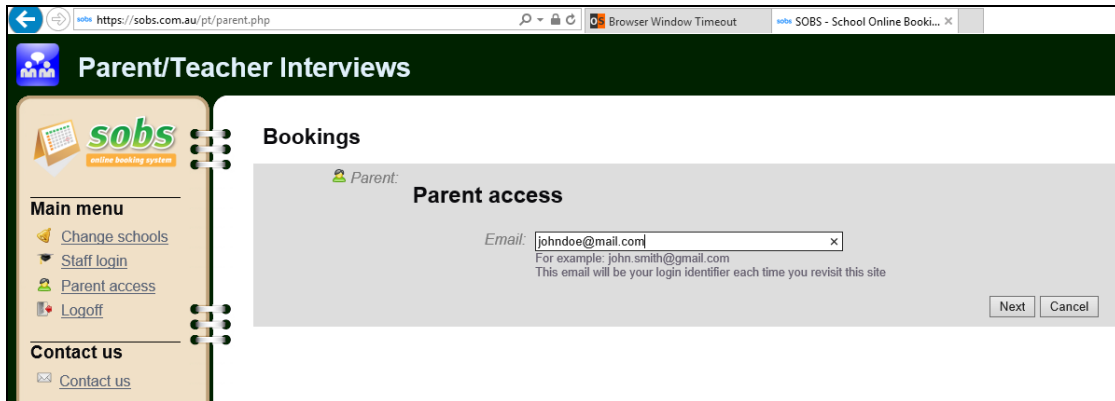


P & C Event: How to Book Seat Number

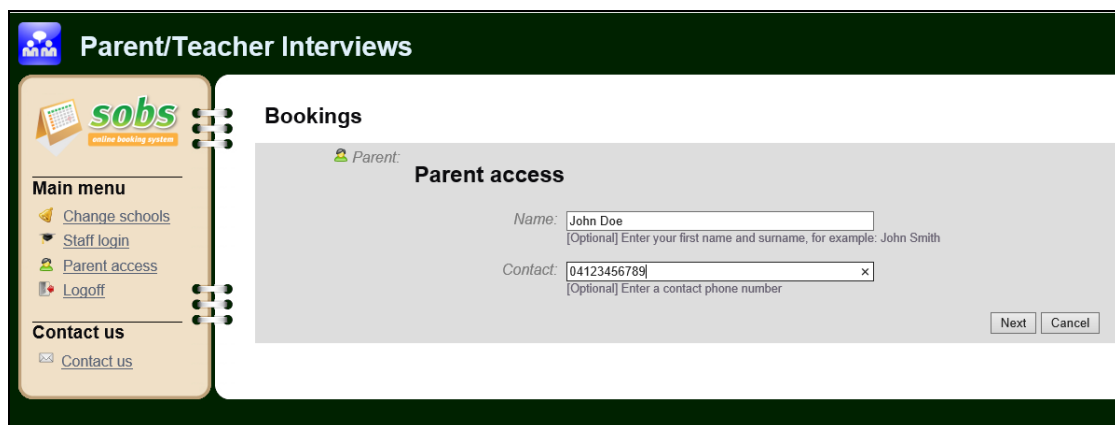
NOTE: Information entered into this booking system is outside of the school's network and therefore under the privacy information policy of the website sobs.com.au – their policy states that they will not disclose this information to any other party, and nor will the information be used for any other purpose than managing these interviews.

1. Visit the school website, cavroadshs.eq.edu.au, under Quick Links, click on the link for 'P&C Special Event'. Enter your **email address** and click next.



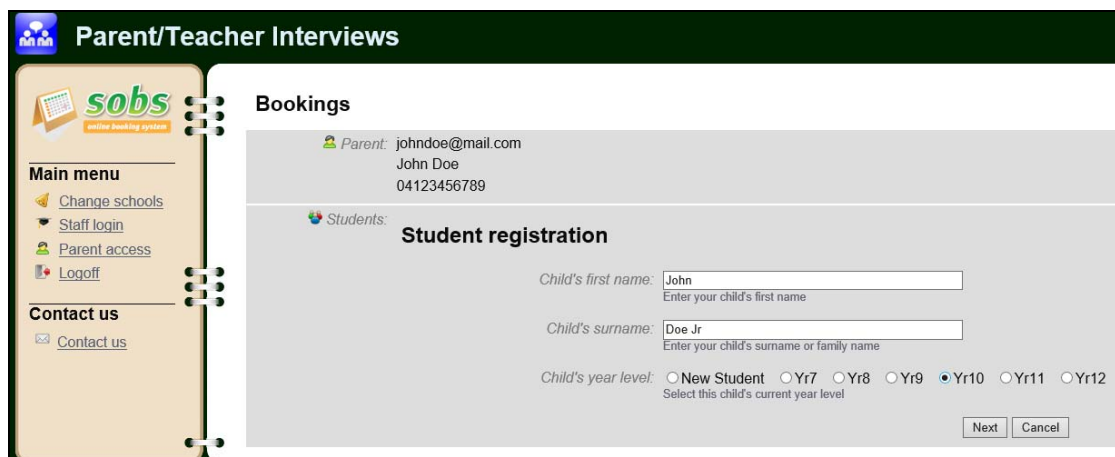
The screenshot shows a web browser window with the URL <https://sobs.com.au/pt/parent.php>. The page title is "Parent/Teacher Interviews". On the left is a navigation menu with "Main menu" (Change schools, Staff login, Parent access, Logoff) and "Contact us" (Contact us). The main content area is titled "Bookings" and contains a "Parent access" form. The form has a label "Parent:" and an "Email:" field with the value "johndoe@mail.com". Below the email field, it says "For example: john.smith@gmail.com" and "This email will be your login identifier each time you revisit this site". There are "Next" and "Cancel" buttons at the bottom right of the form.

