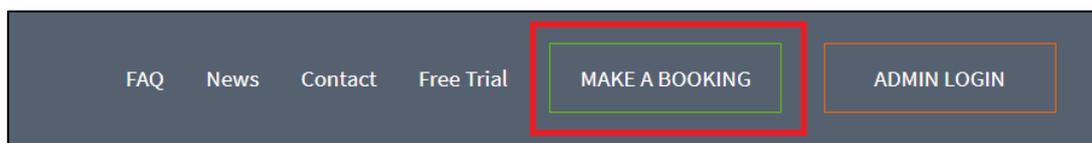


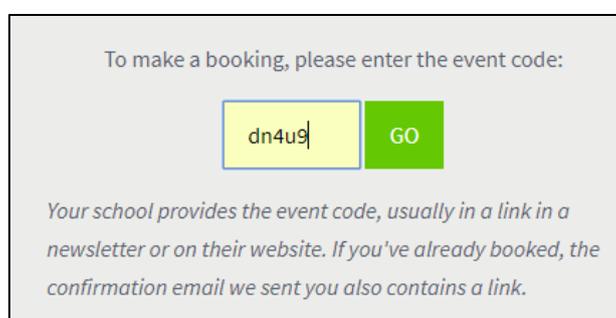
Instructions for Booking an Appointment with SchoolInterviews

Making Appointments

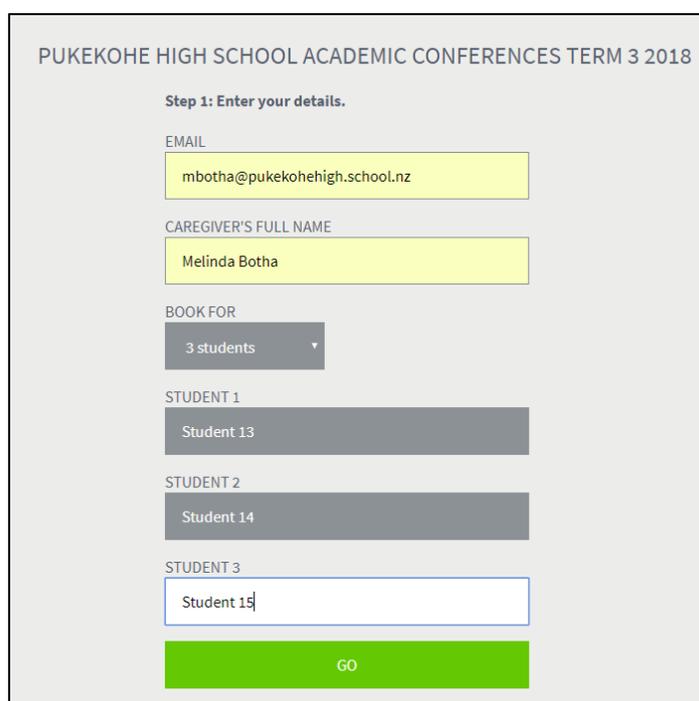
1. Go to www.schoolinterviews.co.nz
2. Click on Make a Booking:



3. Enter the event code and click Go.

A light grey form box. At the top, it says "To make a booking, please enter the event code:". Below this is a text input field containing "dn4u9" and a green "GO" button. Below the input field, there is a paragraph of text: "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."

4. Enter the following information and click Go:
 - a. Caregiver's email address (confirmation of the booking will be sent to the email address).
 - b. Caregiver's full name.
 - c. How many students to book for.
 - d. Student Name's

A light grey form box titled "PUKEKOHE HIGH SCHOOL ACADEMIC CONFERENCES TERM 3 2018". Below the title is "Step 1: Enter your details." The form contains several input fields: "EMAIL" with "mbotha@pukekohehigh.school.nz", "CAREGIVER'S FULL NAME" with "Melinda Botha", "BOOK FOR" with a dropdown menu showing "3 students", "STUDENT 1" with "Student 13", "STUDENT 2" with "Student 14", and "STUDENT 3" with "Student 15". At the bottom is a green "GO" button.

