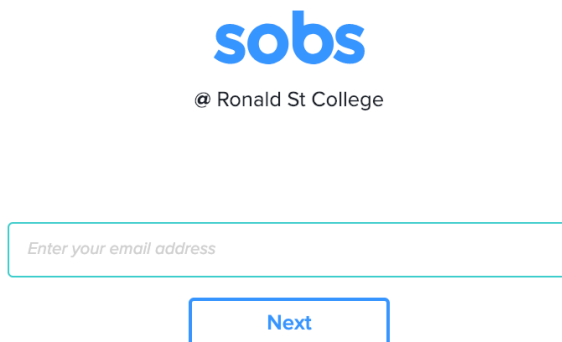*SECTION 1: Logging into SOBS*

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):
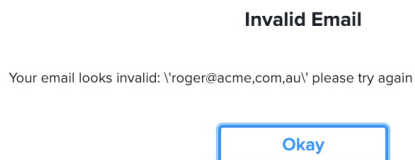

sobs

@ Ronald St College

Enter your email address

Next

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:

Invalid Email

Your email looks invalid: \'roger@acme,com,au\' please try again

Okay

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:

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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:

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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

@ Ronald St College

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):

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Enter verification code

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

| Verification code |

| Save | | Cancel |

sobs

@ Ronald St College

Your verification code is 5699

Contact us | About us

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:

sobs

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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".

SECTION 2: Adding and Updating Student Details

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Parent/Guardian

Murray Collingwood   Edit

Students

                                                                        Add a student

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

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Add student

| Firstname |

| Surname |

Year level
| Yr7   ⇕ |

[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:

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Parent/Guardian

Murray Collingwood   Edit

Students

Wendy Collingwood *(Yr7)*   Edit

[**Term 2 parent interviews**]

Timmy Collingwod *(Yr11)*   Edit

[**Term 2 parent interviews**]

                                                                        Add a student

3. If there are any current bookable events these will be listed under each student. If you can not see a specific event listed be sure to check that your child has the correct year level selected, sometimes an event like Subject Counselling is only valid for a Yr10 student.

4. 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 "Term 2 parent interviews" button.

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Term 2 parent interviews

Select staff from the list below:

Select staff for Wendy Collingwood

| Mark Akmar | Jane Collingwood | M G Collingwood | John English | Gary Grafix | Talinka Hill | Mozart Music | Sally Science |

Next   Cancel

Since Wendy is in year 7 the staff listed are those that teach year 7. Select from the list the teachers you would like to interview with. In this instance I'm choosing three teachers.

Select staff for Wendy Collingwood

| Mark Akmar | Jane Collingwood | M G Collingwood | John English | Gary Grafix | Talinka Hill | Mozart Music | Sally Science |

Next   Cancel

Click "Next"

2. We are now presented with a list of the bookable slots for these three teachers. I'm one of the first parents to book so there is plenty of availability.

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Term 2 parent interviews - booking for Wendy Collingwood

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

Save   Back

Tuesday 30-04-2019

Mark Akmar	John English	Gary Grafix
04:00pm	04:00pm 10mins	04:00pm 10mins
04:10pm	04:10pm 10mins	04:10pm 10mins
04:20pm	04:20pm 10mins	04:20pm 10mins
04:30pm 10mins	04:30pm 10mins	04:30pm 10mins
04:40pm 10mins	04:40pm 10mins	04:40pm 10mins
04:50pm 10mins	04:50pm 10mins	04:50pm 10mins

You can see that Mark Akmar is either unavailable or has already been booked for the first three time slots – you will not be able to book on those slots. You can only book a teacher once, and you can not double book yourself at the same time. To demonstrate this I'm going to book John English for 4:40pm

Mark Akmar	John English	Gary Grafix
04:00pm	04:00pm	04:00pm 10mins
04:10pm	04:10pm	04:10pm 10mins
04:20pm	04:20pm	04:20pm 10mins
04:30pm 10mins	04:30pm	04:30pm 10mins
04:40pm	04:40pm Wendy Collingwood	04:40pm
04:50pm 10mins	04:50pm	04:50pm 10mins

Notice that the other time slots at 4:40pm are now unavailable for booking. Similarly all of the other time slots for John English are unavailable.

