

Parent Teacher Night Booking




The following guide will assist you with booking new sessions for the Parent Teacher Nights as well as make changes to existing bookings. Before you commence, you must be registered on the Parent Portal and have access to your child's information.

Booking Sessions

1. **Login** to your Sentral Parent Portal. You can use the following link:

<https://elizabethmacarthurhs.sentral.com.au/portal/login>

2. Ensure you are able to see your child on the home screen. **Click on the icon**  located on the top right-hand corner of the screen.

3. A **drop-down option** should appear for the upcoming event at our school. **Select** the specific **event** applicable to you.

- On the left part of the screen, you will see your child's name, with all the subjects they are enrolled in. For each **subject**, you can **select a timeslot** under the **Appointment Time** heading.

Your session will timeout from inactivity in **7 minutes and 3 seconds**.
Please ensure that you confirm all of your bookings within the above mentioned time period.

Elizabeth Macarthur High School
Parent Portal Logout

Dashboard Absences 4 Medical Information

Parent Interview Bookings - DEMO - Year 7, 11, 12 Parent Interviews

Welcome to the **DEMO - Year 7, 11, 12 Parent Interviews** bookings screen.

From here, you can easily book a date and a time to see a specific teacher for each of your children. This process is quite straight forward. Simply follow the steps below to confirm your bookings.

- Click on the **Select Timeslot** button that is placed next to the teacher you'd like to meet with.
- Select a **timeslot** from the timeslots that are available for that teacher. The selected booking timeslot will now be **reserved** for you until you finalise this process.
- Complete steps #1 and #2 until you have selected an appropriate interview time for all of the teachers you'd like to see.
- If there are no suitable timeslots available, click on the Select Timeslots button and then click on the blue **"Request interview with teacher"** button.
- If there are a number of teachers you don't feel the need to see, click on the Select Timeslots button and then click on the red **"Click if interview not required"** button.
- Once you have made a selection for **all** of the classes shown below, you **MUST** click on the **Confirm Appointments** button.
- The reserved bookings you selected will now be **confirmed**.

Please note: You have a 10 minute inactivity session timeout whilst selecting the bookings for your children. This means that if you leave your computer for more than 10 minutes, any reserved bookings will be released and other parents can choose them. It is important that you complete this please contact the school directly.

Subject	Class	Teacher
Year 12	12BS2	Miss Jones

Not required

09/03/2020 Mon

4:00pm	4:06pm	4:12pm	4:18pm	4:24pm
4:30pm	4:36pm	4:42pm	4:48pm	4:54pm
5:00pm	5:06pm	5:12pm	5:18pm	5:24pm
5:30pm	5:36pm	5:42pm	5:48pm	5:54pm
6:00pm	6:06pm	6:12pm	6:18pm	6:24pm
6:30pm	6:36pm	6:42pm	6:48pm	6:54pm

Please note that the red bar on top of the screen provides you with a 10min countdown before the session times out.

- Upon selection of all the timeslots for your child, you must **click** on the **Confirm Appointments** button at the bottom of the window.
- You will receive an email from the school indicating sessions currently booked.

Changing Sessions

If you have booked sessions and would like to make changes, please follow the following steps.

- Go back to the **Interview booking section**. *Please refer to booking sessions step 2.*
- Scroll down** to the bottom of the screen and **click** on the **Confirm Appointments button**.
- In the new window, **click** on the **Edit Bookings** green button.
- You can now proceed to change your session times or cancel bookings.
- Click** on the **Confirm Appointments** button again to confirm your new selections.
- You will receive an email from the school indicating sessions currently booked.