- Choose the student's teacher – these can be different teachers for each student– and click Go:

PUKEKOHE HIGH SCHOOL ACADEMIC CONFERENCES TERM 3 2018

Step 2: Choose one teacher for each student.

FOR STUDENT

ACF - Mr Academic Conference ▼

FOR STUDENT

ACF - Mr Academic Conference ▼

FOR STUDENT

ACF - Mr Academic Conference ▼

GO

- Select a time for each student and click Go:

PUKEKOHE HIGH SCHOOL ACADEMIC CONFERENCES TERM 3 2018

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

THU 13 SEP

	12:30	12:50	1:10	1:30	1:50	2:10	2:30	2:50	3:10	3:30	3:50	4:10	4:30	4:50	5:10	5:30	5:50	6:10	6:30	6:50	7:10	7:30	7:50	8:10	8:30
For Student Mr Academic Conference <i>ACF</i>	.	.	<input checked="" type="checkbox"/>
For Student Mr Academic Conference <i>ACF</i>	<input checked="" type="checkbox"/>
For Student Mr Academic Conference <i>ACF</i>

FRI 14 SEP

	7am	7:20	7:40	8am	8:20	8:40	9am	9:20	9:40	10am	10:20	10:40	11am	11:20	11:40	Noon	12:20	12:40	1pm	1:20	1:40	2pm	2:20	2:40	3pm	3:20	3:40
For Student Mr Academic Conference <i>ACF</i>
For Student Mr Academic Conference <i>ACF</i>
For Student Mr Academic Conference <i>ACF</i>

GO

- An email will be sent to the caregiver, and a summary of appointments made will show on screen. Click Finished once complete.

PUKEKOHE HIGH SCHOOL ACADEMIC CONFERENCES TERM 3 2018

Your bookings for Academic Conferencing are listed below.

The smooth running of our event relies on all parents keeping to the timetable. Please consider other parents and end on time. If you need more time with a particular teacher, arrange a separate meeting or phone call.

Bookings for Melinda Botha

- Thu 13 Sep 1:10pm Mr Academic Conference/ACF for Student 13 ~ Hall • [Cancel](#)
- Thu 13 Sep 3:50pm Mr Academic Conference/ACF for Student 14 ~ Hall • [Cancel](#)
- Fri 14 Sep 12:40pm Mr Academic Conference/ACF for Student 15 ~ Hall • [Cancel](#)

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

You should receive an email containing your bookings. If this doesn't arrive, please check your spam folder and that mbotha@pukekohehigh.school.nz is correct. [Click here to change email and re-send.](#)

You can view, change or cancel your bookings by clicking the link in the email, or by going to www.schoolinterviews.co.nz, and entering the event code **dn4u9** again.

FINISHED

<bookings@mail.schoolinterviews.co.nz> 8/08/2018 2:05 PM

Pukekohe High School Academic Conferences Term 3 2018 ✎

to: Melinda Botha
reply to: bookings@schoolinterviews.co.nz

**PUKEKOHE HIGH SCHOOL
Academic Conferences Term 3 2018**

Bookings for Melinda Botha

Your bookings for Academic Conferencing are listed below.

The smooth running of our event relies on all parents keeping to the timetable. Please consider other parents and end on time. If you need more time with a particular teacher, arrange a separate meeting or phone call.

