

## How to make a conference booking:

1. Open web browser (Internet Explorer, etc) type in <http://www.schoolinterviews.co.nz/>.
2. Click on Make a Booking. Enter school code **yku2p** and click on Go.
3. Enter parent's email, parent's full name(s), and pupils full name and click on Go. If you have more than one child, click on the down arrow.
4. Click on the down arrow in the first box and select All.
5. Click on the down arrow in the second box to select teacher.
6. Select another teacher by clicking the + and repeating steps 4 and 5.
7. Click on Go when finished.
8. Choose conference time for each teacher by clicking in an empty box.
9. Back to back conference times will generate a warning message, but the selection will still be allowed.
10. Click on Go when finished.
11. Check conference timetable, add conferences, or reschedule conferences if necessary by clicking on the green links.
12. When happy with selection, click on Finished to log out and have conference list emailed.

If you have any problems or have no access to a computer, please phone 348 9826 (ext 706) at the beginning of Term 3 and we can help you.