

# Register for Enrolment Interview



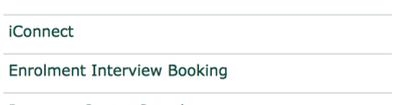
## Summary

21/08/2017 • Register for Enrolment Interviews

This guide details how to register for an enrolment interview at Ayr State High School. In 2017, all enrolment interview registrations are primarily done using the same system as Parent Teacher Interviews (SOBS). If internet access is not available to you, it is still possible to call the school office on (07) 4790 4333 to book an interview at your school for a specific time slot.

## Steps

- 1) Navigate to the school website (<http://ayrshs.eq.edu.au>). In the bottom right corner, you will see a link titled “Enrolment Interview Booking” – click on this.



- 2) You will be shown a page requesting your email address. Please enter it, because this is how the system ties students to you. Proceed to click the “Next” button.

### Bookings

Parent: **Parent access**

Email:   
 For example: john.smith@gmail.com  
 This email will be your login identifier each time you revisit this site

- 3) On the next page, the system will request your phone number and name, in case the interview booking needs to be followed up by school administration staff in the future (ie: if the staff members’ availability changes).

### Bookings

Parent: **Parent access**

Name:   
 [Optional] Enter your first name and surname, for example: John Smith

Contact:   
 [Optional] Enter a contact phone number

- 4) You will then be prompted to enter your students’ details. Please enter their First Name, Last Name, and select their Year Level as “Yr6”. If you select another Year Level, it will not show the available timeslots.

## Bookings

 **Parent:** TestParent@testemail.com  
Test Parent  
0404111111

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 **Students:**

### Student registration

**Child's first name:**   
Enter your child's first name

**Child's surname:**   
Enter your child's surname or family name

**Child's year level:**  Yr6  Yr7  Yr8  Yr9  Yr10  Yr11  Yr12  
Select this child's current year level

- 5) You will be shown all of the available interview sessions at each school. Please select **where** you would like your interview to happen. For example, the “Ayr State School” sessions happen at “Ayr State School”. Click the “Book Interviews” button.

## Bookings

 **Parent:** TestParent@testemail.com  
Test Parent  
0404111111

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 **Students:**

Name	Year level	Dates	Email Schedule	Print Schedule
Test Student	Yr6 ↓	<a href="#">Delete</a> Enrolment Interviews @ Ayr State School 21-08-2017 - 28-08-2017	<input type="button" value="Book Interviews"/>	<input type="button" value="Book Interviews"/>
		Enrolment Interviews @ Brandon State School 23-08-2017 - 23-08-2017	<input type="button" value="Book Interviews"/>	<input type="button" value="Book Interviews"/>
		Enrolment Interviews @ Airville State School 25-08-2017 - 25-08-2017	<input type="button" value="Book Interviews"/>	<input type="button" value="Book Interviews"/>
		Enrolment Interviews @ Ayr State High School 28-08-2017 - 08-09-2017	<input type="button" value="Book Interviews"/>	<input type="button" value="Book Interviews"/>
		Enrolment Interviews @ East Ayr State School 30-08-2017 - 06-09-2017	<input type="button" value="Book Interviews"/>	<input type="button" value="Book Interviews"/>
		Enrolment Interviews @ Giru State School 07-09-2017 - 07-09-2017	<input type="button" value="Book Interviews"/>	<input type="button" value="Book Interviews"/>
		Enrolment Interviews @ Clare State School 08-09-2017 - 08-09-2017	<input type="button" value="Book Interviews"/>	<input type="button" value="Book Interviews"/>
		<input type="button" value="Add child"/>		

- 6) The system will then ask for your current school. Please enter your current schools name.

## Bookings

 **Parent:** TestParent@testemail.com  
Test Parent  
0404111111

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 **Students:** Test Student  
Enrolment Interviews @ Ayr State School

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**We have some additional questions**

*Current or Previous School:*

- 7) Depending on staff member availability for your selected school, you may be provided a choice whom you would like to have an interview with. Select the staff member you would like, and then click “Next”.

### Bookings

 <b>Parent:</b> TestParent@testemail.com Test Parent 0404111111	<a href="#">Edit</a>
 <b>Students:</b> Test Student Enrolment Interviews @ Ayr State School	
<b>Select the staff member for this booking</b>	
<i>ALEKSIC, Andrea</i> <input type="radio"/>	
<i>KASTNER, Melinda</i> <input type="radio"/>	

- 8) You will now be shown the availability calendar for the school you selected. Booking the respective slot is as easy as clicking on a green slot labelled as “Free”.

12:30pm	Unavailable
01:00pm	1 available
01:30pm	1 available

- 9) Your booking is now registered! If you would like to confirm, you can call our administration staff on (07) 4790 4333.