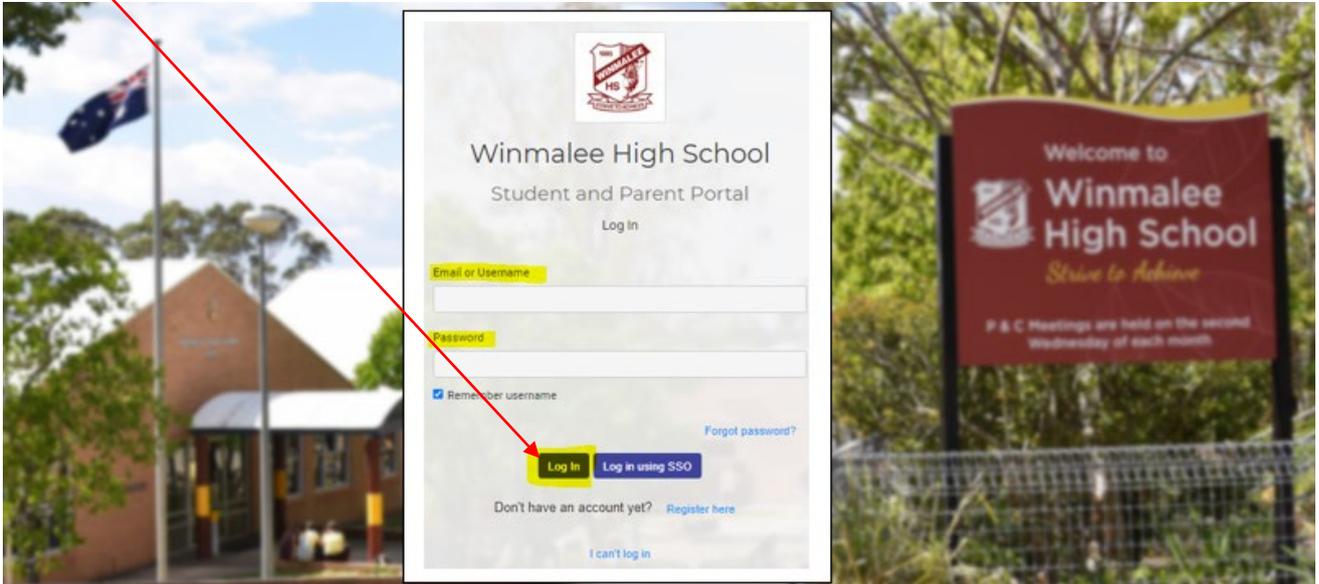
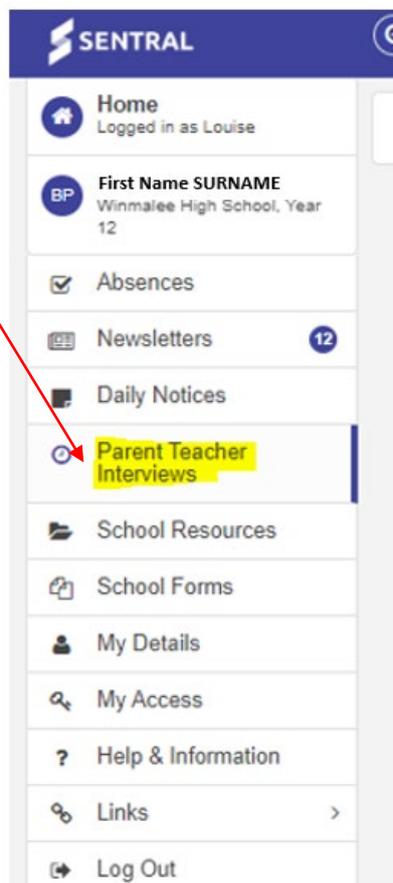


Booking Parent-Teacher Interviews using the Sentral Parent Portal Computer Instructions (10/11/12)

