INSTRUCTIONS FOR BOOKING ONLINE PARENT INTERVIEWS
April 9 2014 Home Room teacher/Parent Interview

Go to the website: http://www.schoolinterviews.com.au/home

Insert the School Event Code: SYKCV in the green Parents section and press the green GO button.

STEP 1 – Enter your name, email address, number of students and the student's names and press the green GO button.
STEP 2 – Choose the Home Room and teacher for your student’s interviews. Press the green GO button when you have completed the list.

![Calvin Christian School Parent & Home Room teacher Interviews Term 1 2014](image)

Step 2: Choose teachers.
- Select a subject from the first box, then select a teacher from the second box.
- Press the green "GO" button to go on to the next page.

![Subject](image)

STEP 3 – Choose the times for your student’s interviews. Press the green GO button when you have completed the list.

![Calvin Christian School Parent & Home Room teacher Interviews Term 1 2014](image)

Step 3: Choose the time(s) you want.
- 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.

Autobook

![Wed 9 Apr 3:45pm - 7:45pm](image)

FINISHING – Your bookings will be indicated in the ‘Bookings’ section. An EMAIL will be sent.

You may Cancel your booking, Update your details, Reschedule, Print and resend an email as the blue links on the page indicate.
Your bookings are listed below.

The smooth running of our event relies on all parents keeping to the timetable. Please consider other parents and end on time. If you need more time with a particular teacher, arrange a separate meeting or phone call.

Bookings for John Citizen

- Wed 9 Apr 4:30pm MRS V SCHUTH (Home Room 11C) – John Citizen Junior Cancel

Update your details • Add another student • Add bookings • Reschedule bookings • Print

To cancel a booking, click on the “Cancel” link next to it. You can update your details, add another student, add more bookings or reschedule existing bookings by clicking on the links above.

You should receive an email containing your booking times. If this doesn’t arrive, please confirm your email address johndoe@gmail.com, and check your spam folder. Click here to re-send the email.

You can change or cancel your bookings (unless your school has closed bookings) by returning to , and entering the event code SYKCV.

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