

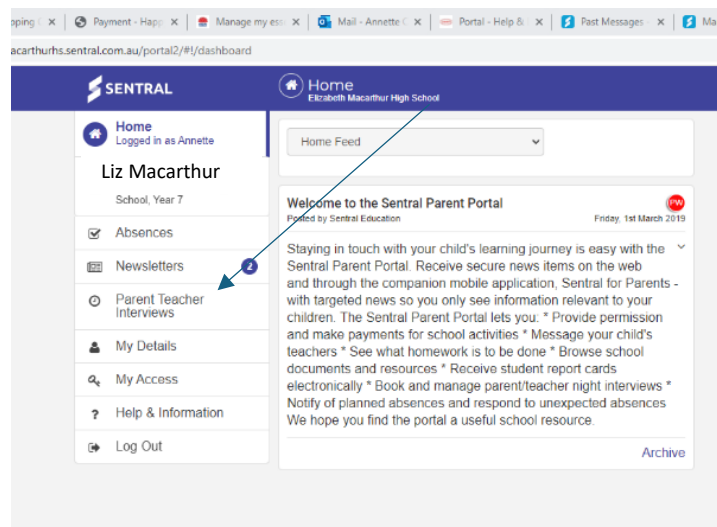


Parent Teacher Night Booking

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 on your PC or the APP.
2. Select the **Interview** Tab on the left-hand side if using a PC or press the Interview tab on the APP.



3. You will see a list of all your child's teachers and their available times (per subject for high schools).
4. Select your preferred times for each interview. If you do not want an interview with a particular teacher, click on **Not Attending**.
5. When you have made your selections, the times you chose will be displayed at the bottom of the screen.
6. Click the **Save Bookings** button.

You will be returned to the Interview screen displaying a list of your selected interview times