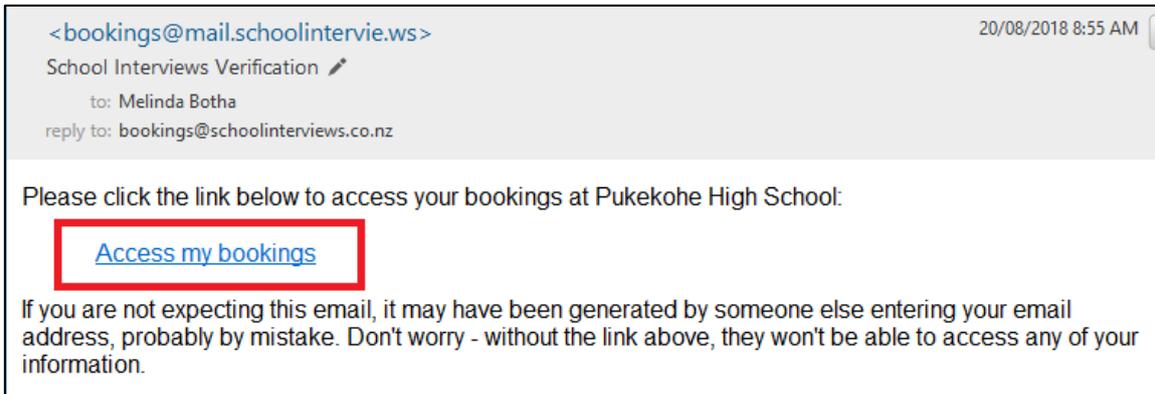
- Thu 13 Sep 1:10pm Mr Academic Conference/ACF for Student 13 ~ Hall
- Thu 13 Sep 3:50pm Mr Academic Conference/ACF for Student 14 ~ Hall
- Fri 14 Sep 12:40pm Mr Academic Conference/ACF for Student 15 ~ Hall

DO NOT DELETE THIS EMAIL. You can view, change or cancel your bookings by [clicking here](#).

Checking Caregivers Appointments

Method 1: Via email:

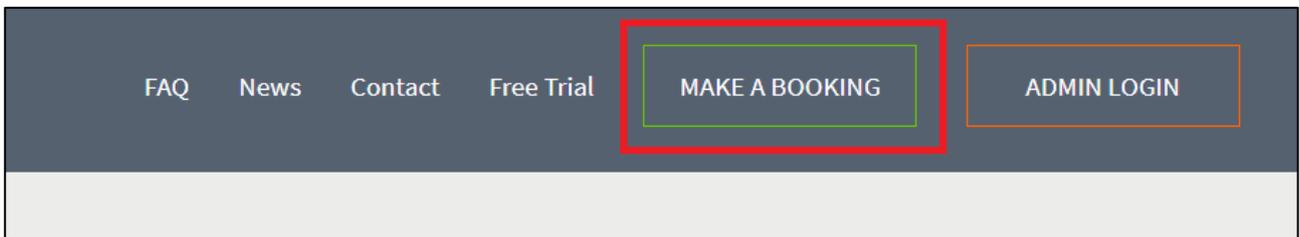
1. Go to your email.
2. Open the email from School Interviews.
3. Click on the “Access my bookings” link:



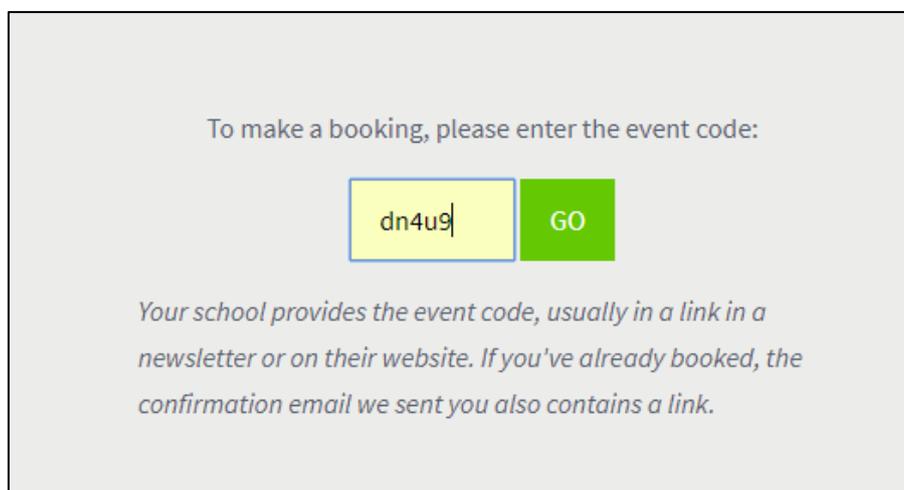
4. Go to step 5 to continue.

