Save".

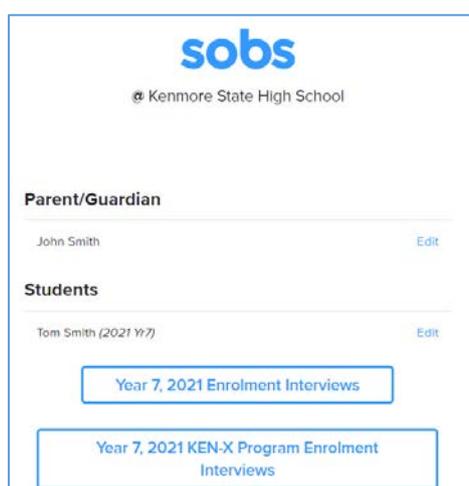Once you have saved your student's entry, you will return to this screen:
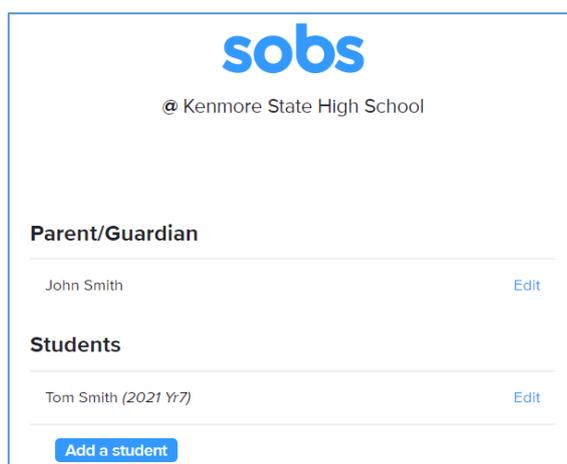
If you need to add another student, repeat Section 2 again.

SECTION 3: Booking an Interview

If your child has been accepted into a Program of Excellence (KEN-X, MEX, GIP) or is required to book a Teaching and Learning Support (TALS) interview, please select the relevant booking link:

- If your child has been accepted into the KEN-X Program, please book a "Year 7, 2021 KEN-X Program Enrolment Interview".
- If your child has been accepted into the GIP *and* MEX Program you may book either a "Year 7, 2021 MEX Program" **or** "Year 7, 2021 GIP Program" enrolment interview.
- TALS (Teaching and Learning Support) - verified students (e.g. ASD, hearing impaired) and students with diagnosed learning difficulties (e.g. dyslexia, ADHD) are asked to please book a TALS interview. Please note that TALS interviews will be 30 minutes in duration.
- Only <u>one</u> enrolment interview booking per student is required.

1. **Click on the "Year 7, 2021 Enrolment Interview" button or relevant Program of Excellence or TALS interview button.**

2. You are now presented with a list of the bookable slots.

You will only see timeslots which are available at the time you are using the system. As timeslots are booked for interviews, those timeslots are no longer displayed as available.

Select an available timeslot.

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

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

Other parents may be making bookings at the same time that you are using the system. It is possible, though unlikely, that a timeslot is displayed to you as available, but is then booked by another parent shortly afterwards. If you then attempt to book this timeslot it will not be available and a message will be displayed to indicate this.

Once you have saved your selected timeslot, you will return to this screen which highlights your booked timeslot:
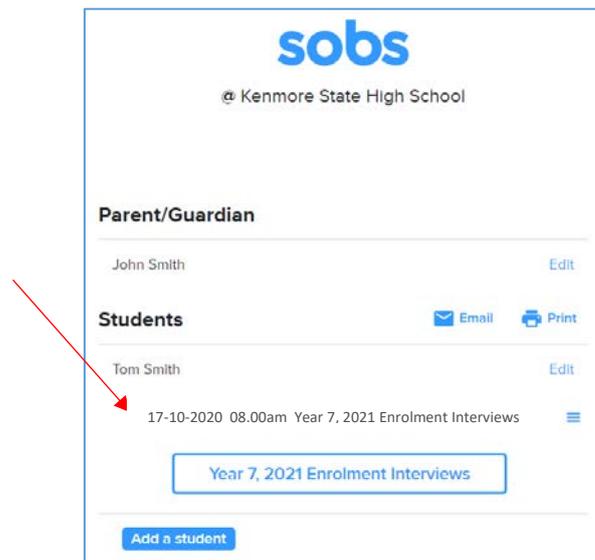
PLEASE NOTE: You will <u>not</u> receive an automatic email confirmation of your booking. Please follow the steps on the following page.