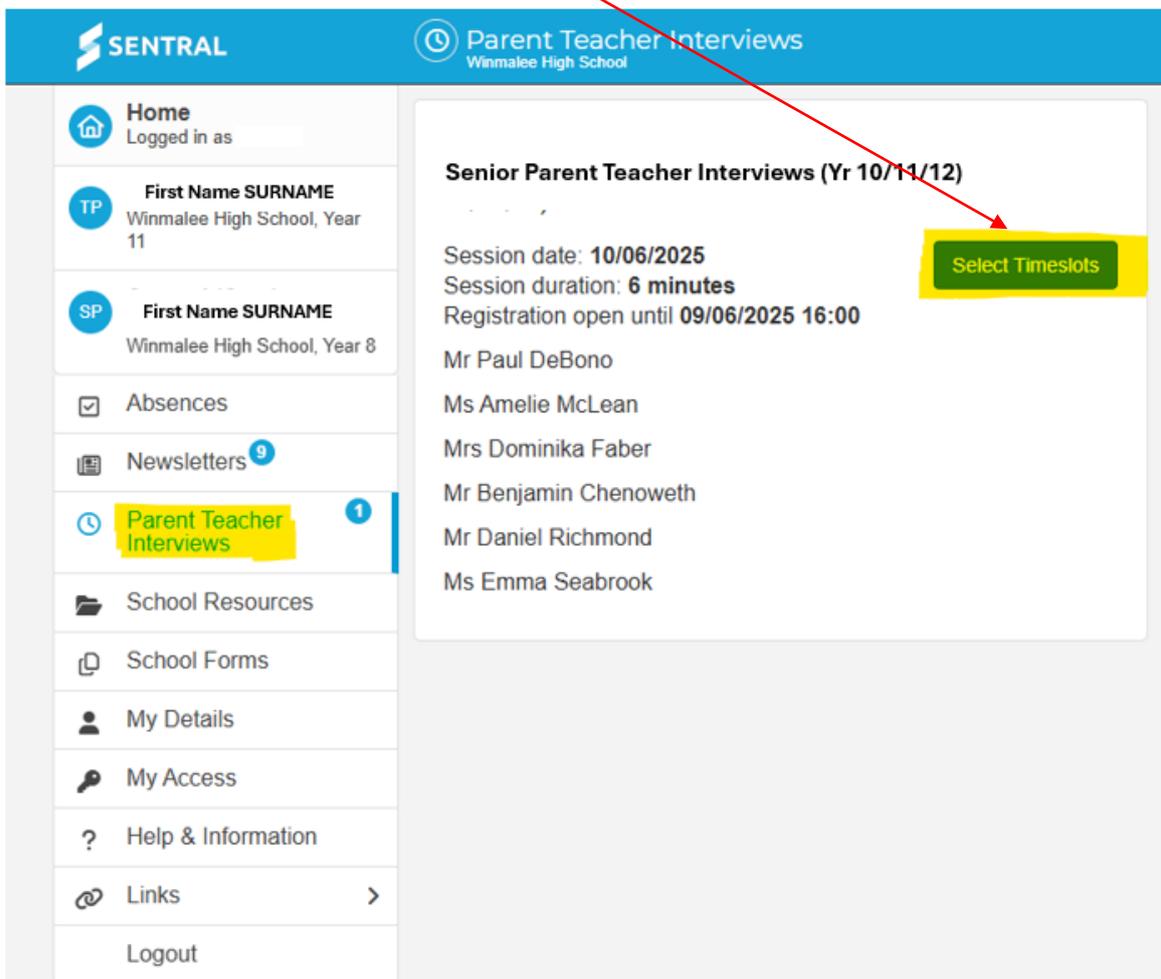
1. **“Log in”** to the Sentral Parent Portal with your username (email address) and password:
<https://winmaleehs.sentral.com.au/portal>.



2. Select **“Parent Teacher Interviews”** from the Portal menu.

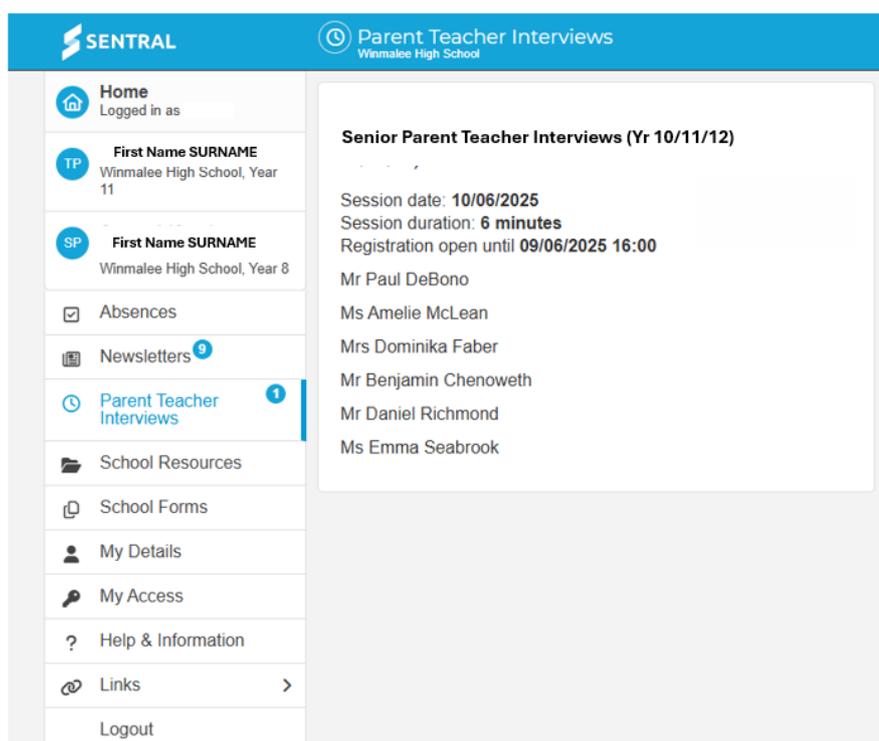


3. The Year 10, 11 and Year 12 Parent Teacher Interview Session screen will be displayed including a list of your child's teachers – click on **"Select Timeslots"**.