Method 2: Via the device used to make the original bookings:

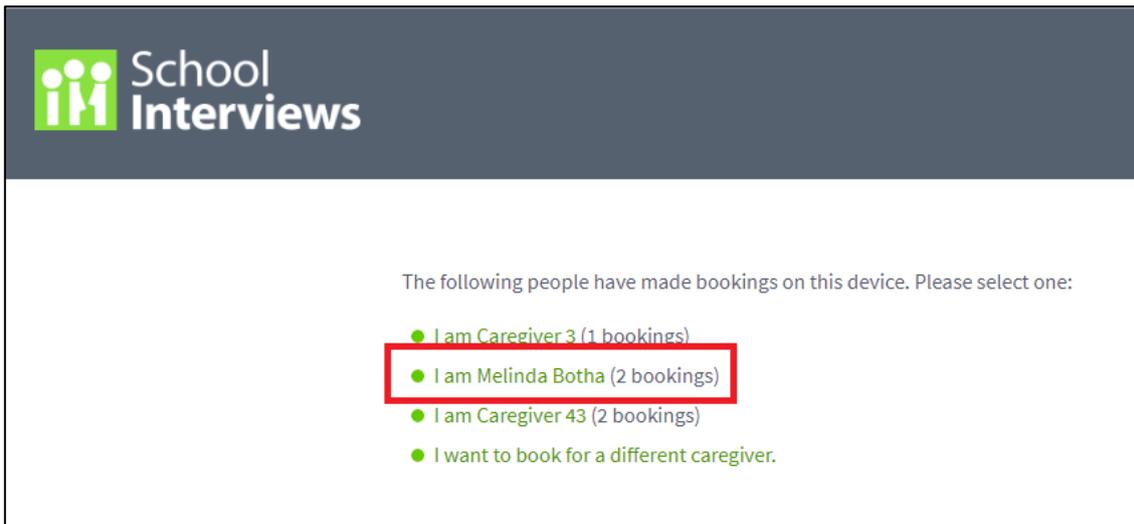
1. Go to www.schoolinterviews.co.nz
2. Click on Make a Booking:



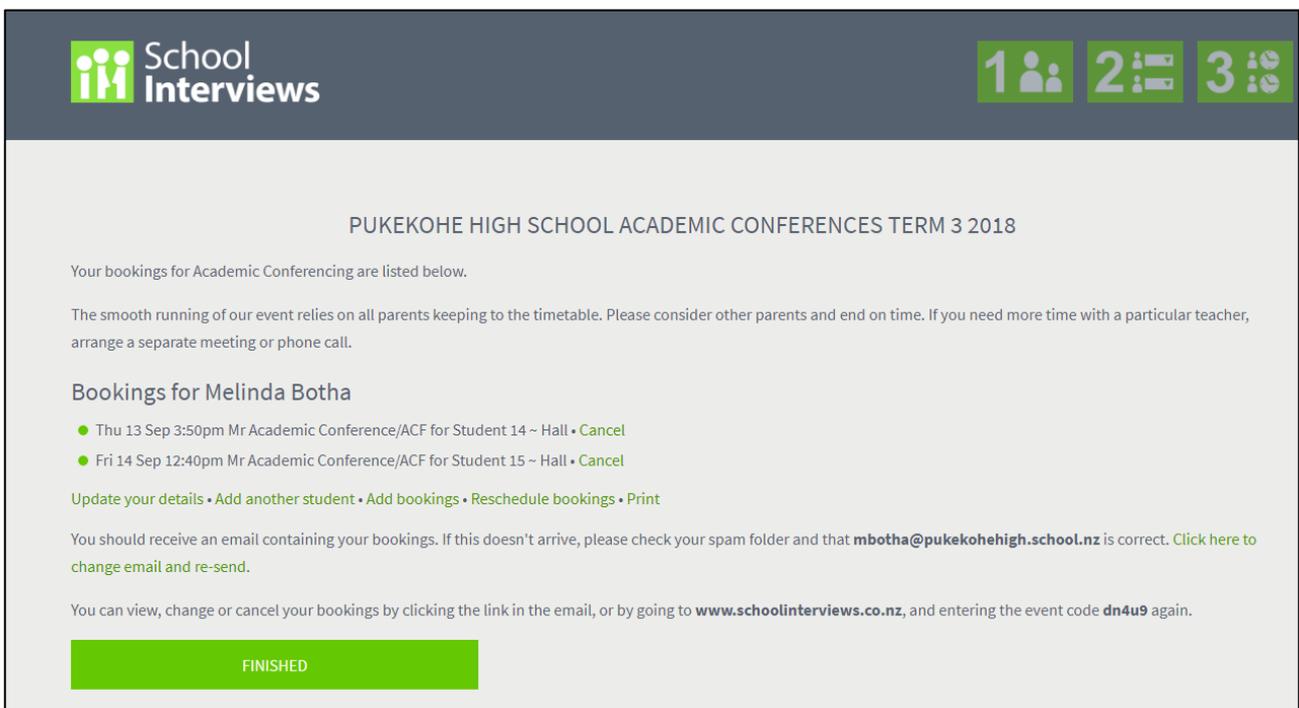
3. Enter the event code and click Go.



