

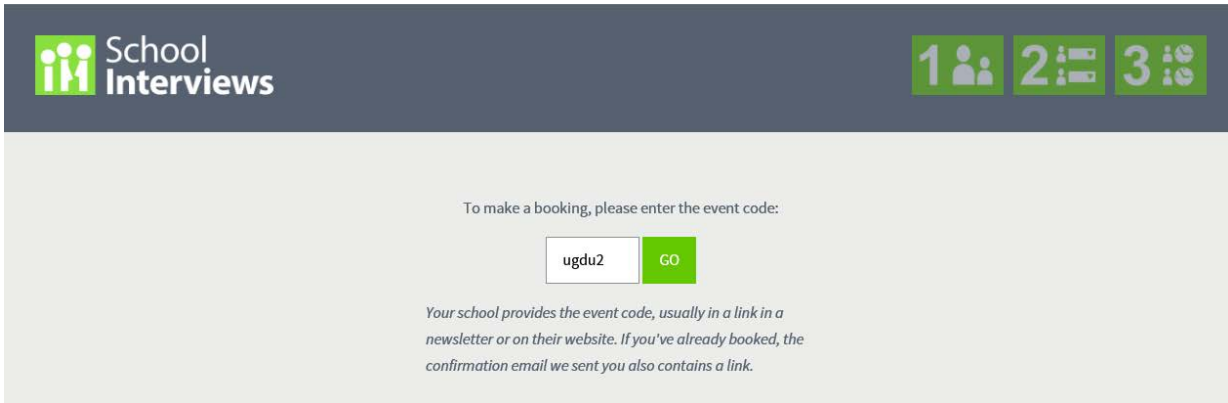
# 2019 Kadina Memorial School R-6 Term 3 Parent Teacher Interviews

1. Go to the school interviews website.

[www.schoolinterviews.com.au](http://www.schoolinterviews.com.au)

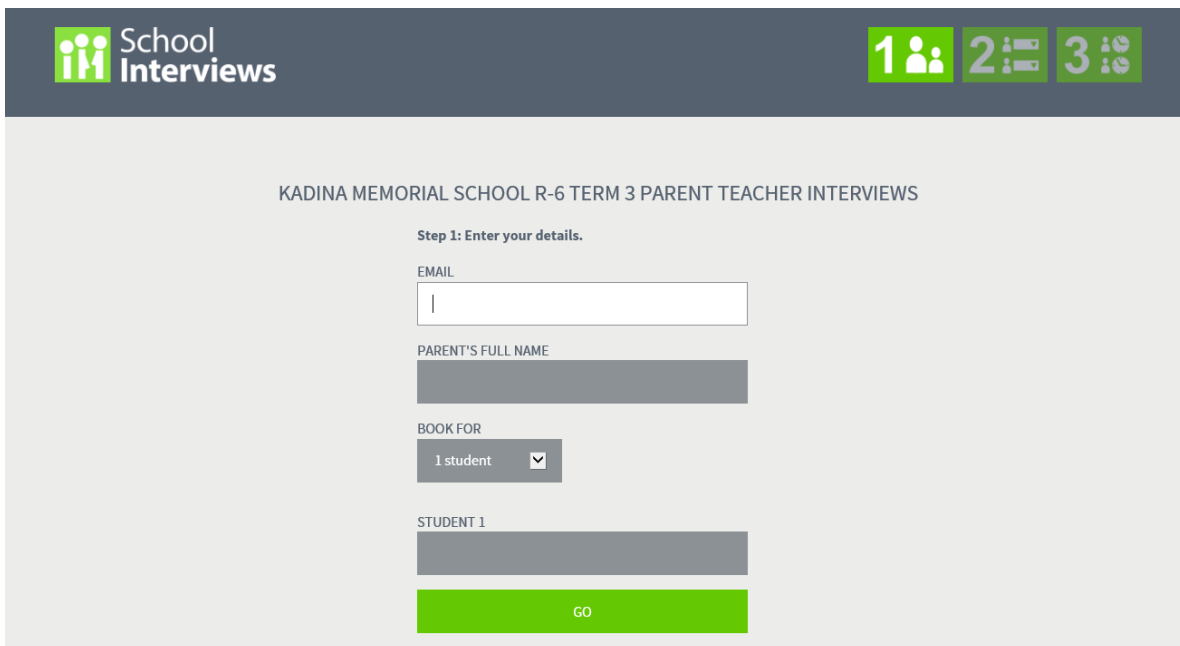
In the school event code enter the following **ugdu2**

Click on GO



The screenshot shows the top navigation bar of the School Interviews website. On the left is the logo with the text "School Interviews". On the right are three green buttons labeled "1", "2", and "3", each with a corresponding icon. The main content area has a light grey background and contains the text: "To make a booking, please enter the event code:". Below this is a text input field containing "ugdu2" and a green "GO" button. A small note below the button reads: "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."

2. Enter your name, your email address and the name(s) of your child/children. Click on GO



The screenshot shows the registration page for "KADINA MEMORIAL SCHOOL R-6 TERM 3 PARENT TEACHER INTERVIEWS". The top navigation bar is identical to the previous screenshot. The main content area has a light grey background and contains the text: "KADINA MEMORIAL SCHOOL R-6 TERM 3 PARENT TEACHER INTERVIEWS". Below this is the heading "Step 1: Enter your details." followed by four form fields: "EMAIL" (a text input field), "PARENT'S FULL NAME" (a text input field), "BOOK FOR" (a dropdown menu with "1 student" selected), and "STUDENT 1" (a text input field). At the bottom of the form is a large green "GO" button.

3. Select the Year level for your child/children and select the teacher. Click on GO

**School Interviews**

KADINA MEMORIAL SCHOOL R-6 TERM 3 PARENT TEACHER INTERVIEWS

**Step 2: Choose up to 3 teachers.**

- Choose the subject in the upper box, then the teacher you want in the lower box.

FOR FLETCH

Choose subject...

+ Add another teacher for Fletch

GO

4. Choose a time. Click on GO

**School Interviews**

KADINA MEMORIAL SCHOOL R-6 TERM 3 PARENT TEACHER INTERVIEWS

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

- Leave time to get from one booking to the next - *back-to-back bookings are not a good idea.*

MON 16 SEP

	3pm	3:10	3:20	3:30	3:40	3:50	4pm	4:10	4:20	4:30	4:40	4:50	5pm	5:10	5:20	5:30	5:40	5:50
For Fletch Jenny Smith Year 2	.	.	.	.	.	.	□	□	□	.	.	□	□	.	.	.	.	.

You will be taken to a confirmation screen outlining the appointments you have made and the location of your child's interview. You will also have been sent an email that you can check at a later date.

If you wish to change appointments then follow the steps again.

**Alternatively if you can't book through the website then please feel free to call the Front Office and they will do the booking for you. Front Office: 8821 0100.**