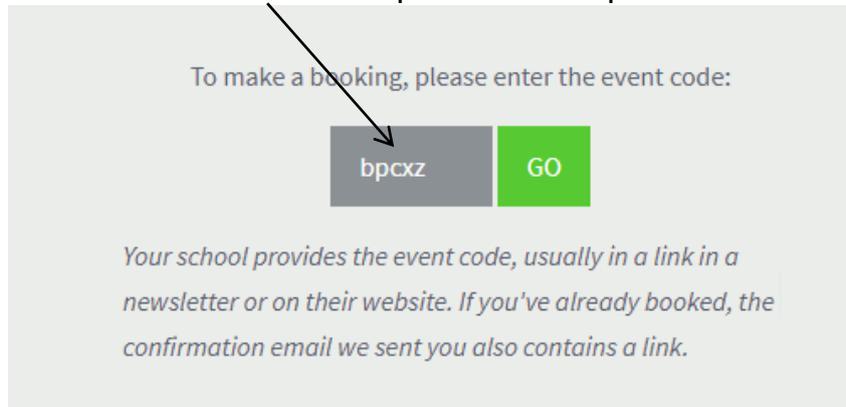


# Junior Parent / Teacher Interviews (in J Block) Thursday 5th July 6 – 9pm

## Bookings Open Monday 25<sup>th</sup> June 2018

1. How to Book Parent / Teacher Interviews – Log on to [www.schoolinterviews.co.nz](http://www.schoolinterviews.co.nz)
2. Enter the School Code as provided and press 'Go'

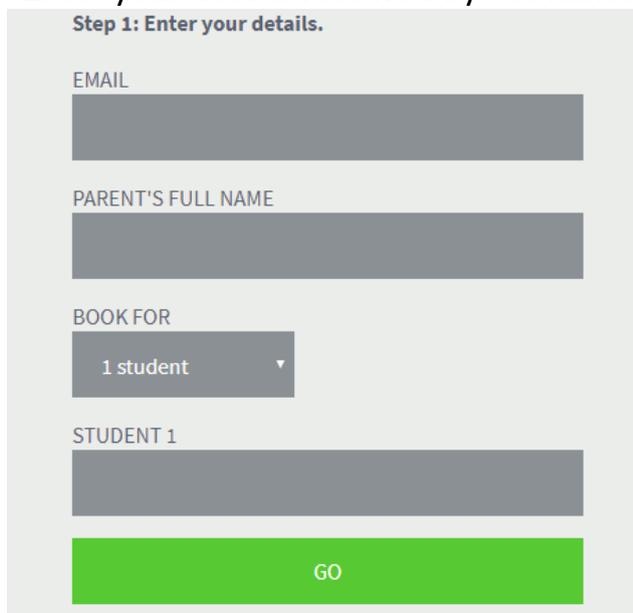


To make a booking, please enter the event code:

bpcxz GO

*Your school provides the event code, usually in a link in a newsletter or on their website. If you've already booked, the confirmation email we sent you also contains a link.*

3. Enter your details followed by the name of your child and press 'Go'



**Step 1: Enter your details.**

EMAIL

PARENT'S FULL NAME

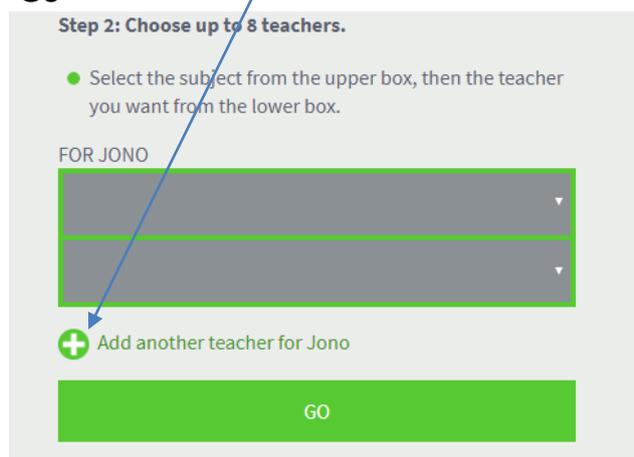
BOOK FOR

1 student

STUDENT 1

GO

4. The following screen will appear for selecting your child's subjects. Firstly, click on the arrow in the subject box and select the subject that you would like an interview for. You will need to repeat this for each subject (You can select up to 8 Subjects). Then select your child's teacher for that subject. After you have made your selections press 'Go'



**Step 2: Choose up to 8 teachers.**

Select the subject from the upper box, then the teacher you want from the lower box.

FOR JONO

+ Add another teacher for Jono

GO

- You will be presented with the interview times available for each of your chosen subjects. Areas that have been booked by another parent will not be visible. If no boxes appear the teacher's bookings are either full or unavailable.

THU 5 JUL

	6:15	6:20	6:25	6:30	6:35	6:40	6:45	6:50	6:55	7pm	7:05	7:10	7:15	7:20	7:25	7:30	7:35	7:40	7:45	7:50	7:55	8pm	8:05	8:10	8:15	8:20	8:25	8:30
<b>For Jono</b>														<input checked="" type="checkbox"/>														
Mark Soltero Art	<input type="checkbox"/>	<input checked="" 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"/>												
Rob Adams English	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>													
Phil Truesdale Mathematics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																							

GO

- Click on the boxes for the times that best suit you. You will not be permitted to select the same time for different subjects and you must leave a gap between your interviews. If you mistakenly choose back-to-back times the system will warn you of this. When you have selected times press 'Go'
- An interview schedule will appear and will also be emailed to you. Please note that you have the ability to cancel or reschedule interviews, print your interviews or add additional interviews or siblings at this point.

## Parent Bookings

Select all • Add bookings • Reschedule bookings • Email • Print

Thu 5 Jul

<input type="checkbox"/>	7:20pm	Mark Soltero	Art	Jono
<input type="checkbox"/>	7:30pm	Rob Adams	English	Jono
<input type="checkbox"/>	7:40pm	Phil Truesdale	Mathematics	Jono

**Cancel selected bookings**

Email parent

CANCEL BOOKINGS

You can view, change or cancel your bookings by clicking the link in the email or by going to [www.schoolinterviews.co.nz](http://www.schoolinterviews.co.nz) and entering the event code bpcxz again.

Click the "SAVE" button when complete.

If you have any difficulties or you are unable to book a suitable appointment time with a staff member then please feel free to contact Cathrine Boyle on 352 6119 ext 819 or email [byc@papanui.school.nz](mailto:byc@papanui.school.nz)