Ideally I'm wanting to go straight from one interview to the next, so I'm going to book Mark Akmar for 4:30pm and Gary Grafix for 4:50pm

04:30pm Wendy Collingwood	04:30pm	04:30pm
04:40pm	04:40pm Wendy Collingwood	04:40pm
04:50pm	04:50pm	04:50pm Wendy Collingwood

3. You can delete a booking simply by clicking on the blue time slot. This will delete the booking and restore the other bookable options.

4. Click "Save" to return to the list of students

5. We now have a list of three bookings for Wendy. An Email and Print button have also appeared. We haven't finished booking yet so we will wait to Email / Print until the rest of our bookings are completed. Clicking on the "Term 2 parent interviews" button for Timmy.

Select staff for Timmy Collingwod

| Danny Andrews | Michael Angelo | Andy Apricot | Jane Collingwood | Murray Collingwood | George Geography | Talinka Hill |
| Laura Languages | Duncan Neil | Barry Small |

| Next | | Cancel |

For Timmy we are going to interview with Danny Andrews and Duncan Neil – click "Next"

6. The available time slots show some more unavailable time slots, however this time they relate to the times we have already booked for Wendy's interviews.

Tuesday 30-04-2019

Danny Andrews | Duncan Neil

04:00pm 10mins	04:00pm 10mins
04:10pm 10mins	04:10pm 10mins
04:20pm 10mins	04:20pm 10mins
04:30pm Wendy Collingwood / AKMAR, Mark	04:30pm Wendy Collingwood / AKMAR, Mark
04:40pm Wendy Collingwood / ENGLISH, John	04:40pm Wendy Collingwood / ENGLISH, John
04:50pm Wendy Collingwood / GRAFIX, Gary	04:50pm Wendy Collingwood / GRAFIX, Gary
05:00pm 10mins	05:00pm 10mins

My most efficient books are once again immediately before of after the current bookings I have, so I will book Danny at 4:10pm and Duncan at 4:20pm

Danny Andrews | Duncan Neil

04:00pm	04:00pm
04:10pm Timmy Collingwod	04:10pm
04:20pm	04:20pm Timmy Collingwod
04:30pm Wendy Collingwood / AKMAR, Mark	04:30pm Wendy Collingwood / AKMAR, Mark
04:40pm Wendy Collingwood / ENGLISH, John	04:40pm Wendy Collingwood / ENGLISH, John
04:50pm Wendy Collingwood / GRAFIX, Gary	04:50pm Wendy Collingwood / GRAFIX, Gary

Once again I will click "Save" to return to the list of students.

7. I now have all my bookings completed.

Students [Email] [Print]

Wendy Collingwood *(Yr7)*   Edit

30-04-2019 04:30pm AKMAR, Mark   ≡

30-04-2019 04:40pm ENGLISH, John   ≡

30-04-2019 04:50pm GRAFIX, Gary   ≡

[**Term 2 parent interviews**]

Timmy Collingwod *(Yr11)*   Edit

30-04-2019 04:10pm ANDREWS, Danny   ≡

30-04-2019 04:20pm NEIL, Duncan   ≡

[**Term 2 parent interviews**]

8. Clicking the "Email" button will send a list of the bookings to my email.

A list of your bookings have been sent to m3@focus-computing.com.au

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

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← **Bookings for Murray Collingwood**   As at 01-02-2019 12:47pm

Term 2 parent interviews	30-04-2019 04:10pm	Timmy Collingwod *(Yr11)*	ANDREWS, Danny
Term 2 parent interviews	30-04-2019 04:20pm	Timmy Collingwod *(Yr11)*	NEIL, Duncan
Term 2 parent interviews	30-04-2019 04:30pm	Wendy Collingwood *(Yr7)*	AKMAR, Mark
Term 2 parent interviews	30-04-2019 04:40pm	Wendy Collingwood *(Yr7)*	ENGLISH, John
Term 2 parent interviews	30-04-2019 04:50pm	Wendy Collingwood *(Yr7)*	GRAFIX, Gary

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