2. Enter your name and contact details and click next.



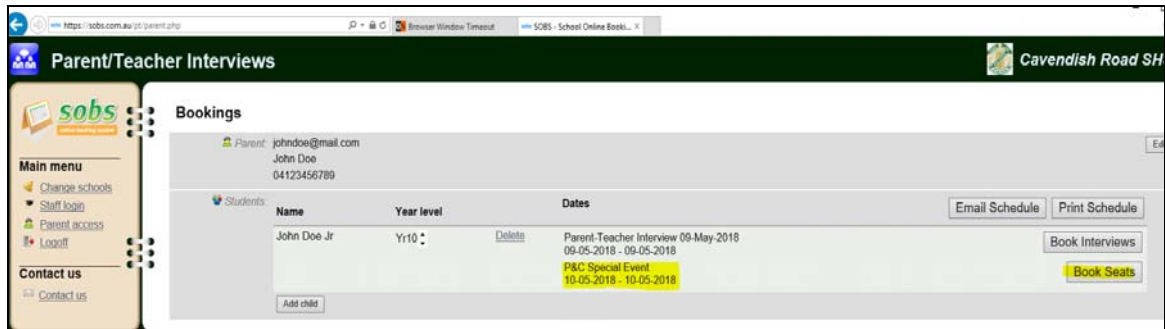
The screenshot shows the same "Parent access" form. The "Name:" field now contains "John Doe" with a subtext "[Optional] Enter your first name and surname, for example: John Smith". The "Contact:" field contains "04123456789" with a subtext "[Optional] Enter a contact phone number". The "Next" and "Cancel" buttons are still present.

3. Enter your child's first name, surname and year level and click next.

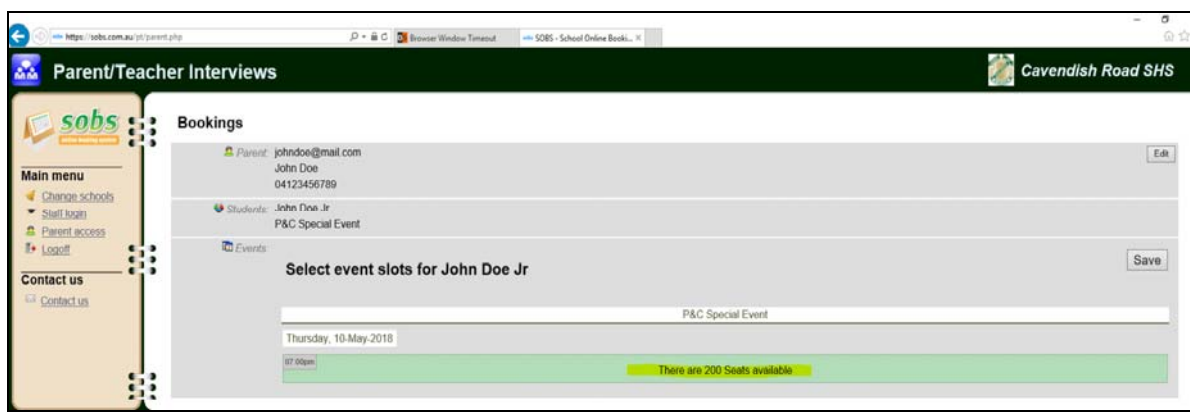


The screenshot shows the "Student registration" form. The "Parent:" information is now displayed: "johndoe@mail.com", "John Doe", and "04123456789". The "Students:" section has three fields: "Child's first name:" with "John" and subtext "Enter your child's first name"; "Child's surname:" with "Doe Jr" and subtext "Enter your child's surname or family name"; and "Child's year level:" with radio buttons for "New Student", "Yr7", "Yr8", "Yr9", "Yr10" (which is selected), "Yr11", and "Yr12", with subtext "Select this child's current year level". "Next" and "Cancel" buttons are at the bottom right.

4. On the next page, you will see **P&C Special Event 10-05-2018 10-05-2018**. Click Book Seats



5. The next page will show you how many seats are available. Click on the green area and enter the number of seats/people who are coming with you to the event.



6. Then click Save twice to finish.

