



Interviews are strictly 10 minutes and spaces are limited. If you require more time with a particular teacher, please arrange a separate meeting by emailing the teacher directly.

The following guide will instruct you on the process needed to book an appointment through Schoolzine's Session Keeper System.

Please follow this link should you wish to watch the steps below via a video -

<https://www.schoolzine.com/session-keeper-parent-booking-guide/>

1. Navigate to the Session Keeper URL <https://trinitybayshs.schoolzineplus.com/parent-booking/view-session/34> enter your **Email Address** and select **Login**.

Demo School

Please enter your email

Email

Example@gmail.com

Login

2. Click **Send** to receive an email and set up your password.

Demo School

Password Setup Required

Click Send to receive an email and setup your password.

Back Send

3. You can add children if they are not already in the system. To do this you will need to click the **Add Student** button, enter in your child's **First Name** and **Last Name** then click **Save**.



4. Select all of the relevant Staff members that you would like to book a session with and select **Next** from the bottom right corner.

5. Select the time of your booking from the list (for all of your relevant teachers) and then select **Next**.

NOTE: *Already booked and unavailable sessions will be greyed out from the list.*

6. Review your appointment information and add any notes, if relevant, before pushing **Next** to confirm your bookings.



Master Yoda
4B/ Maths

Locked

Monday, 24 Sep 2018

3:35 PM (25 mins)

Add note for booking:

I might be running a few minutes late. - Penny

Back Next

7. Your Booking is complete! You will receive a confirmation email to your nominated email address. The confirmation email also includes links should you need to modify or cancel your booking.

Staff Select Times Review Times Success

Your booking is complete!

Master Yoda
4B/ Maths

Approved

Monday, 24 Sep 2018

3:35 PM (25 mins)

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View My Bookings