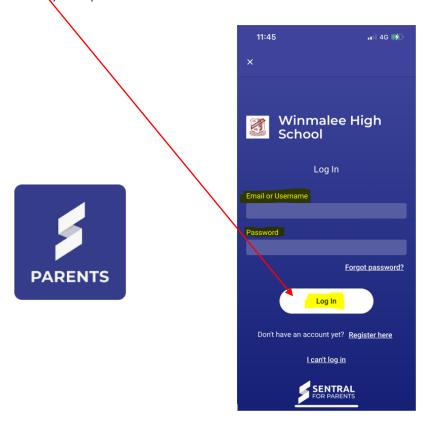


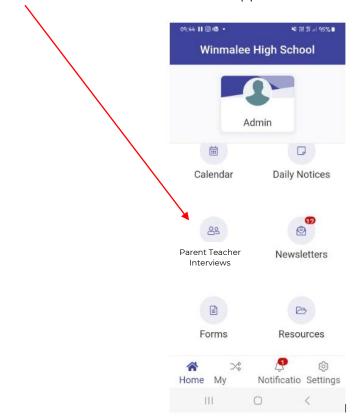
Booking Parent-Teacher Interviews using the Sentral Parent Portal

Phone/Tablet App Instructions (10/11/12)

1. **"Log in"** to the "Sentral for Parents" app on your phone or tablet with your username (email address) and password.

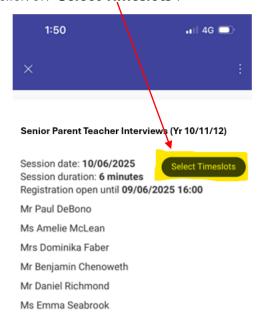


2. Select "Parent Teacher Interviews" from the App menu.



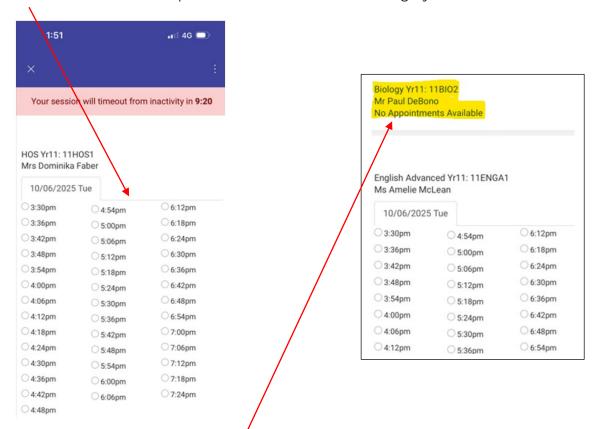


 The Year 10, 11 and Year 12 Parent Teacher Interview Session screen will be displayed including a list of your child's teachers – click on "Select Timeslots".



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.

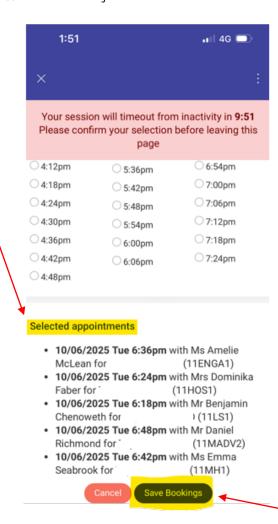
4. A list of your child's subjects, teachers, and timeslots available will be displayed. Click on a **timeslot** to reserve that spot. Unavailable timeslots will be greyed out.



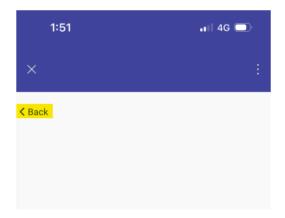
Please Note: If one of your child's teachers is unavailable to attend on the evening, it will be noted on the booking system as "**No Appointments Available**". The teacher will communicate with families prior to Parent Teacher evening to make alternate arrangements.



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

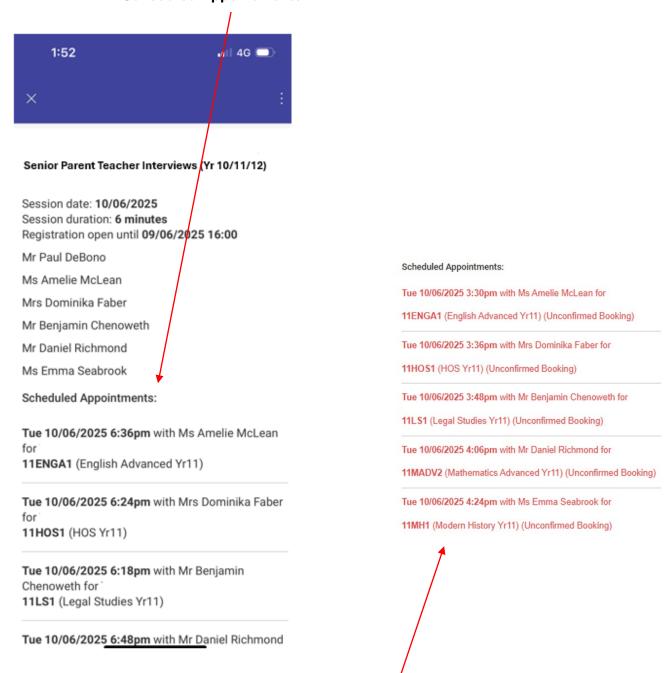


- Once you have finished selecting timeslots with each teacher you must click on "Save Bookings" to confirm your selection. If selections aren't saved, your reservations will be released and made available for other families to book.
- 7. Once you "Save Bookings", the following screen will appear. Hit the "**Back**" button to view your confirmed scheduled appointments.





8. Your confirmed "Scheduled Appointments" will be listed in black.



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".

9. Once bookings have been confirmed, you will only be able to change your bookings, subject to availability, at any time prior to the closing date/time by contacting the school office.