

Parent Teacher Interviews

Tuesday 23 September 3.00pm - 6.30pm & Wednesday 24 September 3.00pm - 5.00pm

Instructions for parents to make interview bookings

For New Families to the School

1. Click 'Create Account' and follow the prompts to add your details.

First time user?

Create an account for yourself and then you will be able to add the details of your children.

Create Account
You will then be able to book an appointment

Already have an account from the last Parent Teacher Interviews?

Your Email Address *

Your Password *

If you know your email address but have forgotten your password you can reset it [here](#).
If you have forgotten your email address please contact your school.

2. You need to provide a password when creating your account so you can login at a later date and make changes to your bookings if you require.
The 'School Password' would have been provided to you by the school.

Parent Teacher Interview Bookings

Already have an account? [Login now](#)

Your full name

Email address

Re-enter Email address

Your password

Re-enter password

School password (Enter school password – darwin)

3. Add the names of one of your children and select the classroom they are in. Additional children can be added by clicking **Add another student**. When all your children have been added click **Create Account**

Add details for each of your children who are student at this school.
If you would like your child to see more than one teacher you can add their name multiple times against different teachers.

Name of student #1 Select their class [Remove](#)

[Add another student](#)

Create Account
You will receive an email to verify your details

Once you create your account we will send you an email to confirm that it is correct. It will contain a link which you can click and continue booking an appointment.

For Returning Families

1. You will be able to login with the email address and password you used last year.
2. If you cannot remember your password you can have it reset by clicking on the appropriate link on the page
3. When you log in you will be prompted to re-add your children and specify their new classroom

To make a booking

1. Click on the day you wish to make a booking.

Available days to make bookings

	Student 1	Student 2
23 Sept 2014 Book now	Available	Available
24 Sept 2014 Book now	Available	Available

To make or change a booking click one

Done

2. Click on the available times you would like to book.

Book an appointment

Choose which time you would like to make a booking for.

23 September	Joe Smith	Jack Smith
3.00pm	Click to book	Click to book
3.15pm	Click to book	Click to book
3.30pm	Click to book	Click to book

3. Once clicked, the time will change to **booked**.
When done, click **back to booking summary**

23 September	Joe Smith	Jack Smith
3.00pm	Click to book	Click to book
3.15pm	Booked	unable to book
3.30pm	Click to book	Booked

4. The summary of your bookings will appear. When happy click **Done** which will log you out. A confirmation of your booking will be emailed to you.

5. If you need to make a change to your booking in the future, you can log back in to the system and repeat the steps above.

Available days to make bookings

	Joe Smith	Jack Smith
23 Sept 2014 Book now	Booked 4.15pm	Booked 5.30pm
24 Sept 2014 Book now	Available	Available

To make or change a booking click one of the dates above

Done