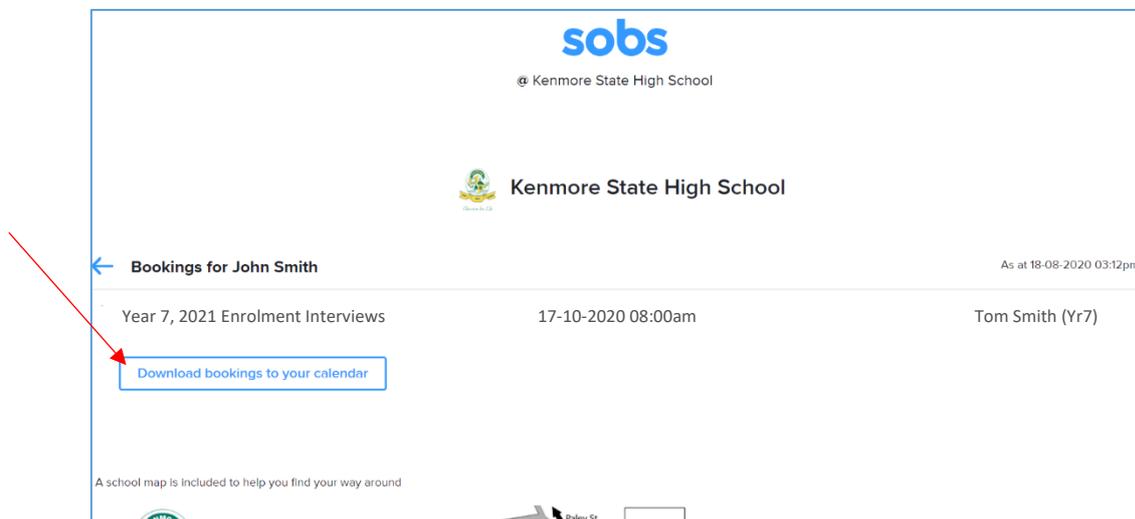**Click the "Email" button to send a list of the bookings to your email, as well as a map of the school.**
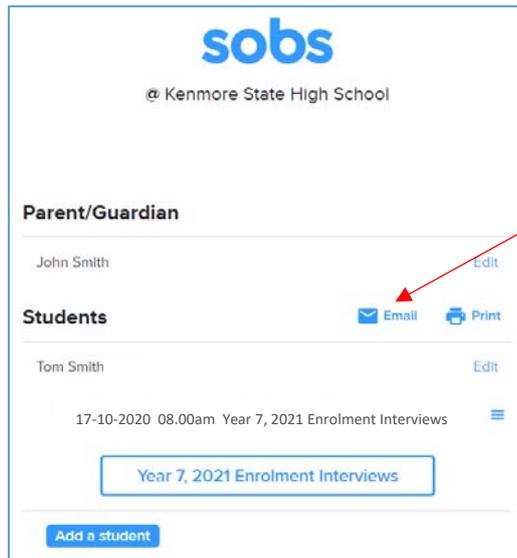
Click the "Print" button to display a list of your bookings so that you can then print (on most web browsers this is Control + P).

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

A school map is also featured on this page.

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.

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. You can log in and change the booking any time up to the closing date and time: **11:59pm Wednesday 7th October 2020.**

If you change your timeslot, please make sure you click "Save" before exiting.

If you encounter any problems using SOBS please notify the school office, preferably via email at communications@kenmoreshs.eq.edu.au, or phone (07) 3327 1555.