

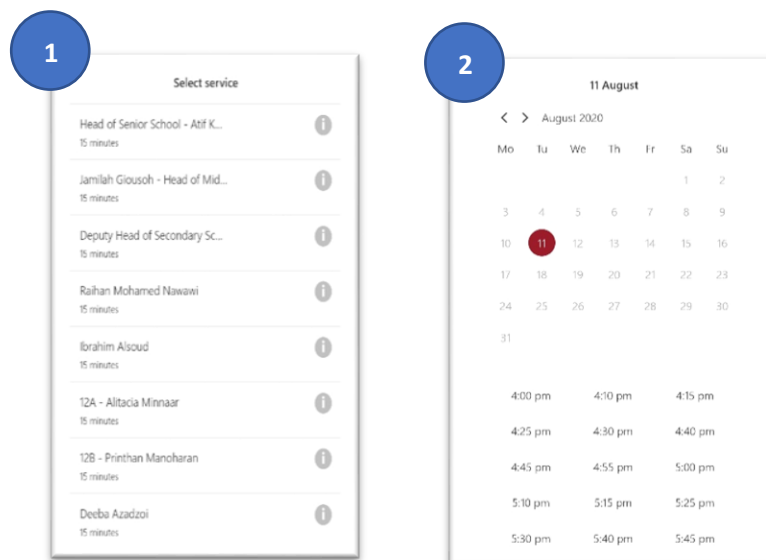
Parent-Teacher Interview Booking Guide

You will receive an SMS message containing a link to the online booking form. Go to the link and select the school your child belongs to, follow the instructions below to complete your booking.

Please ensure to create separate bookings for each child.

1. **‘Select service’** select the name of the teacher you would like to schedule a meeting with.
 *You can only select 1 teacher per booking. Once the booking is complete you can create a new booking for another teacher.
2. **‘Select time’** select your preferred time-slot for the meeting.
 *On mobile devices you will need to scroll down passed the list of names to see the ‘Select time’ option.
 *Refer to the table below for the available dates according to the year level of your child.

Year 7 Students	Monday 24 th of August	3.30 pm to 5.30pm
Year 8 Students	Tuesday 25 th of August	3.30 pm to 5.30pm
Year 9 Students	Wednesday 26 th of August	3.30 pm to 5.30pm
Years 10, 11 & 12 Students	Thursday 27 th of August	3.30 pm to 5.30pm
Years 10, 11 & 12 Students	Friday 28 th of August	3.30 pm to 5.30pm



Instructions continued on the next page.

3. **'Add your details'** enter your name and contact information.
**The email address provided will receive a Zoom invitation for the interview.*

'Provide additional information' enter your child's name and date of birth. Select **'Book'** once completed.

**The date of birth is for verification purposes only.*

4. Select **'New Booking'** to proceed with additional bookings as required.

3

Add your details

Name

Email

Phone number

Address

Provide additional information

Child's Full Name

Child's Date of Birth (Day/Month/Year)

By clicking below you agree to these privacy policies.

Book

4

Tuesday, 11 August 2020
4:25 pm (15 minutes)

Reschedule

Cancel booking

New booking

Join the Zoom meeting using your child's Zoom account.

See instructions regarding Zoom on the next page

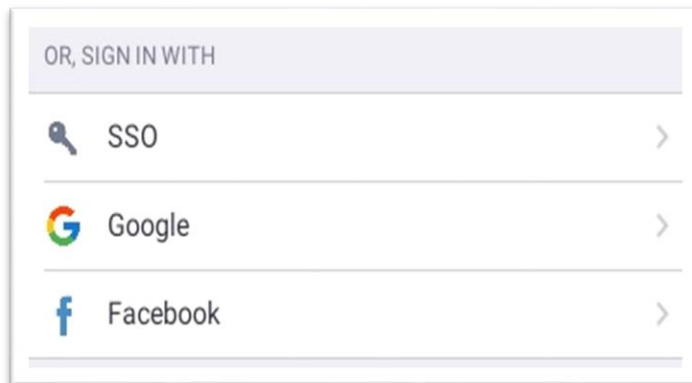
Email: ptibooking@minaret.vic.edu.au if notification is not received by email after booking is being made or you are not contacted or provided with a zoom meeting link by the teacher.

Signing-in to Zoom

When joining the Zoom meeting you will be required to sign-in using your child's Zoom account.

Follow the instructions below to sign-in:

1. When prompted to sign in select the option **SSO**.



2. Enter the company domain as **minaret-vic**.



3. Enter your students email address and password to complete the sign in.