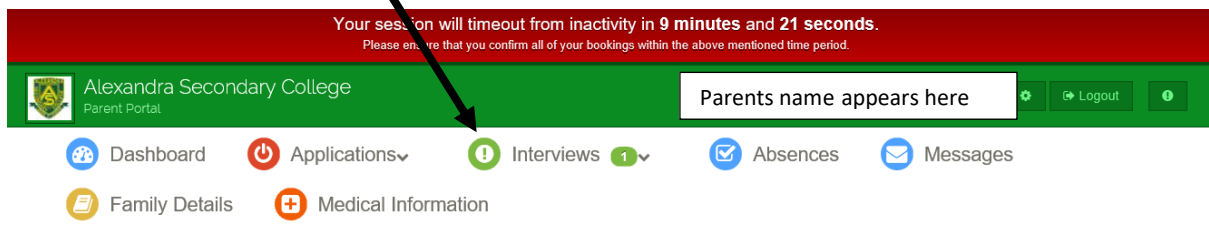


## A How to Guide to book Parent Teacher Interviews on Sentral

The booking process to secure interviews is extremely easy and is outlined below.

1. Log in to Sentral
2. Click on the green 'Interviews' tab at the top of screen. This will only appear when interviews are live. Please note that instructions will appear on the screen to guide you through the online booking process.



All of your children's names and those of all of their teachers will appear on the one screen. Simply click on the drop down box to secure a time.

Subject	Class	Teacher	Appointment Time
Advanced Science 10 Sem 2	Later Yrs_AS102	Miss Penny STEUART	9:00am
English 10 Sem 2	Later Yrs_EN102	Ms Annabelle WILSON	9:10am
Lifeskills 10 Sem 2	Later Yrs_LF102B	Ms Annabelle WILSON	9:20am
Maths 10 Sem 2	Later Yrs_MT102	Mrs Catherine COLLETT	9:30am

Please note that Sentral will not allow you to double book appointment times.

You will have the capability to cancel a booking and select a new booking time if the original time no longer suits you.

Options exist to print the screen showing all interview times or to export to iCal.

Sentral will automatically email you a copy of your confirmed interview times.