- The system will ask the which caregiver made the appointment - choose the relevant option:



- The summary page of the caregiver bookings will open:



- From this page the following can be done:
 - Update caregiver details
 - Add another student
 - Add appointments
 - Reschedule appointments
 - Cancel appointments
 - Print or email appointments

Canceling Appointments

1. Follow the process for “**Checking Caregivers Appointments**”.
2. Click on the “*Cancel*” link next to the appointment:

PUKEKOHE HIGH SCHOOL ACADEMIC CONFERENCES TERM 3 2018

Your bookings for Academic Conferencing are listed below.

The smooth running of our event relies on all parents keeping to the timetable. Please consider other parents and end on time. If you need more arrange a separate meeting or phone call.

Bookings for Melinda Botha

- Thu 13 Sep 3:50pm Mr Academic Conference/ACF for Student 14 ~ Hall [Cancel](#)
- Fri 14 Sep 12:40pm Mr Academic Conference/ACF for Student 15 ~ Hall • [Cancel](#)

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

3. Click Yes on the pop up:

✕

Are you sure you want to cancel the booking for Mr Academic Conference?

[YES](#) [NO](#)

Rescheduling appointments

1. Follow the process for “**Checking Caregivers Appointments**”.
2. On the screen where all appointments are shown, click on the “*Reschedule bookings*” link:

PUKEKOHE HIGH SCHOOL ACADEMIC CONFERENCES TERM 3 2018

Your bookings for Academic Conferencing are listed below.

The smooth running of our event relies on all parents keeping to the timetable. Please consider other parents and end on time. If you need more arrange a separate meeting or phone call.

Bookings for Melinda Botha

- Thu 13 Sep 3:50pm Mr Academic Conference/ACF for Student 14 ~ Hall • [Cancel](#)
- Fri 14 Sep 12:40pm Mr Academic Conference/ACF for Student 15 ~ Hall • [Cancel](#)

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

3. Untick the appointment to be rescheduled and tick the new appointment time:

FRI 14 SEP

	7am	7:20	7:40	8am	8:20	8:40	9am	9:20	9:40	10am	10:20	10:40	11am	11:20	11:40	Noon	12:20	12:40	1pm	1:20	1:40	2pm	2:20	2:40	3pm	3:20	3:40	
For Student																												
Mr Academic Conference ACF	<input checked="" type="checkbox"/>	.	<input type="checkbox"/>	.	<input type="checkbox"/>	.	.	<input type="checkbox"/>	.	<input type="checkbox"/>	.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

FRI 14 SEP

	7am	7:20	7:40	8am	8:20	8:40	9am	9:20	9:40	10am	10:20	10:40	11am	11:20	11:40	Noon	12:20	12:40	1pm	1:20	1:40	2pm	2:20	2:40	3pm	3:20	3:40	
For Student																												
Mr Academic Conference ACF	<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"/>

Note: Red boxes and arrows in the original image highlight the 12:40 slot being unticked and the 8:40 slot being ticked.