

# Instructions for Booking Senior Education & Training Plans (SET Plans) on the School Online Booking System (SOBS)

Bookings are open to parents from Thursday 17 August 2017 @ 8.00pm.

Bookings close to parents on Tuesday 22 August 2017 @ 10.00am.

## Step 1

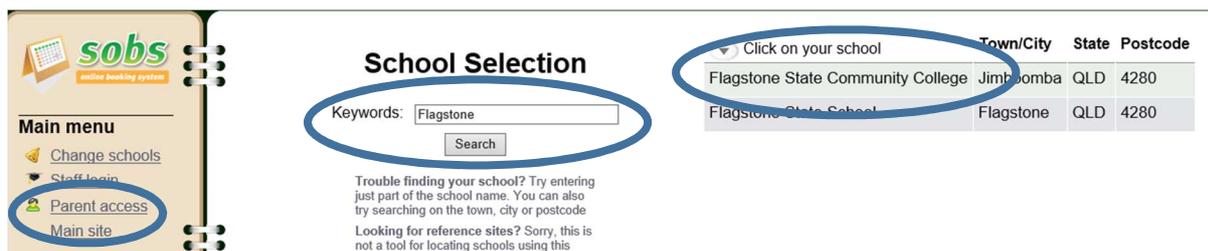
Visit <http://www.sobs.com.au> and click the "Parent/Teacher Interview Bookings" icon



## Step 2 (if you have accessed the site before, you may not have to complete this step)

Select "Parent Access" link on the left side menu and search for our school "Flagstone" and press "search".

Click on our school "Flagstone State Community College" to access our bookings.



Click the "Parents click here" icon.

## School Selection

Keywords:

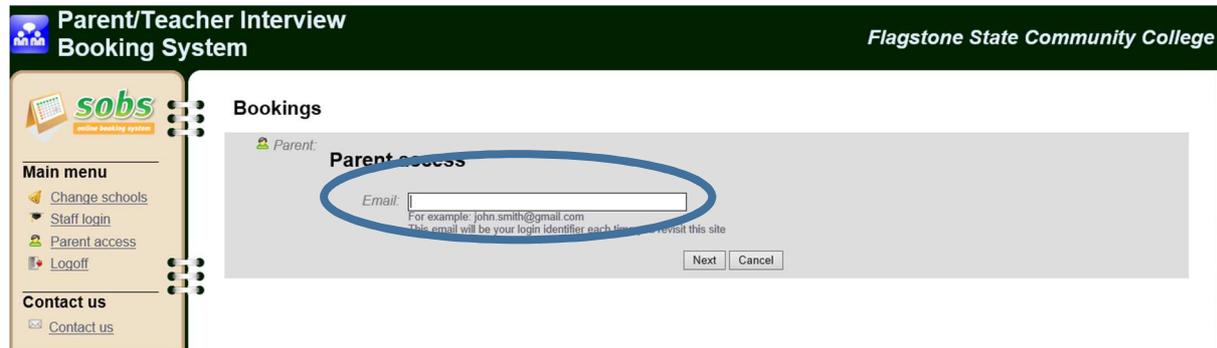
Trouble finding your school? Try entering just part of the school name. You can also

**Selected:** Flagstone State Community College

## Access Required

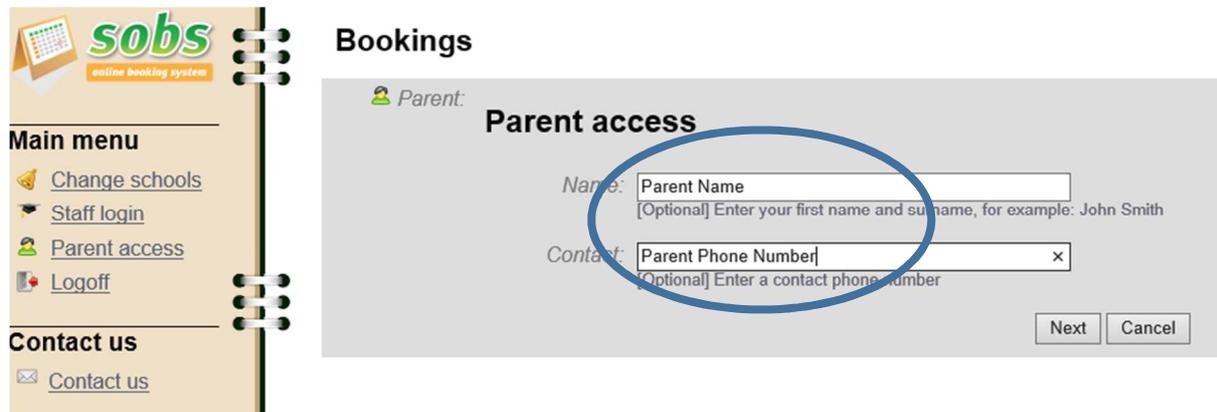
### Step 3

Type in your email address and click next.