The screenshot shows the SENTRAL Parent Teacher Interviews interface for Winmalee High School. The left sidebar contains navigation options: Home, Newsletters (9), Parent Teacher Interviews (1), School Resources, School Forms, My Details, My Access, Help & Information, Links, and Logout. The main content area displays details for 'Senior Parent Teacher Interviews (Yr 10/11/12)'. The session date is 10/06/2025, duration is 6 minutes, and registration is open until 09/06/2025 16:00. A list of teachers is provided: Mr Paul DeBono, Ms Amelie McLean, Mrs Dominika Faber, Mr Benjamin Chenoweth, Mr Daniel Richmond, and Ms Emma Seabrook. A yellow box highlights the 'Select Timeslots' button, with a red arrow pointing to it from the instruction above.

Please Note: If **"Select Timeslots"** does not appear (as in the example below), wait a couple of minutes and refresh your screen.



This screenshot shows the same SENTRAL Parent Teacher Interviews interface as above, but the 'Select Timeslots' button is missing. The sidebar and main content area details are identical to the previous screenshot, but the 'Parent Teacher Interviews' menu item in the sidebar is highlighted in blue, and the 'Select Timeslots' button is absent from the main content area.



Important: Your session will timeout after 10 minutes. This means that if you're inactive for more than 10 minutes, any unsaved appointments will be released and made available for other families to book.

- 4. A list of your child's subjects, teachers, and timeslots available will be displayed. Click on a **timeslot** to select that spot. Unavailable timeslots will be greyed out.

Please Note: If one of your child's teachers is unavailable to attend on the evening, it will be noted on the booking system as **"No Appointments Available"**. The teacher will communicate with families prior to Parent Teacher evening to make alternate arrangements.

5. Your **selected appointments** for each subject will show at the bottom of the screen.

Selected appointments

- 10/06/2025 Tue 3:30pm with Ms Amelie McLean for (11ENGA1)
- 10/06/2025 Tue 3:36pm with Mrs Dominika Faber for (11HOS1)
- 10/06/2025 Tue 3:48pm with Mr Benjamin Chenoweth for (11LS1)
- 10/06/2025 Tue 3:54pm with Mr Daniel Richmond for (11MADV2)
- 10/06/2025 Tue 4:00pm with Ms Emma Seabrook for (11MH1)

Cancel Save Bookings

6. Once you have finished selecting timeslots with each teacher, you must click on “**Save Bookings**” to confirm your selection. If selections aren’t saved, your reservations will be released and made available for other families to book.

7. Once you “Save Bookings” your “**Scheduled Appointments**” are confirmed and will be listed in black.

Senior Parent Teacher Interviews (Yr 10/11/12)

Session date: **10/06/2025**
Session duration: **6 minutes**
Registration open until **09/06/2025 16:00**

Mr Paul DeBono
Ms Amelie McLean
Mrs Dominika Faber
Mr Benjamin Chenoweth
Mr Daniel Richmond
Ms Emma Seabrook

Scheduled Appointments:

Tue 10/06/2025 5:24pm with Ms Amelie McLean for
11ENGA1 (English Advanced Yr11)

Tue 10/06/2025 3:30pm with Mrs Dominika Faber for
11HOS1 (HOS Yr11)

Tue 10/06/2025 3:36pm with Mr Benjamin Chenoweth for
11LS1 (Legal Studies Yr11)

Tue 10/06/2025 3:42pm with Mr Daniel Richmond for
11MADV2 (Mathematics Advanced Yr11)

Tue 10/06/2025 3:48pm with Ms Emma Seabrook for
11MH1 (Modern History Yr11)

Scheduled Appointments:

Tue 10/06/2025 3:30pm with Ms Amelie McLean for
11ENGA1 (English Advanced Yr11) (Unconfirmed Booking)

Tue 10/06/2025 3:36pm with Mrs Dominika Faber for
11HOS1 (HOS Yr11) (Unconfirmed Booking)

Tue 10/06/2025 3:48pm with Mr Benjamin Chenoweth for
11LS1 (Legal Studies Yr11) (Unconfirmed Booking)

Tue 10/06/2025 4:06pm with Mr Daniel Richmond for
11MADV2 (Mathematics Advanced Yr11) (Unconfirmed Booking)

Tue 10/06/2025 4:24pm with Ms Emma Seabrook for
11MH1 (Modern History Yr11) (Unconfirmed Booking)

Please Note: If ‘Scheduled Appointments’ are shown in red, they are ‘Unconfirmed Bookings’. You will need to either (i) “Save Bookings” OR; (ii) if your computer timed-out before saving your selection, you will need to reselect all of you timeslots and then “Save Bookings”.

8. **Once your appointments have been saved and confirmed, you will only be able to change your appointment times, subject to availability, at any time prior to the closing date/time by contacting the school office.**