

PARENT COLLABORATIVE FORUMS



For your convenience we will be utilising an online booking system for the upcoming Parent Collaborative Forums.

In order to make your booking please follow the instructions below.

1. Go to www.schoolinterviews.com.au and follow the steps below.
2. You'll be taken to their home page and asked for the event code which is **kz9jn**
3. Once you've done this you'll be asked for the information below. Note bookings can be made for all your children at the same time by just entering 2 if you have two children in the section below and you will then be asked for both their names.

School Interviews 1 2 3

Methodist Ladies' College Parent/Student/Teacher Interviews

Step 1: Enter your email address, your name and your student's name(s).

- Your email address is used to send you confirmation of your bookings.
- Select the number of students you want to make bookings for, and fill in their names.
- Press the green "Go" button to go on to the next page.

Email

Parent's full name

Year group

Book for students

Student's name

Go

4. All you have to do now is select the subject, which in the Junior Years will your daughter's year level and then select the teacher.

School Interviews 1 2 3

Methodist Ladies' College Parent/Student/Teacher Interviews

Step 2: Choose teachers.

- Select a year from the first box, then select a teacher from the second box.
- Press the green "Go" button to go on to the next page.

Year **Teacher**




For Mikaela

Go

5. You'll then see the time options below. Just select the time you want. You are limited to picking only one time. Once you've selected the time press go.

Methodist Ladies' College Parent/Student/Teacher Interviews

Step 3: Choose the time(s) you want.

-  Leave time to get from one booking to the next - *back-to-back bookings are not a good idea.*
-  Missing checkboxes mean that time has already been booked by someone else.
-  Press the green "Go" button to confirm your bookings.

Thu 3 Mar 1:15pm - 7:30pm

For Mikaela	1pm			2pm			3pm			4pm			5pm			6pm			7pm		
Bianca Orr (5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Go

6. You will then see the scene below. An email should be sent to you confirming the time. You can go in at a later date to cancel or update details as in the information below. If you've not received an e-mail after 24 hours please check your computer's settings or your junk box. If you've any issues please contact Mrs Sweet in the Junior Years' Reception.

Methodist Ladies' College Parent/Student/Teacher Interviews


The smooth running of our event relies on all parents keeping to the scheduled timetable. Please consider other parents and make sure your arrive on time for your interview. If you need more time with a particular teacher you may arrange a separate meeting or follow up phone call.

If you are late for your meeting the time may be cut short and you may need to find an alternative time when you can meet with your daughter's class teacher.

All interviews are held in the Junior Years' Classrooms except for Mr Brown who will meet in his Office and Karen Thompson who will be in the MPR on the Year 5 level in the Sumner Building.

Bookings for Michael Brown

Year group: 5

-  Thu 3 Mar 4:15pm Bianca Orr/5 ~ Mikaela [Cancel](#)

[Update your details](#) • [Add another student](#) • [Add bookings](#) • [Reschedule bookings](#) • [Print](#)

To cancel a booking, click on the "Cancel" link next to it. You can update your details, add another student, add more bookings or reschedule existing bookings by clicking on the links above.

You should receive an email containing your booking times. If this doesn't arrive, please confirm your email address mbrown@mlc.wa.edu.au, and check your spam folder. [Click here to re-send the email.](#)

You can view, change or cancel your bookings by clicking the link in the email, or by going to www.schoolinterviews.com.au, and entering the event code **rhdbw** again.

Finished