### Step 4

Type in your name and contact number. Click next.

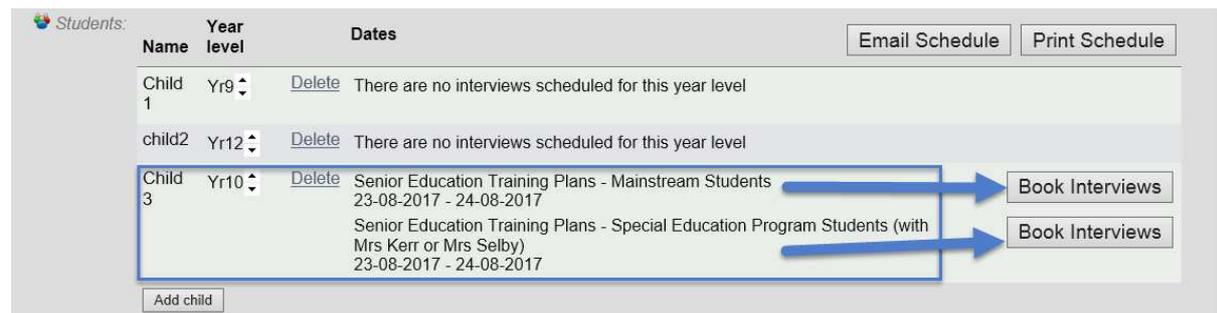


### Step 5

If you've access the system before, you might already have your son/daughter appearing in this window. Check their name and year level is correct. If the year level is incorrect, you can use the up and down arrows to rectify it. Use the delete link if you wish to delete a child who has left the school.

Beside any student in Year 10, you will have two options (unless access to the bookings has closed – see dates/times above).

1. Senior Education Training Plan – Mainstream Students – click the associated “book interviews” icon if you are the parent of a mainstream student.
2. Senior Education Training Plans – Special Education Program Students (with Mrs Kerr or Mrs Selby) – click the associated “book interviews” icon if you are the parent of a student in the special education program.



## Step 6

Check your details at the top of the screen and press the edit icon if you need to change any of your details.

The green sections are the times still available.

Mainstream Students – Five (5) interview slots are available for each ½ hour time period between 3.30pm and 8.00pm.

Special Education Program Students – One (1) interview slot is available for each ½ hour time period between 3.30pm and 8.00pm.

Select the time slot you require by clicking on the green section.

### Bookings

**Parent:** kort11@eq.edu.au  
Parent Name  
Parent Phone Number

**Students:** Child 3  
Senior Education Training Plans - Mainstream Students

**Calendar:**

#### Select a time slot for Child 3

Senior Education Training Plans - Mainstream Students

Wednesday, 23-Aug-2017

03:30pm	5 available
04:00pm	5 available
04:30pm	5 available
05:00pm	5 available
05:30pm	5 available

Once you've clicked on the interview time slot you require, the interview time should turn to red and your child's name should appear. **Click on save icon at the top.**

NOTE: if you select the wrong interview time, just click on the red interview time and it should cancel the booking (the time slots should appear in green again).

**Calendar:**

#### Select a time slot for Child 3

Senior Education Training Plans - Mainstream Students

Wednesday, 23-Aug-2017

03:30pm	Child 3
04:00pm	

### Step 7

Once you've made the booking, you can either select the "email schedule" icon or the "print schedule" icon to receive confirmation of the booking.

If you need to adjust your interview time at any time, you can log back into the system (following the instructions above) and click on the "adjust day interview time" icon. Make the amendment by clicking on the red interview time, which should cancel the booking and select a new interview time (See step 6 above).

### Bookings

Parent: kortl1@eq.edu.au  
Parent Name  
Parent Phone Number

Students:

Name	Year level	Dates	Interventions
Child 1	Yr9	<a href="#">Delete</a> There are no interviews scheduled for this year level	
child2	Yr12	<a href="#">Delete</a> There are no interviews scheduled for this year level	
Child 3	Yr10	Senior Education Training Plans - Mainstream Students 23-08-2017 - 24-08-2017 Senior Education Training Plans - Special Education Program Students (with Mrs Kerr or Mrs Selby) 23-08-2017 - 24-08-2017	Interviews: 1 <a href="#">Adjust Interviews</a> <a href="#">Book Interviews</a>

[Add child](#)

### Step 8

Once you've finished, you can log off the system by clicking the "logoff" link on the side menu.

**sobs**  
online booking system

**Main menu**

- [Change schools](#)
- [Staff login](#)
- [Parent access](#)
- [Logoff](#)

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